

**POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING**

Polk County Administration Building  
Commission Boardroom  
330 West Church Street, Bartow, Florida 33830

**August 25, 2022**

**Immediately following the 9:00a TPO Meeting**

Action Required

Call to Order

- Roll Call

1. Approval of Minutes

- Dec 9, 2021, Board of Director Meeting Minutes
- June 9, 2022, Board of Directors Meeting Minutes

Approval

Approval

2. Public Comments

None

3. Presentation by Independent PTA Auditor on the FYE 9-30-2021  
Audit / Daniel Anderson, CPA Mauldin & Jenkins, LLC

Accept

4. Finance / Kelly Bennington, CPA

- a. Proposed PTA Operating Budget FY 2022-2023

Approval

5. Other Business

TBD

Adjournment

POLK TRANSIT  
BOARD OF DIRECTORS MEETING  
AUG 25, 2022  
AGENDA ITEM #1

Agenda Item: **Approval of the Dec 9, 2021 and June 9, 2022 Board of Directors Meeting Minutes.**

Presenter: James Phillips

Recommended Action: Board approve the Board of Directors Meeting Minutes

Summary: **The Polk Transit Authority Board of Directors Meeting minutes for Dec 9, 2021 and June 9, 2022 summarized agenda items covered during that meeting.**

Attachments: Dec 9, 2021, Board of Directors Meeting Minutes  
June 9, 2022, Board of Directors Meeting Minutes

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
MEETING MINUTES  
Dec 9, 2021

**Directors:**

City of Bartow Commissioner Tanya Tucker  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Commissioner Sara McCarley  
Polk County Commissioner Neil Combee  
Polk County Commissioner Bill Braswell  
Polk County Commissioner George Lindsey III

Executive Director: Tom Phillips  
Administrative Assistant: James Phillips

**Call to Order**

11:41 am Commissioner George Lindsey III

**Agenda Item #1 – Approval of June 10, 2021 minutes**

“Approval of the June 10, 2021 Board of Directors meeting minutes”  
1<sup>st</sup> Neil Combee/ 2<sup>nd</sup> Sara McCarley

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None at this time

**Agenda Item #3 – Selection of the Independent Auditor / Commissioner Phillip Walker**

The PTA is required to have an annual audit per Florida Statutes Section 218.391 conducted by an Independent Certified Public Accountant. The Audit Committee is responsible for the Selection of that Auditor. The PTA must select an Auditor to audit the Fiscal Year End, September 30, 2022 Financial Statements.

[Attachment available]

“Approve audit committee recommendations of Mauldin & Jenkins to be independent auditor.”

1<sup>st</sup> Bill Braswell/ 2<sup>nd</sup> Neil Combee

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 – Other Business**

None

**Adjournment**

11:43 am

Approved this 25<sup>th</sup> day of August 2022

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Chairman – George Lindsey III

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Minutes Taker – James Phillips

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
MEETING MINUTES  
June 6, 2022

**Directors:**

City of Lakeland Commissioner Sara McCarley  
Polk County Commissioner Neil Combee  
Polk County Commissioner Bill Braswell  
Polk County Commissioner George Lindsey III

Executive Director: Tom Phillips  
Administrative Assistant: James Phillips

**Call to Order**

11:41 am Commissioner George Lindsey III

**Agenda Item #2 – Public Comments**

None at this time

**Agenda Item #4 – Other Business**

None

**Adjournment**

11:41 am

Approved this 25<sup>th</sup> day of August 2022

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Chairman – George Lindsey III

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Minutes Taker – James Phillips

POLK TRANSIT  
BOARD OF DIRECTORS MEETING  
AUG 25, 2022  
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended  
Action: TBD

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
AUG 25, 2022  
AGENDA ITEM #3

Agenda Item: Presentation by the District Independent Auditor's Mauldin & Jenkins LLC on the Polk Transit Authority Fiscal year ending September 30, 2021 Annual Audited Financial Report.

Presenter: Daniel Anderson, CPA, Auditor

Recommended Action: Approve to accept annual audit report as presented by the independent audit firm.

Summary: The Polk Transit Authority is required by Florida Statutes to have an annual independent financial audit done. This request has been complied with and the Auditor's will be presenting the report.

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
AUG 25, 2022  
AGENDA ITEM #4

Agenda Item: PTA Proposed Operating Budget  
FY 2022-23 Budget

Presenter: Kelly Bennington, CFO  
Tom Phillips, Executive Director

Recommended Action: Presentation to the Board FY 2022-23 Proposed Budget

Summary: Proposed Operating Budget is included.

The proposed budget for the Authority is included herewith with revenues and expenses balanced for a total budget of \$8,900. The budget is balanced with funding for operations using fund balance reserve of \$8,900.

A summary level description of the revenues and expenses are also included.

Attachment: See attached Proposed Operating Budget

**Polk Transit Authority**  
**FY 2022-2023**  
**Proposed Budget**



## Polk Transit Authority FY 2022-23 Proposed Budget

### **Revenue and Expense Summary**

The proposed budget for Revenues consists of Reserves, \$8,900. The reserve balance is at \$23,243 at 9/30/21.

The proposed budget for expenses for FY 22-23 totaled \$8,900 and consists of audit fees of \$8,900. The Authority was excluded for the 9-30-2015 and 9-30-2016 audit. A two-year exclusion due to no financial activities and below the Audit threshold excluding an audit. The FY 9-30-2017 financials was audited and thereafter.

Since there are no fares or grant revenues, the budgetary activities since FY 2016 has been reduced significantly with no operational activity.

### **PTA Financial Trends**

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received, route operations started
- 2013- Last year for JARC grant funding
- 2014- Grant from PCTS for \$50,000
- 2015-17 - No Transit Activities

### **PTA Expense Trends**

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the 'My Ride' transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant
- 2013- Last year for JARC grant and Transit expenses
- 2014-17 – No Transit Operations, only administrative cost.

### **Proposed Budget**

The Proposed Budget is being presented to the PTA Board for approval on June 9, 2022.



**Proposed Budget FY 2022-23**

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2021-22 Adopted Budget	FY 2022-23 Proposed Budget
	\$	\$	\$	\$	\$
-					
LAMTD					
FTA - JARC					
FAREBOX					
Reserve	0	7	7	9,275	8,900
<b>TOTAL RESERVES / INCOME</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>9,275</b>	<b>8,900</b>
<b>EXPENSES:</b>					
Salaries					
Employee Benefits					
Advertising					
Professional & Technical Services	7,400	7,900	8,400	8,900	
Other Services - Operational Contract Costs					
Legal Fees					
Utilities/Telephone					
Dues & Subscriptions	175	175		200	
Education/Training/Meeting/Travel	0	0		0	
Office Expense	308	115		175	
Advertising & Promotion					
Leases & Rentals					
<b>TOTAL EXPENSES:</b>	<b>7,883</b>	<b>8,190</b>	<b>8,400</b>	<b>9,275</b>	<b>8,900</b>
Change in NET Position	<b>7,883</b>	<b>8,183</b>	<b>8,393</b>	<b>9,275</b>	<b>8,900</b>
Reserve Beginning Year	<b>47,702</b>	<b>39,819</b>	<b>31,636</b>	<b>23,243</b>	<b>13,968</b>
Reserve End of Year	39,819	31,636	23,243	13,968	5,068
Ending Reserve	39,819	31,636	23,243	13,968	5,068

POLK TRANSIT  
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AUG 25, 2022  
AGENDA ITEM #5

Agenda Item: **Other Business**

Presenter: TBD

Recommended  
Action: TBD

Summary: TBD