



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

ANNUAL
FINANCIAL
REPORT

Year Ended June 30, 2015



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Annual Financial Report

OF

MetroPlan Orlando

YEAR ENDED JUNE 30, 2015

PREPARED BY DEPARTMENT OF FINANCE & ADMINISTRATION

JASON S. LOSCHIAVO, CPA
DIRECTOR OF FINANCE & ADMINISTRATION

Introductory Section

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Board Members

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BOARD MEMBERS
As of June 30, 2015

Mayor Jim Swan, Chairman
City of Kissimmee

Commissioner Scott Boyd, Vice Chair
Orange County

Commissioner Bob Dallari, Secretary/Treasurer
Seminole County

Mr. Dean Asher
Greater Orlando Aviation Authority

Mayor Patricia Bates
City of Altamonte Springs

Ms. Candy Bennage*
Kissimmee Gateway Airport

Mr. Kelly Brock*
Technical Advisory Committee

Commissioner Pete Clarke
Orange County

Commissioner Lee Constantine
Seminole County

Mr. Larry Dale
Sanford Airport Authority

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

Mayor Buddy Dyer
City of Orlando

Commissioner Ted Edwards
Orange County

Mr. Carnot Evans*
Citizens' Advisory Committee

Commissioner Cheryl Grieb
Osceola County

Commissioner Fred Hawkins, Jr.
Central Florida Expressway Authority

Commissioner Samuel B. Ings
City of Orlando

Mayor Teresa Jacobs
Orange County

Commissioner Viviana Janer
Central Florida Regional Transportation
Authority (LYNX)/Central Florida Commuter
Rail Commission

Mayor Joe Kilsheimer
City of Apopka

Mayor Charles Lacey*
Municipal Advisory Committee

Mr. Rob McKey*
Bicycle and Pedestrian Advisory Committee

Commissioner Bryan Nelson
Orange County

Commissioner Jennifer Thompson
Orange County

Mayor Jeff Triplett
City of Sanford

**Non-voting advisors*

LOCAL FUNDING PARTNERS

July 1, 2014 to June 30, 2015

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

Central Florida Expressway Authority

Sanford Airport Authority

MANAGEMENT TEAM

As of June 30, 2015

*Harold W. Barley
Executive Director*

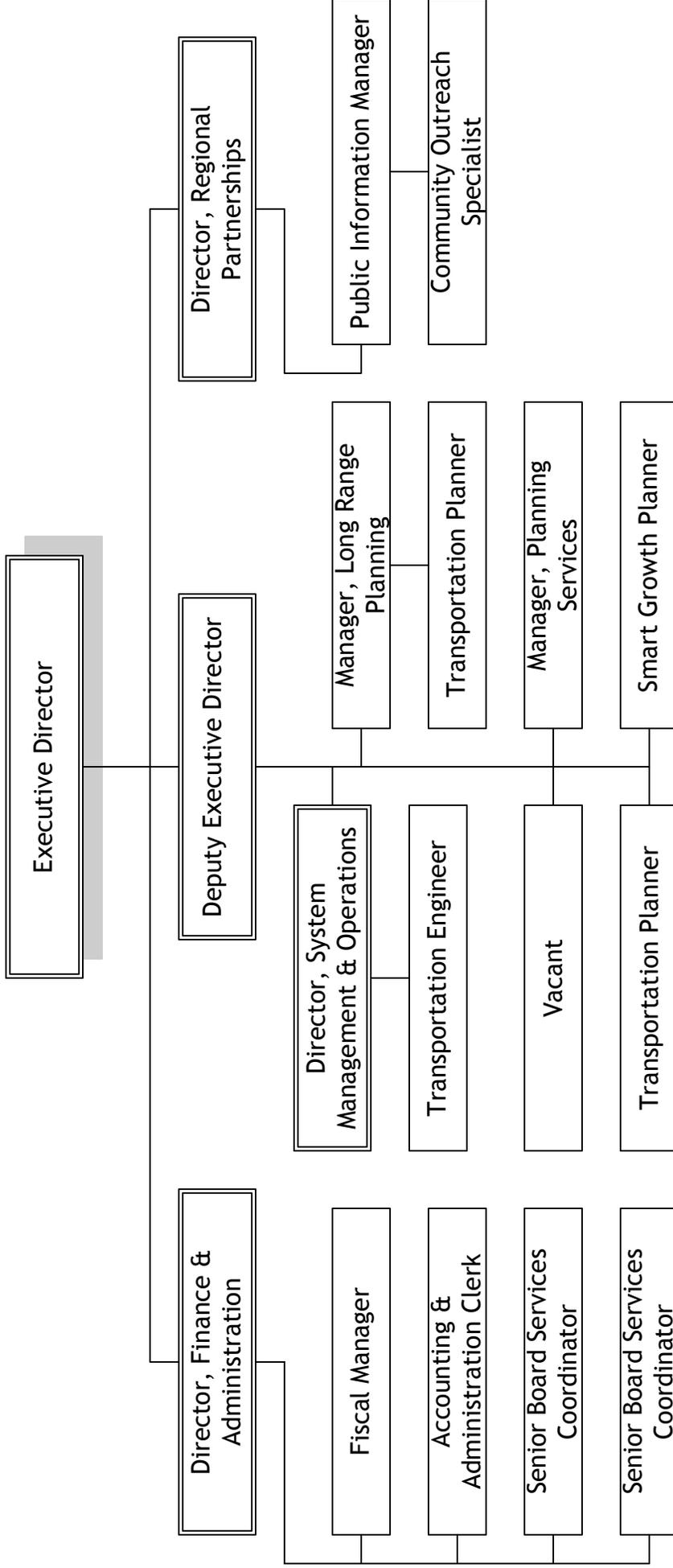
*Gary D. Huttman
Deputy Executive Director*

*Eric T. Hill
Director of System Management and Operations*

*Virginia Lewis-Whittington
Director of Regional Partnerships*

*Jason S. Loschiavo, CPA
Director of Finance and Administration*

MetroPlan Orlando Organizational Chart - Fiscal Year 2014-2015



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

Report on the Financial Statements

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, 2015, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Board of Directors of
MetroPlan Orlando

Opinions

In our opinion, the financial statements referred to in the first paragraph 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, 2015, 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.

Other Matters

Required Supplementary Information

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.

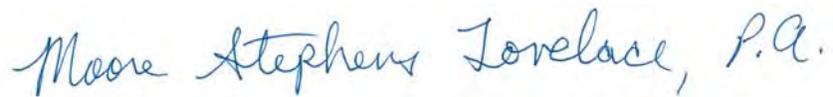
Other Information

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 States 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.

To the Board of Directors of
MetroPlan Orlando

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2015 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* in considering the Organization's internal control over financial reporting and compliance.

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

MOORE STEPHENS LOVELACE, P.A.
Certified Public Accountants

Orlando, Florida
October 6, 2015

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MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2015

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, 2015. 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 Activities and Governmental Funds Revenues, Expenditures, and Changes in Fund Balances presents information on how the Organization's net position 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 Position are reported as soon 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. All of the Organization's special revenue programs are shown combined, as all are federal and state reimbursable operating grants.

The notes to the financial statements provide additional information essential to a full understanding of the basic financial statements. Included in the notes is information on the reconciliation between the government-wide and fund financial statements. The notes to the financial statements begin on page 12 of this report.

Financial Analysis - Government-Wide

The Statement of Net Position 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 position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Organization is improving or deteriorating.

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2015

| NET POSITION | <u>FY 2015</u> | <u>FY 2014</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|----------------------------------|---------------------|---------------------|--------------------------|---------------------------|
| Current and other assets | \$ 5,213,745 | \$ 4,897,852 | \$ 315,893 | 6.4% |
| Capital assets | 163,040 | 144,701 | 18,339 | 12.7% |
| Total Assets | <u>5,376,785</u> | <u>5,042,553</u> | 334,232 | 6.6% |
| Accounts payable | 330,011 | 181,146 | 148,865 | 82.2% |
| Accrued liabilities | 76,070 | 62,287 | 13,783 | 22.1% |
| Accrued compensated absences | 278,699 | 242,873 | 35,826 | 14.8% |
| Total Liabilities | <u>684,780</u> | <u>486,306</u> | 198,474 | 40.8% |
| Net position: | | | | |
| Net investment in capital assets | 163,040 | 144,701 | 18,339 | 12.7% |
| Restricted | - | 1,578 | (1,578) | (100.0%) |
| Unrestricted | 4,528,965 | 4,409,968 | 118,997 | 2.7% |
| Total net position | <u>\$ 4,692,005</u> | <u>\$ 4,556,247</u> | \$ 135,758 | 3.0% |
| CHANGES IN NET POSITION | | | | |
| | <u>FY 2015</u> | <u>FY 2014</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
| Revenues | | | | |
| Operating grants | | | | |
| Federal | \$ 2,149,182 | \$ 2,246,003 | \$ (96,821) | (4.3%) |
| State | 97,824 | 123,617 | (25,793) | (20.9%) |
| State matching | 104,200 | 83,277 | 20,923 | 25.1% |
| Total operating grants | <u>2,351,206</u> | <u>2,452,897</u> | (101,691) | (4.1%) |
| Charges for services | 1,061,297 | 1,006,787 | 54,510 | 5.4% |
| Interest | 3,472 | 4,491 | (1,019) | (22.7%) |
| Miscellaneous revenues | 36,524 | 41,245 | (4,721) | (11.4%) |
| Total revenues | <u>3,452,499</u> | <u>3,505,420</u> | (52,921) | (1.5%) |
| Expenses: | | | | |
| Programs and operations | 3,266,366 | 3,497,488 | (231,122) | (6.6%) |
| Depreciation | 50,375 | 48,670 | 1,705 | 3.5% |
| Total expenses | <u>3,316,741</u> | <u>3,546,158</u> | (229,417) | (6.5%) |
| Change in Net position | 135,758 | (40,738) | 176,496 | (443.2%) |
| Net Position | | | | |
| Beginning of the year | 4,556,247 | 4,596,985 | (40,738) | (0.9%) |
| End of the year | <u>\$ 4,692,005</u> | <u>\$ 4,556,247</u> | \$ 135,758 | 3.0% |

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2015

Financial Analysis - Government-Wide (Continued)

Total net position (assets less liabilities) at the end of Fiscal Year 2015 was \$4,692,005, up 3.0%, or \$135,758, from last year as revenues were greater than expenditures. Net position is separated into three distinct categories: net investment in capital assets, restricted net position and unrestricted net position. Net investment in capital assets (furniture, equipment, and software) represents 3.5% of total net position and is not available for future spending. Restricted net position in FY 2014 consisted of the remaining contribution balance from the Freedom of Mobility Foundation, Inc., to allow paratransit riders to travel and participate in transportation disadvantaged-related meetings, events or conferences. The remaining balance was spent in FY 2015 resulting in no restricted net position at the end of FY 2015. The balance of \$4,528,965 represents unrestricted net position and is available to meet the Organization's obligations to its partners and citizens.

Financial Analysis - Fund Level

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 increased 4.4%, or \$208,919, comprised of a \$212,296 increase in cash and cash equivalents, a decrease in Due from Other Funds and receivables of \$42,574, an increase of prepaid items of \$19,197, and an increase in deposits of \$20,000. Due from Other Funds represents reimbursable grants and is down 12.7%, or \$43,230 due to less grant billings at year end. Due from Other Governments in the Special Revenue Fund was up 12.7%, or \$63,744, for the same reason.

Accounts Payable in the Special Revenue Fund was down 65.8%, or \$106,974. Eighty-one percent or \$268,028 of all accounts payable balances were comprised mostly of year-end billings for consultant fees and pass-through dollars and are reimbursable expenses as addressed under Due from Other Funds in the above paragraph.

The Organization is in good financial condition. At the end of the current fiscal year, Unassigned Fund Balance of the General Fund was \$4,720,516, while total Fund Balance reached \$4,807,664, the difference being a non-spendable amount for prepaid items of \$53,027 and rent deposits of \$34,121. Due to the advanced funding requirement of reimbursable grants and the timing of revenues from local funding partners, it is important that the Organization maintain a minimum amount of General Fund liquidity to maintain operations. An Unassigned Fund Balance of approximately \$1,099,751 or one-third of Governmental Fund expenditures (\$3,299,254) appears warranted as a minimum. However, due to the reliance on federal and state grants as the major funding for the Organization and the potential for delays or cuts to that funding, the Organization strives for higher reserve balances to withstand potential gaps or cuts in funding.

MetroPlan Orlando
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MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2015

Revenues in the General Fund were up \$48,770, or 4.6%, compared to the prior year. The majority of the increase came from charges for services which increased \$54,510, due to a restructuring of local assessment amounts now set at fifty cents per capita for cities and counties.

Expenditures and transfers out were \$948,048 in the General Fund, which represents a decrease of \$79,010, or 7.7%, over last year. This change within the General Fund is comprised mostly from a decrease in salary and fringe benefits of \$61,833 due to less employee salary charged to the General Fund in FY 2015 than in FY 2014; a decrease in local match requirements for grant expenditures of \$36,196; and a decrease in indirect costs of \$19,777 which are allocated based on salary, leave, and fringe amounts. An increase in equipment and furniture of \$43,735 was mainly due to the purchase of bicycle and pedestrian counters.

Budgetary Variations

A comparison of the original budget, final amended budget and actual amounts can be found on page 11 of this report. Transportation expenditures in the General Fund were \$285,657 less than budget due to unfilled staff positions, projects not completed in FY 2015, and unexpended grants in FY 2014 carried forward to FY 2015 and expended in a higher priority than the General Fund during FY 2015. Miscellaneous revenues in the General Fund were \$199,593 less than budgeted for the same reasons.

Special Revenue Fund revenue was \$861,746 less than budget, and expenditures were \$934,878 less than budget due to the reasons stated above for the General Fund. Additionally, about one-third of the FTA grant funds are budgeted for FY 2015 to cover the first three months of the fiscal year when new FTA funds are not yet available.

Capital Assets and Long-Term Debt

The Organization's investment in capital assets, net of accumulated depreciation, as of June 30, 2015 and 2014 amounted to \$163,040 and \$144,701 respectively. Major additions to fixed assets included \$40,925 for bicycle and pedestrian counters and \$27,788 for new and upgraded computer hardware and software. Capital assets consist of equipment, furniture, and software used by the organization in its daily operations.

The Organization's long-term debt is comprised solely of employee's accrued compensated absences. As of June 30, 2015, the Organization had \$278,699 in accrued compensated absences, of which \$27,482 is considered to be due within one year. A more detailed explanation of compensated absences can be seen in the notes to the financial statements.

MetroPlan Orlando
A Regional Transportation Partnership

MANAGEMENT'S DISCUSSION AND ANALYSIS
Year Ended June 30, 2015

Economic Factors and Next Year's Budget and Rates

The Organization anticipates funding from local assessment revenues to increase slightly in FY 2016. The Municipal Advisory Committee (MAC) will have a voting seat on the board starting on July 1, 2015 and will pay an assessment equal to what the operating agencies are assessed. The MAC is a committee of the board comprised of smaller cities in the region that do not have a full voting seat on the board. Local funding partners, other than operating agencies and the MAC, contribute \$0.50 per capita. Due to a future trend of increasing population in the region, it is expected that local revenue will also increase by the same percentage.

The Organization is planning for the possibility of further reductions in Federal Highway Administration planning funds (PL) due to MAP-21 and the creation of additional MPOs in the state.

MetroPlan Orlando has signed a new ten year building lease with ten months of free rent outside of the lease term. The organization will be moving from its current location to the Park Building in downtown Orlando on or around January 1, 2016. The new location provides better access to transit including SunRail, easy access to I-4 and the 408, and has more meeting spaces to expand the organization's efforts of providing a collaborative environment for all stakeholders.

In addition to building reserves to meet planning needs, the Organization is actively pursuing other grant sources and partnering with others in the region to bring additional funds to the region. We learned recently that the Federal Highway Administration (FHWA) will be awarding a substantial grant to MetroPlan Orlando in FY 2016 under the Strategic Highway Research Program (SHRP). In addition, FDOT has asked MetroPlan Orlando to manage a regional transit study in FY 2016 to support their new corridors program with MetroPlan Orlando being fully reimbursed for all costs incurred.

Long-range plans are anticipated to be a more challenging effort in the future with new MAP-21 requirements for performance measures and continued uncertainty with the scope of the federal transportation program. Accordingly, the Organization has integrated performance measures into its required documents and is engaged in developing new transportation funding mechanisms. Additional studies are anticipated for new corridors, freight, rail, bus rapid transit and other transit needs as the region moves forward with SunRail Phase III.

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.

MetroPlan Orlando
A Regional Transportation Partnership

STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET

June 30, 2015

| | General Fund | Special Revenue Fund | Total | Adjustments (Note 2) | Statement of Net Position |
|--|---------------------|----------------------------|---------------------|-------------------------|------------------------------|
| ASSETS | | | | | |
| Cash and cash equivalents | \$ 4,560,285 | \$ - | \$ 4,560,285 | \$ - | \$ 4,560,285 |
| Accounts receivable | 656 | - | 656 | - | 656 |
| Due from other funds | 295,984 | - | 295,984 | (295,984) | - |
| Due from other governments | - | 565,656 | 565,656 | - | 565,656 |
| Prepaid items | 53,027 | - | 53,027 | - | 53,027 |
| Deposits | 34,121 | - | 34,121 | - | 34,121 |
| Capital assets, net | - | - | - | 163,040 | 163,040 |
| Total Assets | <u>\$ 4,944,073</u> | <u>\$ 565,656</u> | <u>\$ 5,509,729</u> | <u>(132,944)</u> | <u>5,376,785</u> |
| LIABILITIES | | | | | |
| Accounts payable | 60,339 | 269,672 | 330,011 | - | 330,011 |
| Due to other funds | - | 295,984 | 295,984 | (295,984) | - |
| Accrued liabilities | 76,070 | - | 76,070 | - | 76,070 |
| Accrued compensated absences | - | - | - | 278,699 | 278,699 |
| Total Liabilities | <u>136,409</u> | <u>565,656</u> | <u>702,065</u> | <u>(17,285)</u> | <u>684,780</u> |
| FUND BALANCES/ NET POSITION | | | | | |
| Fund balances: | | | | | |
| Nonspendable: | | | | | |
| Prepaid items | 53,027 | - | 53,027 | (53,027) | - |
| Deposits | 34,121 | - | 34,121 | (34,121) | - |
| Unassigned | 4,720,516 | - | 4,720,516 | (4,720,516) | - |
| Total Fund Balances | <u>4,807,664</u> | <u>-</u> | <u>4,807,664</u> | <u>(4,807,664)</u> | <u>-</u> |
| Total Liabilities and Fund Balances | <u>\$ 4,944,073</u> | <u>\$ 565,656</u> | <u>\$ 5,509,729</u> | | |
| Net position: | | | | | |
| Net investment in capital assets | | | | 163,040 | 163,040 |
| Unrestricted | | | | 4,528,965 | 4,528,965 |
| Total Net Position | | | | <u>\$ -</u> | <u>\$ 4,692,005</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, 2015

| | General Fund | Special Revenue Fund | Total | Adjustments (Note 2) | Statement of Activities |
|--|---------------------|----------------------------|---------------------|-------------------------|----------------------------|
| REVENUES | | | | | |
| Operating grants | | | | | |
| Federal | \$ - | \$ 2,149,182 | \$ 2,149,182 | \$ - | \$ 2,149,182 |
| State | - | 97,824 | 97,824 | - | 97,824 |
| State matching | - | 104,200 | 104,200 | - | 104,200 |
| Charges for services | 1,061,297 | - | 1,061,297 | - | 1,061,297 |
| Interest | 3,472 | - | 3,472 | - | 3,472 |
| Miscellaneous revenues | 36,524 | - | 36,524 | - | 36,524 |
| Total Revenues | <u>1,101,293</u> | <u>2,351,206</u> | <u>3,452,499</u> | <u>-</u> | <u>3,452,499</u> |
| EXPENDITURES / EXPENSES | | | | | |
| Transportation: | | | | | |
| Current: | | | | | |
| Programs and operations | 757,912 | 2,472,629 | 3,230,541 | 35,825 | 3,266,366 |
| Depreciation | - | - | - | 50,375 | 50,375 |
| Capital outlay | 68,713 | - | 68,713 | (68,713) | - |
| Total Expenditures/Expenses | <u>826,625</u> | <u>2,472,629</u> | <u>3,299,254</u> | <u>17,487</u> | <u>3,316,741</u> |
| Excess (deficiency) of revenues over expenditures | 274,668 | (121,423) | 153,245 | | |
| Transfers - internal activities | <u>(121,423)</u> | <u>121,423</u> | <u>-</u> | | |
| Excess of revenues and transfers in (out) over expenditures | 153,245 | - | 153,245 | (153,245) | - |
| Change in net position | | | | 135,758 | 135,758 |
| FUND BALANCES / NET POSITION | | | | | |
| Beginning of the year | <u>4,654,419</u> | <u>-</u> | <u>4,654,419</u> | <u>(98,172)</u> | <u>4,556,247</u> |
| End of the year | <u>\$ 4,807,664</u> | <u>\$ -</u> | <u>\$ 4,807,664</u> | <u>\$ (115,659)</u> | <u>\$ 4,692,005</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, 2015

| | <u>Budgeted Amounts</u> | | <u>Actual</u> |
|--|-------------------------|------------------|---------------------|
| | <u>Original</u> | <u>Final</u> | <u>Amounts</u> |
| GENERAL FUND | | | |
| Revenues | | | |
| Charges for services | \$ 1,061,207 | \$ 1,061,207 | \$ 1,061,297 |
| Interest | 2,800 | 2,800 | 3,472 |
| Miscellaneous revenues | 211,250 | 236,117 | 36,524 |
| Total Revenues | <u>1,275,257</u> | <u>1,300,124</u> | <u>1,101,293</u> |
| Expenditures | | | |
| Current: | | | |
| Transportation | 1,056,823 | 1,043,569 | 757,912 |
| Capital outlay | 62,000 | 62,000 | 68,713 |
| Total Expenditures | <u>1,118,823</u> | <u>1,105,569</u> | <u>826,625</u> |
| Excess of revenues over expenditures | 156,434 | 194,555 | 274,668 |
| Other Financing Sources / (Uses) | | | |
| Transfers in | - | - | 9,480 |
| Transfers out | (156,434) | (194,555) | (130,903) |
| Total Other Financing Sources / (Uses) | <u>(156,434)</u> | <u>(194,555)</u> | <u>(121,423)</u> |
| Net change in fund balance | - | - | 153,245 |
| Fund Balance at Beginning of Year | - | - | 4,654,419 |
| Fund Balance at End of Year | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,807,664</u> |
| SPECIAL REVENUE FUNDS | | | |
| Revenues | | | |
| Operating grants | \$ 2,768,648 | \$ 3,212,952 | \$ 2,351,206 |
| Total Revenues | <u>2,768,648</u> | <u>3,212,952</u> | <u>2,351,206</u> |
| Expenditures | | | |
| Current: | | | |
| Transportation | 2,925,082 | 3,407,507 | 2,472,629 |
| Total Expenditures | <u>2,925,082</u> | <u>3,407,507</u> | <u>2,472,629</u> |
| Deficiency of revenues over expenditures | (156,434) | (194,555) | (121,423) |
| Other Financing Sources / (Uses) | | | |
| Transfers in | 156,434 | 194,555 | 130,903 |
| Transfers out | - | - | (9,480) |
| Total Other Financing Sources / (Uses) | <u>156,434</u> | <u>194,555</u> | <u>121,423</u> |
| Net change in fund balance | - | - | - |
| Fund Balance at Beginning of Year | - | - | - |
| Fund Balance at End of Year | <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, 2015

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. Board membership is apportioned by the Governor of Florida and interlocal agreements among the various governmental entities within the Orlando and Kissimmee Urbanized Areas on the basis of equitable population ratio and prevailing federal and state laws. 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); Central Florida Expressway Authority (1); Sanford Airport Authority (1); and Central Florida Regional Transportation Authority (LYNX)/Central Florida Commuter Rail Commission (1). Representatives from the Florida Department of Transportation and Kissimmee Gateway Airport and the Chairpersons of the Municipal Advisory Committee, Technical Advisory Committee, the Transportation System Management & Operations Committee, the Citizens' Advisory Committee, and the Bicycle and Pedestrian Advisory Committee serve as non-voting advisors.

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, are 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 position 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 include 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 funded transportation planning activities.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

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 90 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

D. Fund Balances and Spending Order

The Organization classifies governmental fund balances as follows:

- Non-spendable Fund Balance - represents fund balance that is (a) not in a spendable form, such as prepaid items or (b) legally or contractually required to be maintained intact, such as an endowment.
- Restricted Fund Balance - consists of amounts that can be spent only on the specific purpose stipulated by law or by the external providers of those resources.
- Unassigned Fund Balance - represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications of the General Fund.

When both restricted and unrestricted resources are available for use, it is the Organization's policy to use restricted resources first, and then unrestricted resources, as they are needed for their intended purposes.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

E. 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. Florida Department of Transportation requires all metropolitan planning organizations to develop a two-year UPWP, consisting of the first year ending on an odd fiscal year date and the second year ending on an even fiscal year date. The second year is considered preliminary for budget purposes as all revenues, especially federal and state grants, are estimated for year two. It is the policy of the Organization to revise the second year budget prior to the start of the Fiscal Year.

F. Cash and Cash Equivalents

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

G. Prepays

Prepays represent payments made to vendors for services that will benefit beyond June 30, 2015.

H. 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 of capital assets are recorded at fair market value at the time received. Depreciation has been expensed on capital 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.

I. 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, upon resignation or retirement with two weeks' notice, shall be paid up to the maximum the employee would earn in three years. The Executive Director shall be paid up to the maximum earned in four years. The Executive Director may also participate in a personal leave buy-

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

back during each contract year, up to a maximum of four weeks of accumulated leave. 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.

J. 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.

K. 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).

L. Interfund Transfers

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 or excess revenue or expenditures from performance-based grants. All grants are cost reimbursable grants, except for the Transportation Disadvantaged grant, which is performance-based and is reimbursed as tasks are completed. Eligible project costs are 100% advance-funded by the General Fund.

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 position. This resulted in a net difference between ending governmental fund balances and total net position of \$115,659. Interfund payables and receivables were also eliminated.

| | |
|-----------------------------------|----------------------------|
| Ending governmental fund balances | \$ 4,807,664 |
| Capital assets, net | 163,040 |
| Accrued compensated absences | (278,699) |
| Total net position | <u><u>\$ 4,692,005</u></u> |

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

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

Adjustments were made to include depreciation expense, eliminate capital outlay expenditures, and record the increase 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 position” of \$17,487.

| | | |
|---|----|----------|
| Excess of revenues and transfers in over expenditures and transfers out | \$ | 153,245 |
| Less: Depreciation expense | | (50,375) |
| Increase in compensated absences | | (35,825) |
| Add: Capital outlay expenditures | | 68,713 |
| Change in net position | \$ | 135,758 |

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.

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.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 3 - DEPOSITS AND INVESTMENTS - Continued

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.

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, 2015, was 34 days. Currently, all of the Florida Prime balance for the Organization is eligible for withdrawal.

As of June 30, 2015, the Organization has the following balances invested:

| | Fair Value |
|--------------------------------|---------------------|
| Bank Demand Deposits | \$ 2,725,248 |
| Petty Cash | 125 |
| State Board of Administration: | |
| LGIP-Prime | 1,834,912 |
| Total Deposits and Investments | <u>\$ 4,560,285</u> |

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 4 - CAPITAL ASSETS

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

| | Balance July 1, 2014 | Increases | Decreases | Balance June 30, 2015 |
|--|-------------------------|-----------------|-------------|--------------------------|
| Office furniture, fixtures and equipment | \$409,400 | \$68,713 | (\$22,201) | \$455,913 |
| Less: Accumulated depreciation | (264,700) | (50,375) | 22,201 | (292,873) |
| Total Capital Assets, net | <u>\$144,701</u> | <u>\$18,338</u> | <u>\$ -</u> | <u>\$163,040</u> |

NOTE 5 - LONG-TERM DEBT

During the year ended June 30, 2015, the following changes occurred in long-term liabilities:

| | Balance July 1, 2014 | Increases | Decreases | Balance June 30, 2015 | Due Within One Year |
|---------------------------------|-------------------------|-------------------|---------------------|--------------------------|------------------------|
| Accrued compensated absences | <u>\$ 242,874</u> | <u>\$ 214,154</u> | <u>\$ (178,329)</u> | <u>\$ 278,699</u> | <u>\$ 27,482</u> |

NOTE 6 - LEASE OBLIGATIONS

The Organization leases office facilities and other equipment under non-cancelable operating leases.

- A. On August 1, 1997, the Organization entered into a five-year lease agreement for office space. The lease was amended in Fiscal Years 2002, 2006 and 2011. The latest amendment extended 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. On June 8, 2015, the Organization entered into a ten-year lease agreement for new office space with ten months of free rent outside the lease term. Monthly rates for the new lease period (January, 2016 through December, 2026) are as follows: \$20,000, \$20,600, \$21,217, \$21,850, \$22,508, \$23,183, \$23,875, \$24,592, \$25,333, \$26,092, and \$26,875 with one free month each of the first ten years of the lease.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 6 - LEASE OBLIGATIONS - Continued

- C. The Organization's copier lease will expire July, 2015. Two payments of \$1,233 each remain unpaid on that lease as of June 30, 2015.
- D. The Organization entered into a new copier lease in July, 2015, extending from July, 2015, through August, 2020. Under the terms of the lease, monthly rentals are \$1,118, including a flat fee of \$135 per month to cover a set amount of copies and toner.
- E. In July, 2013, a 48-month lease agreement was entered into for a new mailing system, which expires in June, 2017. The quarterly lease payment is \$351.

The future minimum lease payments as of June 30, 2015, are as follows:

| Year Ending June 30 | Building | Copiers | Mail Machine | Total |
|------------------------|---------------------|------------------|-----------------|---------------------|
| 2016 | \$ 204,120 | \$ 14,898 | \$ 1,404 | \$ 220,422 |
| 2017 | 223,000 | 13,414 | 1,404 | 237,818 |
| 2018 | 229,683 | 13,414 | - | 243,098 |
| 2019 | 236,550 | 13,414 | - | 249,964 |
| 2020 | 243,642 | 13,414 | - | 257,056 |
| 2021-2025 | 1,332,325 | 1,118 | - | 1,333,443 |
| 2026-2027 | 425,300 | - | - | 425,300 |
| | <u>\$ 2,894,620</u> | <u>\$ 69,673</u> | <u>\$ 2,808</u> | <u>\$ 2,967,101</u> |

Building rent expense for the year ended June 30, 2015 was \$206,164.

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.

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 June 30, 2015

NOTE 7 - EMPLOYEE BENEFIT PLAN - Continued

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, 2015, MetroPlan Orlando recognized employer contributions of \$131,919 in connection with the plan, \$5,925 of which was accrued at June 30, 2015, 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.

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) | \$200,000 - Each person \$300,000 - Each occurrence \$500,000 - Combined single limit, per occurrence |
| Information Security & Privacy Liability | \$250,000 - Each claim |
| Fiduciary Liability | \$1,000,000 - Aggregate all claims |
| Auto Liability | \$200,000 - Each person \$300,000 - Each occurrence \$500,000 - Combined single limit, per occurrence |
| Terrorism Physical Loss/Damage | \$5,000,000 - Aggregate per year |

MetroPlan Orlando
A Regional Transportation Partnership

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2015

NOTE 8 - RISK MANAGEMENT - Continued

| | |
|--|--|
| Property Damage (Includes personal property; inland marine; computer equipment and software) | \$409,401 - Personal property \$2,040 - Inland marine |
| Executive Travel Accident | \$250,000 - Per occurrence |
| Worker Compensation - Statutory | \$1,000,000 - Each accident \$1,000,000 - Each disease (policy limit) \$1,000,000 - Aggregate by disease |

There have been no significant reductions in insurance coverage during Fiscal Year 2015. 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.

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





MOORE STEPHENS
LOVELACE, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

**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, in accordance with the 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, the financial statements of the governmental activities and each major fund of MetroPlan Orlando (the "Organization") as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements, and have issued our report thereon dated October 6, 2015.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control 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 material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

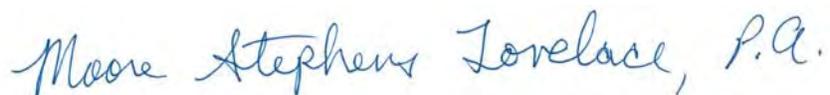
To the Board of Directors of
MetroPlan Orlando

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from 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*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Moore Stephens Lovelace, P.A.".

MOORE STEPHENS LOVELACE, P.A.

Certified Public Accountants

Orlando, Florida
October 6, 2015



MOORE STEPHENS
LOVELACE, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

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, 2015, and have issued our report thereon dated October 6, 2015.

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 Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by OMB Circular A-133, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated October 6, 2015, 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 our professional judgment: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, that have occurred, or are likely to have occurred, and (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit, we did not have any such findings.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, and applicable management 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.".

MOORE STEPHENS LOVELACE, P.A.

Certified Public Accountants

Orlando, Florida
October 6, 2015

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MOORE STEPHENS
LOVELACE, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Board of Directors of
MetroPlan Orlando
Orlando, Florida

Report on Compliance for Each Major Federal Program

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") *Compliance Supplement* that could have a direct and material effect on its major federal program for the year ended June 30, 2015. 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.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the Organization's major federal program based on our audit of the types of compliance requirements referred to above. 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 on compliance for the major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on the Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2015.

To the Board of Directors of
MetroPlan Orlando

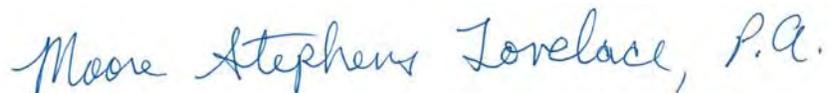
Report on Internal Control over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program 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. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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 material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



MOORE STEPHENS LOVELACE, P.A.

Certified Public Accountants

Orlando, Florida
October 6, 2015

MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE
For the Year Ended June 30, 2015

| 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(49) - FY 2015 | 20.205 | A5066 | \$ 1,202,158 |
| Value Pricing Pilot Program FM#417961-1-14-99 | 20.205 | A5066 | 88,421 |
| Regional Complete Streets Program | | | |
| FM#417961-1-14-01 | 20.205 | A5066 | <u>25,000</u> |
| Total CFDA 20.205 | | | <u>1,315,579</u> |
| Federal Transit Administration: | | | |
| Passed through the State of Florida | | | |
| Department of Transportation: | | | |
| Unified Planning Work Program | | | |
| Section 5303 - 2012/2013 - X022 | 20.505 | AQG29 | 60,648 |
| Unified Planning Work Program | | | |
| Section 5303 - 2013/2014 - X023 | 20.505 | AQG29 | 390,780 |
| Unified Planning Work Program | | | |
| Section 5303 - 2014/2015 - X024 | 20.505 | AQG29 | <u>382,175</u> |
| Total CFDA 20.505 | | | <u>833,603</u> |
| Total Expenditures of Federal Awards: | | | <u><u>\$ 2,149,182</u></u> |
| State Financial Assistance Projects: | | | |
| Florida Department of Transportation: | | | |
| Transportation Disadvantaged Commission: | | | |
| Planning Grant 2015 | 55.002 | ARH94 | <u>97,824</u> |
| Total Expenditures of State Financial Assistance: | | | <u><u>\$ 97,824</u></u> |

Note to Schedule:

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, 2015

Section I - Summary of Auditor's Results

Financial Statement

| | | | |
|---|-------------------|-----|-----------------------------|
| Type of auditor's report issued | Unmodified | | |
| 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: | Unmodified | | |
| 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 | Unified Planning Work Program |

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.

Other Supplementary Information



MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF DETAILED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GENERAL FUND

For the Year Ended June 30, 2015

| | |
|--|---------------------|
| Revenues: | |
| Charges for services | |
| Member assessments | \$ 1,061,297 |
| Interest | 3,472 |
| Miscellaneous revenues | 36,524 |
| Total Revenues | <u>1,101,293</u> |
| Expenditures: | |
| Books, publications, subscriptions & memberships | 11,662 |
| Community relations & advertising | 85,594 |
| Computer operations | 1,108 |
| Consultants | 69,963 |
| Contractual services | 2,000 |
| Equipment & furniture | 57,657 |
| Equipment rent & repair | 360 |
| Fringe benefits | 105,312 |
| Indirect costs | 65,308 |
| Insurance | 200 |
| Legal | 47,146 |
| Office supplies | 4,052 |
| Operating supplies | 30,189 |
| Other miscellaneous | 1,010 |
| Postage | 1,495 |
| Printing & binding | 1,508 |
| Salaries | 277,016 |
| Seminars/Training | 22,093 |
| Software | 14,043 |
| Travel & per diem | 28,909 |
| Total Expenditures | <u>826,625</u> |
| Excess of Revenues Over Expenditures | <u>274,668</u> |
| Other Financing Sources / (Uses): | |
| Transfers in | 9,480 |
| Transfers out | (130,903) |
| Total Other Financing Sources / (Uses) | <u>(121,423)</u> |
| Excess of Revenues Over Expenditures and Other Financing Sources / (Uses) | 153,245 |
| Fund Balance, beginning of year | <u>4,654,419</u> |
| Fund Balance, end of year | <u>\$ 4,807,664</u> |

MetroPlan Orlando
A Regional Transportation Partnership

SCHEDULE OF DETAILED PROJECT REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUND
For the Year Ended June 30, 2015

| | <u>State Department of Transportation</u> | <u>Federal Transit Administration</u> | |
|---|---|---|-------------------|
| | <u>Transportation Disadvantaged</u> | <u>FL-08-X022</u> | <u>FL-08-X023</u> |
| Revenues: | | | |
| Intergovernmental: | | | |
| Federal | \$ - | 60,648 | \$ 390,780 |
| State | 97,824 | 7,581 | 48,847 |
| Total intergovernmental revenues: | <u>97,824</u> | <u>68,229</u> | <u>439,627</u> |
| Other grants: | | | |
| Total grant revenue: | <u>97,824</u> | <u>68,229</u> | <u>439,627</u> |
| Expenditures: | | | |
| Audit | - | - | 12,000 |
| Community relations & advertising | 1,521 | - | - |
| Computer operations | - | - | - |
| Consultants | - | - | 85,498 |
| Contractual Services | - | - | 4,240 |
| Fringe benefits | 9,547 | 15,978 | 54,212 |
| Printing & binding | - | - | 4,605 |
| Indirect costs | 6,712 | 10,029 | 38,114 |
| Office supplies | 114 | - | - |
| Pass-through expenses | 37,162 | - | 108,253 |
| Postage | 704 | - | - |
| Salaries | 31,970 | 49,803 | 181,552 |
| Seminars/Training | 614 | - | - |
| Total expenditures | <u>88,344</u> | <u>75,810</u> | <u>488,474</u> |
| Excess / (Deficiency) of Revenues Over Expenditures | <u>9,480</u> | <u>(7,581)</u> | <u>(48,847)</u> |
| Other Financing Sources / (Uses): | | | |
| Transfers in | - | 7,581 | 48,847 |
| Transfers out | (9,480) | - | - |
| Total Other Financing Sources / (Uses) | <u>(9,480)</u> | <u>7,581</u> | <u>48,847</u> |
| Excess / (Deficiency) of Revenues and Other Financing Sources / (Uses) Over Expenditures | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance at beginning of year | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance at end of year | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

| Federal Transit Administration | | Federal Highway Administration | | Total Special Revenue Fund |
|--------------------------------------|------------------|--|---|-------------------------------------|
| FL-08-X024 | PL-0087(52)M | Complete Streets Project FM#417961-1-14-01 | Value Pricing Pilot Program FM#417961-1-14-99 | |
| \$ 382,175 | \$ 1,202,158 | \$ 25,000 | \$ 88,421 | \$ 2,149,182 |
| 47,772 | - | - | - | 202,024 |
| <u>429,947</u> | <u>1,202,158</u> | <u>25,000</u> | <u>88,421</u> | <u>2,351,206</u> |
| <u>429,947</u> | <u>1,202,158</u> | <u>25,000</u> | <u>88,421</u> | <u>2,351,206</u> |
| - | 12,500 | - | - | 24,500 |
| 1,125 | 4,666 | - | - | 7,312 |
| 10,000 | 9,200 | - | - | 19,200 |
| 20,000 | 338,539 | 25,000 | 110,108 | 579,145 |
| 4,810 | 4,530 | - | - | 13,580 |
| 74,380 | 167,751 | - | 992 | 322,860 |
| - | 358 | - | - | 4,963 |
| 48,075 | 113,720 | - | 736 | 217,386 |
| 3,528 | 6,157 | - | - | 9,799 |
| 86,551 | - | - | - | 231,966 |
| 251 | 1,101 | - | - | 2,056 |
| 228,999 | 541,688 | - | 3,288 | 1,037,300 |
| - | 1,948 | - | - | 2,562 |
| <u>477,719</u> | <u>1,202,158</u> | <u>25,000</u> | <u>115,124</u> | <u>2,472,629</u> |
| <u>(47,772)</u> | <u>-</u> | <u>-</u> | <u>(26,703)</u> | <u>(121,423)</u> |
| 47,772 | - | - | 26,703 | 130,903 |
| - | - | - | - | (9,480) |
| <u>47,772</u> | <u>-</u> | <u>-</u> | <u>26,703</u> | <u>121,423</u> |
| - | - | - | - | - |
| - | - | - | - | - |
| <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

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