



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

ANNUAL

FINANCIAL

REPORT

Year Ended June 30, 2011



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Annual Financial Report

OF

MetroPlan Orlando

YEAR ENDED JUNE 30, 2011

PREPARED BY DEPARTMENT OF FINANCE & ADMINISTRATION

CAROLYN C. SMALL, CPA
DIRECTOR OF FINANCE & ADMINISTRATION

Introductory Section

Table of Contents

Board Members

Local Funding Partners

Management Team

Organizational Chart





ANNUAL FINANCIAL REPORT
Year Ended June 30, 2011

TABLE OF CONTENTS

| | Page Number |
|--|----------------|
| INTRODUCTORY SECTION | |
| BOARD MEMBERS..... | i |
| LOCAL FUNDING PARTNERS..... | ii |
| MANAGEMENT TEAM | iii |
| ORGANIZATIONAL CHART | iv |
| FINANCIAL SECTION | |
| INDEPENDENT AUDITOR'S REPORT..... | 1 |
| MANAGEMENT'S DISCUSSION AND ANALYSIS..... | 3 |
| BASIC FINANCIAL STATEMENTS | |
| Statement of Net Assets and Governmental Funds Balance Sheets | 9 |
| Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances..... | 10 |
| Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund and Special Revenue Fund..... | 11 |
| Notes to the Financial Statements | 12 |

ANNUAL FINANCIAL REPORT
Year Ended June 30, 2011

TABLE OF CONTENTS – Continued

| | Page Number |
|---|----------------|
| COMPLIANCE SECTION | |
| <i>Additional Elements required by Governmental Auditing Standards, OMB Circular A-133 and the Rules of the Auditor General.</i> | |
| INDEPENDENT AUDITOR'S REPORT on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | 21 |
| INDEPENDENT AUDITOR'S MANAGEMENT LETTER | 23 |
| INDEPENDENT AUDITOR'S REPORT on Compliance with Requirements that could have a Direct and Material Effect on Each Major Federal Program and on Internal Control Over Compliance in Accordance with Circular OMB A-133 | 24 |
| SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE | 26 |
| SCHEDULE OF FINDINGS AND QUESTIONED COSTS | 27 |
| SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS | 28 |
| OTHER SUPPLEMENTARY INFORMATION | |
| Schedule of Revenues, Expenditures and Changes in Fund Balance General Fund | 29 |
| Schedule of Project Revenues, Expenditures and Changes in Fund Balances Special Revenue Funds | 30 |

BOARD MEMBERS
July 1, 2010 to June 30, 2011

Commissioner Bob Dallari, Chairman
Seminole County

Commissioner Brandon Arrington, Vice Chairman
Central Florida Regional Transportation Authority

Commissioner Daisy W. Lynum, Secretary-Treasurer
City of Orlando

Mayor Patricia Bates
City of Altamonte Springs

*Mr. Thomas O'Hanlon**
Citizens' Advisory Committee

*Ms. Candy Bennage**
Kissimmee Municipal Airport

Commissioner Carlton Henley
Seminole County

*Mr. David Bottomley**
Bicycle and Pedestrian Advisory Committee

Mayor Teresa Jacobs
Orange County

Commissioner Scott Boyd
Orange County

*Mr. Steve Krug**
Transportation Technical Committee

Commissioner Fred Brummer
Orange County

Mayor John H. Land
City of Apopka

Mr. Joseph "Jose" Colon
Greater Orlando Aviation Authority

*Mayor Bruce Mount**
Municipal Advisory Committee

Mr. Larry Dale
Sanford Airport Authority

Commissioner John Quiñones
Osceola County

*Ms. Noranne Downs**
District Five Secretary
Florida Department of Transportation

Commissioner Tiffany Russell
Orange County

Mayor Buddy Dyer
City of Orlando

Mayor Jim Swan
City of Kissimmee

Commissioner Ted Edwards
Orange County

Commissioner Jennifer Thompson
Orange County

Mr. Mark Filburn
Orlando-Orange County Expressway
Authority

Mayor Jeff Triplett
City of Sanford

**Non-voting members*

LOCAL FUNDING PARTNERS

July 1, 2010 to June 30, 2011

Orange County Government

Osceola County Government

Seminole County Government

City of Altamonte Springs

City of Apopka

City of Kissimmee

City of Orlando

City of Sanford

Central Florida Regional Transportation Authority

Greater Orlando Aviation Authority

Orlando-Orange County Expressway Authority

Sanford Airport Authority

MANAGEMENT TEAM

As of June 30, 2011

Harold W. Barley
Executive Director

Gary D. Huttman
Director of Transportation Planning

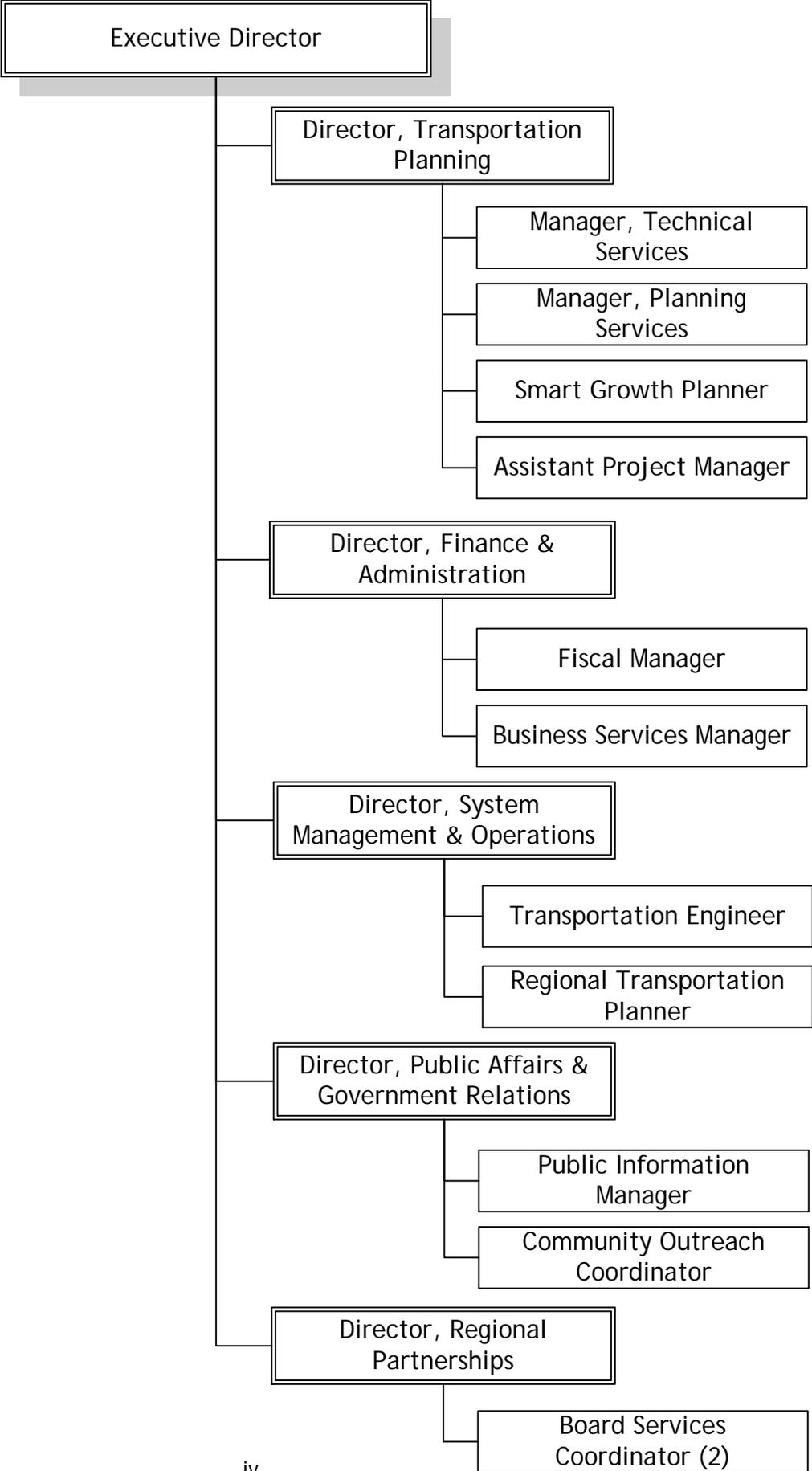
Eric T. Hill
Director of System Management and Operations

Virginia Lewis-Whittington
Director of Regional Partnerships

Carolyn C. Small, CPA
Director of Finance and Administration

Kelley M. Teague
Director of Public Affairs and Government Relations

MetroPlan Orlando Organizational Chart - Fiscal Year 2010-2011



Financial Section

Independent Auditor's Report
Management's Discussion and Analysis
Basic Financial Statements
Notes to the Financial Statements





**MOORE STEPHENS
LOVELACE, P.A.**
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
METROPLAN ORLANDO
Orlando, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of METROPLAN ORLANDO (the "Organization") as of and for the year ended June 30, 2011, which collectively comprise the Organization's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Organization as of June 30, 2011, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund and the Major Special Revenue Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 15, 2011 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

To the Board of Directors of
METROPLAN ORLANDO

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Organization's basic financial statements as a whole. The introductory section and other supplementary information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis, as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the financial statements. The schedule of expenditures of federal awards and state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United State of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole. The introductory section and other supplementary information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Moore Stephens Lovelace, P.A.

MOORE STEPHENS LOVELACE, P.A.
Certified Public Accountants

Orlando, Florida
September 15, 2011

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

Our discussion and analysis of MetroPlan Orlando's (the "Organization") financial performance provides an overview of the Organization's activities for the fiscal year ended June 30, 2011. Please read it in conjunction with the financial statements and accompanying notes, which begin on page 9.

Overview of the Financial Statements

The organization-wide and fund financial statements are combined for this annual report, as all activities of the Organization are governmental activities. The report consists of the organization-wide and fund financial statements, notes to the financial statements, and other supplementary information. The statements are designed to provide readers with a broad overview of the Organization's finances, in a manner similar to a private-sector business.

The Statement of Net Assets and Governmental Funds Balance Sheet presents information on all of the Organization's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Organization is improving or deteriorating.

The Statement of Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances presents information showing how the Organization's net assets changed during the most recent fiscal year. The Organization uses the economic resources measurement focus and the accrual basis of accounting. All changes in net assets are reported as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., grants receivable and earned but unused personal leave). These governmental activities are primarily supported by member assessments and operating grants.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Organization uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. All of the Organization's special revenue programs are shown combined, as all are Federal and State reimbursable operating grants.

Financial Analysis

Net assets may serve over time as a useful indicator of the Organization's financial position. At the close of the current fiscal year, assets exceeded liabilities by \$4,194,939, up \$252,229 from last year due to revenues being greater than expenditures. This increase is reflected in the increase in cash and cash equivalents (\$196,149), decrease in receivables and due from other funds (\$137,832), decrease in prepaid items (\$4,232), and an increase in net capital

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

| NET ASSETS | <u>FY2011</u> | <u>FY2010</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|-------------------------------|---------------------|---------------------|--------------------------|---------------------------|
| | \$ 4,370,609 | \$ 4,296,420 | \$ 74,189 | 1.7% |
| Current and other assets | | | | |
| Capital assets | 270,833 | 82,863 | 187,970 | 226.8% |
| Total Assets | \$ 4,641,442 | 4,379,283 | 262,159 | 6.0% |
| Accounts payable | 212,598 | 166,755 | 45,843 | 27.5% |
| Accrued liabilities | 50,646 | 46,434 | 4,212 | 9.1% |
| Accrued compensated absences | 183,259 | 223,454 | (40,195) | (18.0)% |
| Total Liabilities | 446,503 | 436,643 | 9,860 | 2.3% |
| Net assets: | | | | |
| Invested capital assets | 270,833 | 82,863 | 187,970 | 226.8% |
| Unrestricted | 3,924,106 | 3,859,777 | 64,329 | 1.7% |
| Total net assets | \$ 4,194,939 | \$ 3,942,640 | \$ 252,299 | 6.4% |
| | | | | |
| CHANGES IN NET ASSETS | <u>FY2011</u> | <u>FY2010</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
| Revenues | | | | |
| Operating grants | | | | |
| Federal | \$ 1,900,204 | \$ 2,038,637 | \$ (183,433) | (6.8)% |
| State | 87,610 | 96,403 | (8,793) | (9.1)% |
| State matching | 74,611 | 59,736 | 14,875 | 24.9% |
| Total operating grants | 2,062,425 | 2,194,776 | (132,351) | (6.0)% |
| Charges for services | 1,006,787 | 1,082,567 | (75,780) | (7.0)% |
| Interest | 18,058 | 30,763 | (12,705) | (41.3)% |
| Miscellaneous revenues | 46,589 | 26,765 | 19,824 | 74.1% |
| Total revenues | 3,133,859 | 3,334,871 | (201,012) | (6.0)% |
| Expenses: | | | | |
| Programs and operations | 2,834,856 | 2,894,995 | (60,139) | (2.1)% |
| Depreciation | 46,704 | 19,662 | 27,042 | 137.5% |
| Total expenses | 2,881,560 | 2,914,657 | (33,097) | (1.1)% |
| Change in net assets | 252,299 | 420,214 | (167,915) | (40.0)% |
| Net Assets | | | | |
| Beginning of the year | 3,942,640 | 3,522,426 | 420,214 | 11.9% |
| End of the year | \$ 4,194,939 | \$ 3,942,640 | \$ 252,299 | 6.4% |

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

assets (\$187,970). The increase in cash is due to an increase in payables and accrued liabilities of \$29,951; a \$4,232 decrease in prepaid items; a contribution from the Central Florida MPO Alliance of \$25,000; a decrease in due from other funds for grants and other receivables (\$137,832) as more of the reimbursable grants had already been received at June 30. Investment in capital assets represents 6.5% of net assets and is not available for future spending. This is a sizeable increase from last year due to disposal of depreciated capital items and additions for refurbishing of the office furnishings, audio visual, computer server and website redesign. The balance represents unrestricted net assets (\$3,924,106) and is available to meet the Organization's obligations to its partners and citizens.

Conversion to GASB 34 does not allow net assets to be represented as "reserved" unless there are external legal restrictions on how these funds may be used. Thus, while there may be long-term management plans for unrestricted net assets, they must be shown as unrestricted until such external restrictions occur.

The Organization's net assets increased \$252,299, or 6.4% of last year's ending net assets, as a result of this year's operations. Net assets invested in capital assets (furniture, equipment and software) increased \$187,970 due to refurbishing of the office, audio visual equipment, computer server and website redesign, and disposing of the associated depreciated items. Unrestricted net assets increased \$64,329 or 1.70%.

Governmental funds provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Organization's financing requirements. The General Fund is the chief operating fund of the Organization. Total assets in the General Fund experienced an increase of only 1.3% (\$54,085), comprised of \$196,149 increase in cash and cash equivalents, offset by decreases in due from other funds, receivables and in prepaid items of \$142,064. Prepaid items consist of prepaid rent 56.3% (\$15,629), insurance premiums 17.1% (\$4,761), prepaid postage 2.5% (\$704) and the balance representing prepaid memberships, dues and registrations. Deposits are all rent deposits. Due From Other Funds (\$263,558) represents reimbursable grants and is down 34.2% (\$137,237). There were fewer large contracts open at June 30, 2011 compared to 2010 and only the June grant billings were outstanding for most grants whereas the prior fiscal year had both May and June billings outstanding. Due From Other Governments in the Special Revenue Fund was down \$117,133, 21.82%, for the same reason.

Accounts Payable in the General Fund was up \$25,739 or 83.4%, made up of three small contract payments due. Accrued liabilities were up \$4,212 or 9.1%, all related to payroll which included salaries, taxes and pension from nine days of payroll. Accounts Payable in the Special Revenue Fund was down \$20,104 or 14.8%. Seventy-three percent (\$155,999) of all accounts payable balances were comprised of year-end billings for consultant fees and pass-through dollars and are reimbursable expenses as addressed in the Due from Other Funds in the above paragraph.

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

The Organization is in good financial condition. Reserves have helped weather the decrease in local revenues over the past four years. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$4,065,454, while total fund balance reached \$4,107,365, the difference being a non-spendable amount for prepaid items of \$27,790 and rent deposits of \$14,121. As a measure of the General Fund liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Since all grants required advance funding from the General Fund for reimbursement, we have used total Governmental Fund expenditures (\$3,109,725) for the comparison. Total Governmental Fund expenditures and other financing uses represent 76.5% of Unassigned Fund Balance. It is important to note that the Special Revenue Funds, which require advance funding, represent 68.7% of total Organization expenditures. Local assessments are not billable until the beginning of the second quarter of the fiscal year, requiring use of unassigned cash for all costs in the first quarter. Thus, an unassigned fund balance of at least one-third of the year's expected expenditures, approximately \$1,036,575, appears warranted as a minimum for cash flow when running large contracts. However, due to the nature of the business model of the Organization, the dependency on grant awards to perform its required charges of long term transportation planning, and the uncertain economic times, the Organization strives for higher reserve balances. This allows the Organization to accumulate funds for the 2040 Long Range Transportation Plan (LRTP) which is anticipated to be awarded early in FY 2012. The 2040 LRTP is anticipated to be a more challenging effort as the region moves closer to nonattainment for air quality. Accordingly, the Organization has had mitigation studies under way for some time. Additional studies are anticipated for freight, rail, bus rapid transit and other transit needs as the region moves forward with commuter rail. In addition to building reserves to meet these planning needs, the Organization is actively pursuing other grant sources and partnering with others in the region to bring additional funds to the region through activities such as supporting regional applications for federal TIGER Grants for Sunrail related and safe streets projects. The Organization also is participating with plans for an alternatives analysis study in the U.S. 441 Corridor with the Lake-Sumter MPO; and with plans for the Board's next transit project from the Orange County Convention Center to Orlando International Airport and the Lake Nona/Medical City area. While these funds will come to the region, not directly to the Organization, they are important in continuing the planning process, especially in light of revenues from operating grants being down 6.0%, this year, or \$132,351, compared to the prior year. This is due to the Local Agency Program Regional Indicators Growth Vision & Transportation Summits Grant and Federal Transit Administration FL-08-X018 being completed in FY 2010.

Revenues in the General Fund were down \$68,661, or 6.0%, compared to the prior year. Local assessments for funding partners are based on a rate of \$0.75 per capita, which has not increased since 1998. The operating agencies assessment amount is set by the Board. In FY 2008, local assessments were amended in total to roll back to the FY 2007 level, less an additional 10% for all municipalities and counties, with the Central Florida Regional Transportation Authority (LYNX) at the same rate as the smallest municipality, and the three other operating agencies were set at \$31,000 each. In FY 2009 thru FY 2011 assessments were

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

reduced again by 4.68%, 10% and 7% in respective years and will be held flat for FY 2012. This was in response to sharing with our funding partners the financial hardships experienced from a down economy and Amendment 1 passage in the state. In the region, based on a per capita charge of \$0.75 and agencies as set by the board in FY 2010, \$1,457,924 would have been generated in local assessments for FY 2011. The Organization is indeed doing more with less. Interest income received of \$18,058 was down \$12,705. However this represents an unrealized gain in FY 2010 of \$19,891 for Fund B at the State Board of Administration compared to an unrealized gain in FY 2011 of only \$10,604. If these anomalies are factored out, interest earnings for the year are actually down \$3,418. This was due to difficulties experienced at the State Board of Administration back in FY 2008, as discussed in Note 3 under Notes to the Financial Statements on page 15. Miscellaneous Income increased \$19,824, mainly due to a contribution from Orange County (\$14,500) for Health Savings Accounts for employees eligible to have such accounts related to our participation in medical insurance coverage as part of the Orange County Self Insured Pool and to sale of assets at auction \$3,417.

Expenditures and transfers out were \$1,047,300 in the General Fund, which represents an increase of \$336,595 or 47.4% over last year. This change within the General Fund represents increases of \$211,649 in capital purchases with renewal of the lease and refurbishing of the office as discussed earlier; an increase of \$90,823 in salary which represents payout of terminated leave of \$38,394; an extra staff member, \$21,808, increase in fringe benefits of \$15,937, \$14,500 for health savings accounts and the balance of an additional employee; increase in contributions of \$12,800 for the Florida Bicycle Association toward development of the bicycle safety course which has been well received here and at other places around the country; \$39,738 increase in consultant expenditures comprised of \$27,738 for market research, an every other year effort, and a contribution of \$20,000 to the University of Central Florida participating in support of the Developing Advance Spatial Data that expands on our own crash data system program with the University of Florida which was \$20,000 less in FY 2011; the balance was \$15,720 to complete the Constrained Roadways contract carried over from last fiscal year. Postage expenditures were down \$2,826 with more agenda items on the new website; parking validations were down \$2,747 as we receive more free ones with the lease renewal; rent organization wide was down \$38,101 and building expenses down \$11,914 of which approximately \$8,500 of the decrease applied to the General Fund. Part of the audit contract, \$5,863, was charged to the grants rather than to the General Fund.

Even though General Fund revenues were down \$68,661 and expenditures and transfers out were up \$336,595 compared to the prior fiscal year, total General Fund revenues in FY 2011 were greater than expenditures and transfers out by \$24,134. The Organization strives to preserve as much of its local revenues as possible to bank for funding if needed for the 2040 LRTP contract, and thus use grant revenue wherever possible to cover expenditures.

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2011

Economic Factors and Next Year's Budget and Rates

The overall financial position and results of operations for the Organization remained stable for the fiscal year ended June 30, 2011. The Organization stayed within budget. Unrestricted net assets increased \$64,329, while total net assets increased \$252,299 due to an increase in investment in capital assets of \$187,970 for a net 6.4% increase in net assets. It should be noted that this is a 40% less increase in net assets than last year but still a positive change in total net assets. The use of available net assets again avoided the necessity to raise the local assessment per capita for the 2011 fiscal year and, indeed, has facilitated the ability to decrease our local funding partner assessment since FY 2007. With the statewide economic climate, the Organization anticipates funding from local assessment revenues may remain flat for the 2012 fiscal year. The Organization does not anticipate any detriment to current projects underway, including the 2040 Long Range Transportation Plan technical consultant contract which will be bid early in fiscal year 2012. The Organization continues to seek other grant and partnership funding opportunities and partners with others in the region when possible to seek available grants. Our challenge for the next year will depend a great deal on the anticipated changes to the new federal air quality standards and the related impact on the 2040 LRTP accordingly. Another sizeable contract anticipated is a new regional freight study, encompassing not only our tri-county area, but our neighbors to the east and perhaps others. Our regional approach continues to expand through cooperation with our neighboring counties, such as through the Central Florida MPO Alliance, to coordinate transportation planning to meet needs of the future.

Requests for Information

This financial report is designed to provide a general overview of the Organization's finances for all those with an interest in the Organization's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance and Administration, MetroPlan Orlando, 315 East Robinson Street, Suite 355, Orlando, Florida 32801-1949.

THIS PAGE INTENTIONALLY LEFT BLANK

MetroPlan Orlando
A Regional Transportation Partnership

STATEMENT OF NET ASSETS AND
GOVERNMENTAL FUNDS BALANCE SHEET

June 30, 2011

| | General Fund | Special Revenue Fund | Total | Adjustments (Note 2) | Statement of Net Assets |
|--|---------------------|----------------------------|---------------------|-------------------------|----------------------------|
| ASSETS | | | | | |
| Cash and cash equivalents | \$ 3,909,141 | \$ - | \$ 3,909,141 | \$ - | \$ 3,909,141 |
| Due from other funds | 263,558 | - | 263,558 | (263,558) | - |
| Due from other governments | - | 419,557 | 419,557 | - | 419,557 |
| Prepaid items | 27,790 | - | 27,790 | - | 27,790 |
| Deposits | 14,121 | - | 14,121 | - | 14,121 |
| Capital assets, net | - | - | - | 270,833 | 270,833 |
| Total Assets | <u>\$ 4,214,610</u> | <u>\$ 419,557</u> | <u>\$ 4,634,167</u> | <u>7,275</u> | <u>4,641,442</u> |
| LIABILITIES | | | | | |
| Accounts payable | 56,599 | 155,999 | 212,598 | - | 212,598 |
| Due to other funds | - | 263,558 | 263,558 | (263,558) | - |
| Accrued liabilities | 50,646 | - | 50,646 | - | 50,646 |
| Accrued compensated absences | - | - | - | 183,259 | 183,259 |
| Total Liabilities | <u>107,245</u> | <u>419,557</u> | <u>526,802</u> | <u>(80,299)</u> | <u>446,503</u> |
| FUND BALANCES/ NET ASSETS | | | | | |
| Fund balances: | | | | | |
| Nonspendable: | | | | | |
| Prepaid items | 27,790 | - | 27,790 | (27,790) | - |
| Deposits | 14,121 | - | 14,121 | (14,121) | - |
| Unassigned | 4,065,454 | - | 4,065,454 | (4,065,454) | - |
| Total Fund Balances | <u>4,107,365</u> | <u>-</u> | <u>4,107,365</u> | <u>(4,107,365)</u> | <u>-</u> |
| Total Liabilities and Fund Balances | <u>\$ 4,214,610</u> | <u>\$ 419,557</u> | <u>\$ 4,634,167</u> | | |
| Net assets: | | | | | |
| Invested in capital assets | | | | 270,833 | 270,833 |
| Unrestricted | | | | 3,924,106 | 3,924,106 |
| Total Net Assets | | | | <u>\$ -</u> | <u>\$ 4,194,939</u> |

The accompanying notes are an integral part of the financial statements.

MetroPlan Orlando
A Regional Transportation Partnership

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUNDS REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
For the Year Ended June 30, 2011

| | General Fund | Special Revenue Fund | Total | Adjustments (Note 2) | Statement of Activities |
|--|---------------------|----------------------------|---------------------|-------------------------|----------------------------|
| REVENUES | | | | | |
| Operating grants | | | | | |
| Federal | \$ - | \$ 1,900,204 | \$ 1,900,204 | \$ - | \$ 1,900,204 |
| State | - | 87,610 | 87,610 | - | 87,610 |
| State matching | - | 74,611 | 74,611 | - | 74,611 |
| Charges for services | 1,006,787 | - | 1,006,787 | - | 1,006,787 |
| Interest | 18,058 | - | 18,058 | - | 18,058 |
| Miscellaneous revenues | 46,589 | - | 46,589 | - | 46,589 |
| Total Revenues | <u>1,071,434</u> | <u>2,062,425</u> | <u>3,133,859</u> | <u>-</u> | <u>3,133,859</u> |
| EXPENDITURES / EXPENSES | | | | | |
| Transportation: | | | | | |
| Current: | | | | | |
| Programs and operations | 738,015 | 2,137,036 | 2,875,051 | (40,195) | 2,834,856 |
| Depreciation | - | - | - | 46,704 | 46,704 |
| Capital outlay | 234,674 | - | 234,674 | (234,674) | - |
| Total Expenditures/Expenses | <u>972,689</u> | <u>2,137,036</u> | <u>3,109,725</u> | <u>(228,165)</u> | <u>2,881,560</u> |
| Excess (deficiency) of revenues over expenditures | 98,745 | (74,611) | 24,134 | | |
| Transfers - internal activities | <u>(74,611)</u> | <u>74,611</u> | <u>-</u> | | |
| Excess of revenues and transfers in (out) over expenditures | 24,134 | - | 24,134 | (24,134) | - |
| Change in net assets | | | | 252,299 | 252,299 |
| FUND BALANCES / NET ASSETS | | | | | |
| Beginning of the year | <u>4,083,231</u> | <u>-</u> | <u>4,083,231</u> | <u>(140,591)</u> | <u>3,942,640</u> |
| End of the year | <u>\$ 4,107,365</u> | <u>\$ -</u> | <u>\$ 4,107,365</u> | <u>\$ 87,574</u> | <u>\$ 4,194,939</u> |

The accompanying notes are an integral part of the financial statements.

MetroPlan Orlando
A Regional Transportation Partnership

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
GENERAL FUND AND SPECIAL REVENUE FUND

For the Year Ended June 30, 2011

| | <u>Budgeted Amounts</u> | | <u>Actual Amounts</u> |
|--|-------------------------|--------------------|----------------------------|
| | <u>Original</u> | <u>Final</u> | |
| GENERAL FUND | | | |
| Revenues | | | |
| Charges for services | \$ 1,006,787 | \$ 1,006,787 | \$ 1,006,787 |
| Interest | 12,000 | 12,000 | 18,058 |
| Miscellaneous revenues | 25,000 | 41,114 | 46,589 |
| Cash Carryforward | 231,932 | 318,520 | - |
| Total Revenues | <u>1,275,719</u> | <u>1,378,421</u> | <u>1,071,434</u> |
| Expenditures | | | |
| Current: | | | |
| Transportation | 889,611 | 976,157 | 738,015 |
| Capital outlay | 298,990 | 299,537 | 234,674 |
| Total Expenditures | <u>1,188,601</u> | <u>1,275,694</u> | <u>972,689</u> |
| Excess of revenues over expenditures | 87,118 | 102,727 | 98,745 |
| Other Financing Sources / Uses | | | |
| Operating transfers out | <u>(87,118)</u> | <u>(102,727)</u> | <u>(74,611)</u> |
| Net change in fund balance | - | - | 24,134 |
| Fund Balance at Beginning of Year | - | - | 4,083,231 |
| Fund Balance at End of Year | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 4,107,365</u></u> |
| SPECIAL REVENUE FUND | | | |
| Revenues | | | |
| Operating grants | \$ 2,483,705 | \$ 2,600,945 | \$ 2,062,425 |
| Total Revenues | <u>2,483,705</u> | <u>2,600,945</u> | <u>2,062,425</u> |
| Expenditures | | | |
| Current: | | | |
| Transportation | <u>2,570,823</u> | <u>2,703,672</u> | <u>2,137,036</u> |
| Total Expenditures | <u>2,570,823</u> | <u>2,703,672</u> | <u>2,137,036</u> |
| Deficiency of revenues over expenditures | (87,118) | (102,727) | (74,611) |
| Other Financing Sources / Uses | | | |
| Operating transfers in | <u>87,118</u> | <u>102,727</u> | <u>74,611</u> |
| Net change in fund balance | - | - | - |
| Fund Balance at Beginning of Year | - | - | - |
| Fund Balance at End of Year | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

The accompanying notes are an integral part of the financial statements.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. The Reporting Entity

The Orlando Urban Area Metropolitan Planning Organization d/b/a MetroPlan Orlando/*A Regional Transportation Partnership* (the "Organization") is a voluntary association of local governmental units organized under the authority of Chapter 339.175 of the Florida Statutes in accordance with the 1962 Federal Aid Highway Act. Its primary purpose is to provide leadership in the initiation and development of transportation plans and programs and the establishment of transportation priorities and strategies in Orange, Seminole, and Osceola counties. Members are apportioned by the Governor of Florida and interlocal agreements among the various governmental entities within the Orlando Urban Area on the basis of equitable population ratio and geographic factors. Membership is comprised of representatives of Orange County (6); Osceola County (1); Seminole County (2); City of Orlando (2); (1) each for the cities of Altamonte Springs, Apopka, Kissimmee, and Sanford; Greater Orlando Aviation Authority (1); Orlando-Orange County Expressway Authority (1); Sanford Airport Authority (1); and Central Florida Regional Transportation Authority (LYNX) (1). Representatives of the Florida Department of Transportation, Kissimmee Gateway Airport, and the Chairpersons of the Transportation Technical Committee, the Citizens' Advisory Committee, the Bicycle and Pedestrian Advisory Committee and the Municipal Advisory Committee serve as non-voting members.

The accompanying financial statements present the financial position and results of operations of the applicable funds controlled by or dependent upon the Organization. In evaluating the Organization as a reporting entity, management has addressed all potential component units for which the Organization may or may not be financially accountable and, as such, be includable within the Organization's financial statements. No component units exist which would require inclusion in the Organization's financial statements.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the activities of the Organization. The effect of interfund activities has been removed from these statements. The Organization only has governmental activities and does not engage in any business-type activities. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges for services, which includes member assessments; 2) operating grants; and 3) miscellaneous revenues. General revenues include interest income. Fund financial statements are presented for the Organization's General and Special Revenue Funds. Both of these funds are considered to be major funds. The Special Revenue Fund is used to account for federal and state transportation planning activities.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When both restricted and unrestricted resources are available for use, it is the Organization's policy to use restricted resources first, then unrestricted resources, as they are needed."

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and long-term lease agreements are recorded only when payment is due. Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

D. Budgets and Budgetary Accounting

On or before July 1 of each year, the Organization adopts an annual budget on a generally accepted accounting principles (GAAP) basis sufficient to support the anticipated Unified Planning Work Program (UPWP) for the year. The budget is adopted at the fund level and includes combined revenues from all sources, including federal, state, local and private grants-in-aid, contracts, fees, and such other funding sources legitimately available to the Organization. The level of budget control is at the UPWP task level.

E. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and investments in the State Board of Administration Local Government Pooled Investment Account.

F. Prepays

Prepays represent payments made to vendors for services that will benefit beyond June 30, 2011.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

G. Office Furniture, Fixtures and Equipment

Office furniture, fixtures and equipment purchased in the Governmental Fund Types are recorded as expenditures at the time of purchase. It is the Organization's policy to capitalize property and equipment over \$1,000. Lesser amounts are expensed. Gifts or contributions are recorded in the General Fixed Assets Account Group at fair market value at the time received. Depreciation has been provided on fixed assets as a direct charge using the straight-line method over the estimated useful lives of the various classes of depreciable assets, which range from 3-15 years.

H. Compensated Absences

It is the Organization's policy to grant employees personal leave based upon the number of years of employment with the Organization. Personal leave may be used as time off or accrued up to the maximum the employee would earn in three years. An employee resigning or retiring with two weeks' notice shall be paid for their credited personal leave up to the maximum allowable rate referred to above. Such leave pay shall be made at the employee's current rate of pay. Employees who terminate prior to completion of six months' continuous service will not be paid for any accrued personal leave time.

I. Indirect Costs

Certain administrative costs are recorded in the General Fund as indirect costs in the Organization's accounting system and are allocated to the Special Revenue Fund based upon an indirect cost rate appropriate in the circumstances. The rate is based upon direct salary and fringe benefit costs and is calculated using actual indirect costs.

J. Grants

Revenues received or used from grants for governmental funds are recognized as current revenues when they become subject to accrual, that is both measurable and available (modified accrual basis).

K. Interfund Transfers

All interfund transfers are between the Organization's General and Special Revenue Funds and represent the local match, where required, for Federal and State grants received. All grants are strictly reimbursable grants with eligible project costs 100% advance funded by the General Fund.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 June 30, 2011

NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Adjustments were made to include capital assets (net of accumulated depreciation) and long-term liabilities on the statement of net assets. This resulted in a net difference between ending governmental fund balances and total net assets of \$87,574. Inter-fund payables and receivables were also eliminated.

| | |
|-----------------------------------|---------------------|
| Ending governmental fund balances | \$ 4,107,365 |
| Capital assets, net | 270,833 |
| Accrued compensated absences | <u>(183,259)</u> |
| Total net assets | <u>\$ 4,194,939</u> |

Adjustments were made to include depreciation expense and loss on disposals, eliminate capital outlay expenditures and record the decrease in compensated absences on the statement of activities. This resulted in a net difference between “excess of revenues and transfers in over expenditures and transfers out” and “change in net assets” of \$252,299.

| | |
|---|-------------------|
| Excess of revenues and transfers in over expenditures and transfers out | \$ 24,134 |
| Less: Depreciation expense & loss on disposal | (46,704) |
| Add: Decrease in compensated absences | 40,195 |
| Capital outlay expenditures | <u>234,674</u> |
| Change in net assets | <u>\$ 252,299</u> |

NOTE 3 - DEPOSITS AND INVESTMENTS

Authorized Investments

The Organization may invest surplus funds in the Local Government Surplus Trust Funds Investment Pool, now called the Florida Prime, (State Board of Administration, “SBA”); negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government at the then prevailing market price for such securities with remaining maturities not exceeding one year; demand deposits and interest-bearing time deposits, money market, or savings accounts in banks organized under the laws of Florida, in national banks organized under laws of the United States, in savings and loan associations which are under State supervision, or in Federal savings and loan associations organized under Federal law and Federal supervision, provided that each such firm shall be doing business and is situated in the tri-county area, and further provided that any such deposits are collateralized, as may be prescribed by Chapter 280, Florida Statutes. Cash in excess of current requirements is invested in various interest-bearing securities and is classified as investments. Investments are recorded at fair market value and consist entirely of money market funds whose fair market value approximates cost.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

June 30, 2011

NOTE 3 - DEPOSITS AND INVESTMENTS - Continued

Deposits

Deposits consist of interest and noninterest-bearing demand accounts. All deposits with financial institutions were 100% insured by Federal depository insurance or by collateral, pursuant to the Public Depository Security Act of the State of Florida.

Investments

The Organization is authorized to invest in investment vehicles, as defined in the written investment policy which was approved by the Board. The policy specifies the authorized investment vehicles which, among others, include the Local Government Surplus Trust Funds Investment Pool (State Board of Administration, "SBA"), negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government at the then prevailing market price for such securities with remaining maturities not exceeding one year, for certain money market funds and repurchase agreements. The policy also specifies the portfolio allocation which is intended to meet the Organization's specified goals, in order of priority, of safety, liquidity and yield.

On November 29, 2007, the State Board of Administration implemented a temporary freeze on the assets held in SBA due to an unprecedented amount of withdrawals from the Fund coupled with the absence of market liquidity for certain securities within the Pool. The significant amount of withdrawals followed reports that the Pool held asset-backed commercial paper that was subject to subprime mortgage risk. On December 4, 2007, based on recommendations from an outside financial advisor, the SBA restructured the Pool into two separate pools: Local Government Investment Pool (LGIP) now called the Florida Prime, and Fund B. The LGIP, Florida Prime, consisted of all money market appropriate assets, which was approximately \$12 billion, or 86%, of Pool assets. Fund B consisted of assets that had either defaulted on a payment, paid more slowly than expected, and/or had any significant credit and liquidity risk, which was approximately \$2 billion or 14% of Pool assets. At the time of the restructuring, all current Pool participants had their existing balances proportionately allocated into LGIP (Florida Prime) and Fund B.

The Florida Prime is considered an SEC 2a-7-like pool, an external investment pool that is not registered with the Securities and Exchange Commission as an investment company but, nevertheless, has a policy that it will, and does, operate in a manner consistent with Rule 2a-7 under the Investment Company Act of 1940. Thus, the account balance should also be considered the fair value of the investment. The LGIP is rated by Standard and Poor's with a current rating of AAAM. The Fund rating is reviewed weekly. The weighted average days-to-maturity (WAM) of the LGIP, the Florida Prime, at June 30, 2011, was 31 days. Currently, all of the Florida Prime balance for the Organization is eligible for withdrawal.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 3 - DEPOSITS AND INVESTMENTS - Continued

Fund B is accounted for as a fluctuating net asset value (NAV) pool and is reported at its NAV balance at June 30, 2011. Fund B does not meet the requirements of an SEC 2a-7-like pool. The Fair Value factor for June 30, 2011, was .78965331. Accordingly, the Organization is recognizing an Unrealized Gain on the books of \$10,604 for Year Ending June 30, 2011. Fund B is not rated by any nationally recognized statistical rating agency. The weighted average life (WAL) for Fund B at June 30, 2011, was 7.16 years. Fund B has not participated in a securities lending program in the fiscal year ending June 30, 2011. Currently, Fund B participants are prohibited from withdrawing any amount from the Pool and a formal withdrawal policy has not yet been developed. Market valuations of the assets held in Fund B are not readily available. In addition, full realization of the principal value of Fund B assets is not readily determinable.

As of June 30, 2011, the Organization has the following balances invested:

| | Fair Value |
|--------------------------------|--------------|
| Bank Demand Deposits | \$ 3,597,824 |
| Petty Cash | 25 |
| State Board of Administration: | |
| LGIP-A | \$ 269,960 |
| LGIP-B NAV Balance | 41,332 |
| Total Investments | \$ 3,909,141 |

NOTE 4 - CAPITAL ASSETS

The following is a summary of changes in capital assets during the fiscal year:

| | Balance July 1, 2010 | Increases | Decreases | Balance June 30, 2011 |
|--|-------------------------|------------|-------------|--------------------------|
| Capital assets not being depreciated: | | | | |
| CIP - software | \$ 35,725 | \$ - | \$ (35,725) | \$ - |
| Capital assets being depreciated: | | | | |
| Office furniture, fixtures and equipment | 444,323 | 270,399 | (278,229) | 436,493 |
| Less: Accumulated depreciation | (397,185) | (36,304) | 267,829 | (165,660) |
| Total Capital Assets, net | \$ 82,863 | \$ 234,095 | \$ (46,125) | \$ 270,833 |

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 5 - LONG-TERM DEBT

During the year ended June 30, 2011, the following changes occurred in long-term liabilities:

| | Balance July 1, 2010 | Increases | Decreases | Balance June 30, 2011 | Due Within One Year |
|------------------------------|-------------------------|-----------|-------------|--------------------------|------------------------|
| Accrued compensated absences | \$ 223,454 | \$ - | \$ (40,195) | \$ 183,259 | \$ 52,261 |

NOTE 6 - LEASE OBLIGATIONS

The Organization leases office facilities and other equipment under noncancelable operating leases.

- A. On August 1, 1997, the Organization entered into a five-year lease agreement for office space, which was renewed under the terms of the lease until August 31, 2005. A second amendment to the lease was executed during Fiscal Year 2005, extending the lease an additional five (5) years from September 1, 2005, through and including August 31, 2010. A third amendment to the lease was negotiated in late Fiscal Year 2010, extending the lease an additional five (5) years and four (4) months from September 1, 2010, through and including December 31, 2015. Monthly rates for the new lease period (September 2010 through December 2015) increase annually on September 1 as follows: \$15,460, \$15,845, \$16,245, \$16,652, \$17,067 and \$17,497 with one free month each of the first four years of the lease.
- B. The Organization entered into a new copier lease in July 2010, extending from August 2010 through July 2016. Under the terms of the lease, monthly rentals are \$1,233.
- C. In March 2010, a 48-month lease agreement was entered into for a new mailing system, which expires in April 2014. The quarterly lease payment is \$396.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 6 - LEASE OBLIGATIONS - Continued

The future minimum lease payments as of June 30, 2011 are as follows:

| Year Ending June 30, | Building | Copiers | Mail Machine | Total |
|-------------------------|-------------------|------------------|-----------------|-------------------|
| 2012 | \$ 173,526 | \$ 14,796 | \$ 1,584 | \$ 189,906 |
| 2013 | 177,893 | 14,796 | 1,584 | 194,273 |
| 2014 | 182,358 | 14,796 | 1,188 | 198,342 |
| 2015 | 203,972 | 14,796 | | 218,768 |
| 2016 | 104,120 | 1,233 | | 105,353 |
| | <u>\$ 841,869</u> | <u>\$ 60,417</u> | <u>\$ 4,356</u> | <u>\$ 906,642</u> |

Building rent expense for the year ended June 30, 2011 was \$178,118.

NOTE 7 - EMPLOYEE BENEFIT PLAN

The Organization maintains the MetroPlan Orlando Money Purchase Pension Plan and Trust, a defined contribution pension plan. This is a tax-qualified plan pursuant to Section 401(a) of the Internal Revenue Code. This plan was established as of January 1, 1997 by the Board of the Organization. All full-time employees and regular part-time employees working 30 hours a week or more are eligible to participate in the plan upon employment. Participants become vested after one year of continuous employment.

The Organization is required to contribute 10% of the salaries of eligible employees to the plan. Salaries include W-2 earnings plus any contributions made pursuant to a salary reduction agreement, which was not included in the gross income of the employer under Section 457 of the Internal Revenue Code. Employees may not contribute to the plan. For the year ended June 30, 2011, MetroPlan Orlando recognized employer contributions of \$130,495 in connection with the plan, \$4,179 of which was accrued at June 30, 2011 and paid subsequent to that time.

An outside party, the International City Management Association Retirement Corporation (ICMA) administers the plan with all funds invested with the ICMA Retirement Trust. Investments are self-directed by the employee. The normal retirement age has been designated by the employer as age 55. The plan permits withdrawals for retirement, termination, and disability. The plan does not allow participants to borrow against their accounts.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2011

NOTE 8 - RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization purchases commercial insurance for all types of claims with nominal deductible amounts. The following is a summary of the Organization's significant insurance coverage and limitations:

| Coverage | Limitations |
|---|---|
| General/Professional Liability (Includes errors & omissions; and employee benefits program administration) | \$100,000 - Each person \$200,000 - Each occurrence \$500,000 - Combined single limit, per occurrence |
| Fiduciary Liability | \$1,000,000 - Aggregate all claims |
| Auto Liability | \$100,000 - Each person \$200,000 - Each occurrence \$500,000 - Combined single limit, per occurrence |
| Property Damage (Includes personal property; inland marine; computer equipment and software) | \$328,224 - Personal property \$1,545 - Inland marine |
| Executive Travel Accident | \$250,000 - Per occurrence |
| Worker Compensation - Statutory | \$1,000,000 - Each accident \$1,000,000 - Each disease \$1,000,000 - Aggregate by disease |

There have been no significant reductions in insurance coverage during Fiscal Year 2011. There have been no insurance claims in the past three years.

NOTE 9 - COMMITMENTS AND CONTINGENCIES

Intergovernmental Grants

Amounts received or receivable from grantors are subject to audit and adjustment by grantor agencies, principally Federal and State governments. Any disallowed claims, including amounts already collected, may constitute a liability of the General Fund. The amount, if any, of expenditures, which may be disallowed by the grantor, cannot be determined at this time, although the Organization expects such amounts to be immaterial.

THIS PAGE INTENTIONALLY LEFT BLANK

Compliance Section

Compliance and Internal Control Over Financial Reporting

Management Letter

Compliance with Requirements Applicable to Each Major Program

Expenditures of Federal Awards and State Financial Assistance

Findings and Questioned Costs

Summary of Prior Audit Findings





**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
METROPLAN ORLANDO
Orlando, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of METROPLAN ORLANDO (the "Organization") as of and for the year ended June 30, 2011, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated September 15, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting as a basis for designing auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

To the Board of Directors of
METROPLAN ORLANDO

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, Board of Directors, the Florida Auditor General, others within the Organization, and federal and state awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in blue ink that reads "Moore Stephens Lovelace, P.A." The signature is written in a cursive, flowing style.

MOORE STEPHENS LOVELACE, P.A.
Certified Public Accountants

Orlando, Florida
September 15, 2011



INDEPENDENT AUDITOR’S MANAGEMENT LETTER

To the Board of Directors of
METROPLAN ORLANDO
Orlando, Florida

We have audited the financial statements of METROPLAN ORLANDO (the “Organization”) as of and for the fiscal year ended June 30, 2011, and have issued our report thereon dated September 15, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters, Independent Auditor’s Report on Compliance with Requirements that could have a Direct and Material Effect on each Major Program and on Internal Control over Compliance in accordance with OMB Circular A-133, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated September 15, 2011, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.650, Rules of the Auditor General, which requires disclosure in the management letter of violations of provisions of contracts or grant agreements or abuse that have an effect on the financial statements that is less than material but more than inconsequential. In addition, for matters that have an inconsequential effect on the financial statements, considering both quantitative and qualitative factors, the following may be reported based on professional judgment: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit, we did not have any such findings.

Pursuant to Chapter 119, Florida Statutes, this management letter is public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information of management, Board of Directors, and the Florida Auditor General and is not intended to be, and should not be, used by anyone other than these specified parties.

MOORE STEPHENS LOVELACE, P.A.
Certified Public Accountants

Orlando, Florida
September 15, 2011

THIS PAGE INTENTIONALLY LEFT BLANK



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT
ON EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors of
METROPLAN ORLANDO
Orlando, Florida

Compliance

We have audited the compliance of METROPLAN ORLANDO (the "Organization") with the types of compliance requirements described in the U.S. Office of Management and Budget ("OMB") Circular A-133 *Compliance Supplement*, that could have a direct and material effect on its major federal program for the year ended June 30, 2011. The Organization's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal program is the responsibility of the Organization's management. Our responsibility is to express an opinion on the Organization's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Organization's compliance with those requirements.

In our opinion, the Organization complied, in all material respects, with the requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2011.

To the Board of Directors of
METROPLAN ORLANDO

Internal Control Over Compliance

The management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Organization's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, Board of Directors, others within the Organization, federal awarding agencies, and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.



MOORE STEPHENS LOVELACE, P.A.
Certified Public Accountants

Orlando, Florida
September 15, 2011

MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE
For the Year Ended June 30, 2011

| Federal or State Agency/ State Pass-Through Grantor/ Program Title | Catalog of Federal/State Domestic Assistance Number | Grant Identification Number | Total Program Expenditures |
|--|---|-----------------------------------|----------------------------------|
| Federal Awards: | | | |
| Federal Highway Administration: | | | |
| Passed through the State of Florida | | | |
| Department of Transportation: | | | |
| Unified Planning Work Program | | | |
| PL-0087(48) - FY 2011 | 20.205 | A5066 | \$ 1,303,320 |
| Federal Transit Administration: | | | |
| Passed through the State of Florida | | | |
| Department of Transportation: | | | |
| Unified Planning Work Program | | | |
| Section 5303 - 2008/2009 - X018 | 20.505 | AOJ52 | 17,554 |
| Unified Planning Work Program | | | |
| Section 5303 - 2009/2010 - X019 | 20.505 | AOJ52 | 147,309 |
| Unified Planning Work Program | | | |
| Section 5303 - 2010/2011 - X020 | 20.505 | AOJ52 | <u>432,021</u> |
| Total Expenditures of Federal Awards: | | | <u><u>\$ 1,900,204</u></u> |
| State Financial Assistance Projects: | | | |
| Florida Department of Transportation: | | | |
| Transportation Disadvantaged Commission: | | | |
| Planning Grant 2011 | 55.002 | AQ062 | <u>\$ 87,610</u> |
| Total Expenditures of State Financial Assistance: | | | <u><u>\$ 87,610</u></u> |

The accompanying Schedule is presented using the modified accrual basis of accounting. Under the modified accrual basis, revenue is recognized if it is measurable and available for use during the year. Expenditures are recognized in the period liabilities are incurred, if measurable. The amounts reported in the Schedule have been reconciled to and are in material agreement with amounts recorded in the Organization's accounting records from which the basic financial statements were prepared.

MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2011

Section I - Summary of Auditor's Results

Financial Statement

| | | | |
|---|--------------------|---------|---------------|
| Type of auditor's report issued | Unqualified | | |
| Internal control over financial reporting: | | | |
| Material weakness(es) identified? | _____ Yes | _____ X | No |
| Significant deficiency(ies) identified? | _____ Yes | _____ X | None reported |
| Noncompliance material to financial statements noted? | _____ Yes | _____ X | No |

Federal Awards

| | | | |
|--|--------------------|---------|---------------|
| Internal control over major federal programs: | | | |
| Material weakness(es) identified? | _____ Yes | _____ X | No |
| Significant deficiency(ies) identified? | _____ Yes | _____ X | None reported |
| Type of auditor's report issued on compliance for major federal programs: | Unqualified | | |
| Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? | _____ Yes | _____ X | No |

Identification of major federal programs:

| | |
|--------------------|--|
| <u>CFDA Number</u> | <u>Name of Federal Program or Cluster</u> |
| 20.505 | Federal Transit Metropolitan Planning Grants |

Dollar threshold used to distinguish between

Type A and Type B programs

Federal \$300,000

| | | | | |
|--|---------|-----|-------|----|
| Auditee qualified as low-risk auditee? | _____ X | Yes | _____ | No |
|--|---------|-----|-------|----|

Section II - Financial Statement Findings

No matters were reported.

Section III - Federal Award Findings and Questioned Costs

No matters were reported.

MetroPlan Orlando
A Regional Transportation Partnership

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For the Year Ended June 30, 2011

PRIOR YEAR AUDIT FINDINGS

No matters were reported over federal financial assistance programs.

THIS PAGE INTENTIONALLY LEFT BLANK

Other Supplementary Information



MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GENERAL FUND

For the Year Ended June 30, 2011

| | |
|--|---------------------|
| Revenues: | |
| Charges for services | |
| Member assessments | \$ 1,006,787 |
| Interest | 18,058 |
| Miscellaneous revenues | 46,589 |
| Total Revenues | <u>1,071,434</u> |
| Expenditures: | |
| Audit | 16,182 |
| Books, publications, subscriptions & memberships | 17,977 |
| Community relations & advertising | 37,401 |
| Computer operations | 9,778 |
| Consultants | 85,110 |
| Contractual services | 2,172 |
| Equipment & furniture | 205,260 |
| Equipment rent & repair | 270 |
| Fringe benefits | 106,963 |
| Indirect costs | 45,467 |
| Insurance | 1,064 |
| Legal | 23,182 |
| Office supplies | 5,593 |
| Operating supplies | 32,828 |
| Other miscellaneous | 6,170 |
| Postage | 2,568 |
| Printing & binding | 8,639 |
| Repair & maintenance | 409 |
| Salaries | 294,986 |
| Seminars/Training | 10,693 |
| Software | 37,278 |
| Travel & per diem | 22,699 |
| Total Expenditures | <u>972,689</u> |
| Excess of Revenues Over Expenditures | <u>98,745</u> |
| Other Financing Uses: | |
| Operating transfers out | (74,611) |
| Total Other Financing Uses | <u>(74,611)</u> |
| Excess of Revenues Over Expenditures and Other Financing Uses | 24,134 |
| Fund Balance, beginning of year | <u>4,083,231</u> |
| Fund Balance, end of year | <u>\$ 4,107,365</u> |

MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF PROJECT REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS

For the Year Ended June 30, 2011

| | <u>State Department of Transportation</u> |
|---|---|
| | <u>Transportation Disadvantaged</u> |
| Revenues: | |
| Intergovernmental: | |
| Federal | \$ - |
| State | 87,610 |
| Total intergovernmental revenues: | <u>87,610</u> |
| Other grants: | |
| Total grant revenue: | <u>87,610</u> |
| Expenditures: | |
| Community Relations & Advertising | 651 |
| Computer Operations | - |
| Consultants | - |
| Contractual Services | - |
| Fringe Benefits | 3,970 |
| Graphics/Printing & Binding | - |
| Indirect Costs | 2,710 |
| Office Supplies | 77 |
| Pass-Through Expenses | 66,947 |
| Postage | 280 |
| Salaries | 12,975 |
| Total expenditures | <u>87,610</u> |
| Deficiency of Revenues Over Expenditures | <u>-</u> |
| Other Financing Sources : | |
| Operating transfers in | - |
| Total Other Financing Sources | <u>-</u> |
| Excess of Revenues and Other Financing Sources Over Expenditures | <u>-</u> |
| Fund Balance at beginning of year | <u>-</u> |
| Fund Balance at end of year | <u>\$ -</u> |

Federal Transit Administration

Federal Highway Administration

| <u>FL-08-X018</u> | <u>FL-08-X019</u> | <u>FL-08-X020</u> | <u>PL - 0087(48)</u> | <u>Totals</u> |
|-------------------|-------------------|-------------------|----------------------|------------------|
| \$ 17,554 | \$ 147,309 | \$ 432,021 | \$ 1,303,320 | \$ 1,900,204 |
| 2,194 | 18,414 | 54,003 | - | 162,221 |
| <u>19,748</u> | <u>165,723</u> | <u>486,024</u> | <u>1,303,320</u> | <u>2,062,425</u> |
| <u>19,748</u> | <u>165,723</u> | <u>486,024</u> | <u>1,303,320</u> | <u>2,062,425</u> |
| - | - | 2,209 | 8,631 | 11,491 |
| - | - | 3,000 | 3,600 | 6,600 |
| - | - | 40,000 | 210,135 | 250,135 |
| - | - | 1,863 | 6,904 | 8,767 |
| - | 3,401 | 80,639 | 216,821 | 304,831 |
| - | 2,283 | 3,422 | 1,494 | 7,199 |
| - | 2,476 | 52,233 | 139,404 | 196,823 |
| - | - | 4,717 | 7,194 | 11,988 |
| 21,942 | 165,060 | 89,454 | - | 343,403 |
| - | 48 | 769 | 235 | 1,332 |
| - | 10,869 | 261,721 | 708,902 | 994,467 |
| <u>21,942</u> | <u>184,137</u> | <u>540,027</u> | <u>1,303,320</u> | <u>2,137,036</u> |
| <u>(2,194)</u> | <u>(18,414)</u> | <u>(54,003)</u> | <u>-</u> | <u>(74,611)</u> |
| 2,194 | 18,414 | 54,003 | - | 74,611 |
| <u>2,194</u> | <u>18,414</u> | <u>54,003</u> | <u>-</u> | <u>74,611</u> |
| - | - | - | - | - |
| - | - | - | - | - |
| <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

THIS PAGE INTENTIONALLY LEFT BLANK

MetroPlan Orlando
315 East Robinson Street, Suite 355
Orlando, Florida 32801-1949
(407) 481-5672
Fax (407) 481-5680

www.metroplanorlando.com