

## **Casco Bay Island Transit District Board of Directors Meeting Agenda\* Thursday, June 22, 2023 at 7:45 AM**

This meeting will be an **in-person** meeting with remote participation option available  
The public is invited to participate: Video Conference Link and Call-in number are available at:  
<https://www.cascobaylines.com/about-us/board/>

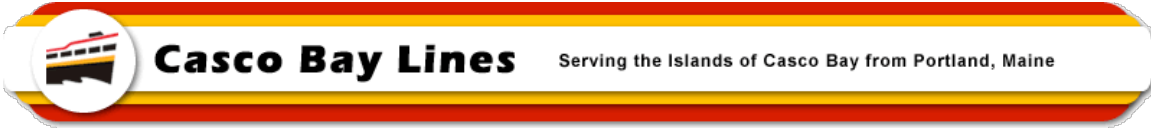
1. Call to Order
2. Approval of the May 25, 2023 meeting minutes
3. Business
  - a. Discussion and acknowledgement of receipt of the FY2022 Annual Independent Draft Financial Audit Report for year ended 09/30/22
  - b. Consideration and action regarding a process for naming the new Peaks Island vessel
4. Workshops
  - a. Discussion regarding the annual CBITD Director election process
  - b. Discussion regarding FY2023 goals
5. General Information Reports
  - a. Financial Report
  - b. Committee Reports
  - c. Staff Reports
  - d. Wharf and MDOT Reports
6. General Announcements
  - a. Establish next meeting dates (all meetings at 7:45 AM unless indicated otherwise):
 

|                                      |                        |
|--------------------------------------|------------------------|
| i. Executive Committee:              | Thursday, July 6, 2023 |
| ii. Operations Committee:            | TBD                    |
| iii. Finance Committee:              | TBD                    |
| iv. Board of Directors:              | TBD                    |
| v. Personnel Committee:              | No meeting planned     |
| vi. Sales & Marketing Committee:     | No meeting planned     |
| vii. Government Relations Committee: | No meeting planned     |
| viii. Pension Committee:             | No meeting planned     |
7. Public comment on any items not on the agenda
8. Directors comment on any items not on the agenda
9. Adjournment

Notes: \*Agenda items may be taken out of order  
\*Public comment is limited to 3 minutes per person

## **Agenda Item 2**

**Approval of the minutes of the previous Board of Directors' meeting**



**CASCO BAY ISLAND TRANSIT DISTRICT  
 MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
 May 25, 2023  
 In Person/Video Conference/Phone**

**Attendance**

**Webex                      In Person                      Phone                      Absent**

***Directors:***

|                                |  |                |   |  |
|--------------------------------|--|----------------|---|--|
| Crowley (Pres)                 |  | X              |   |  |
| Wentworth (1 <sup>st</sup> VP) |  | X              |   |  |
| Donovan (2 <sup>nd</sup> VP)   |  | X (Left early) |   |  |
| Hoffman (Treasurer)            |  | X              |   |  |
| Luedke (Clerk)                 |  | X              |   |  |
| Cohen (Ast. Clk)               |  | X              |   |  |
| Anderson                       |  | X (Left early) |   |  |
| Lavanture                      |  | X              |   |  |
| Murray                         |  |                | X |  |
| Pizey                          |  | X              |   |  |
| Radis                          |  | X              |   |  |

***Staff:***

|           |   |   |   |  |
|-----------|---|---|---|--|
| Berg      |   | X |   |  |
| James     | X |   |   |  |
| Gildart   |   | X |   |  |
| Mavodones |   | X |   |  |
| Pottle    |   | X |   |  |
| Bowie     |   | X |   |  |
| Mills     |   |   | X |  |

***Public:***

|             |   |  |   |  |
|-------------|---|--|---|--|
| L. Heineman | X |  |   |  |
| P. Flynn    | X |  |   |  |
| C. Chess    | X |  |   |  |
| J. McGuire  | X |  |   |  |
| C. Jenkins  | X |  |   |  |
| J. Schwartz | X |  |   |  |
| Russ        | X |  |   |  |
| N. Cooper   |   |  | X |  |

***Guests:***

|                |     |   |  |  |
|----------------|-----|---|--|--|
| Kelly McDonald | MPM | X |  |  |
|----------------|-----|---|--|--|

**1. Call to Order:**

- a. *The Board meeting was called to order at 7:45 AM by President Crowley*
- b. *It was noted that the meeting was being recorded*
- c. *President Crowley asked Berg to do a roll call of who was attending the meeting, which he did.*

**2. Approval of the April 27, 2023 meeting minutes**

- a. *Wentworth moved to approve the April 27 2023, meeting minutes as presented; Luedke seconded.*
- b. *President Crowley opened the floor to the public. There were no comments.*
- c. *President Crowley opened the floor to Directors*
  - i. *Hoffman had a minor correction noting that she was not late in joining the meeting. She logged in on time but there were technical issues at the beginning. there were no objections to removing the note that stated she was late..*
- d. *President Crowley called for a roll call vote*
- e. *Berg did a roll call vote. The motion passed unanimously (11-0)*

**3. Business**

- a. *There were no business items*

**4. Workshops**

- A. Discussion regarding vehicle congestion on Wednesdays during the summer season.
  - i. *President Crowley asked Operations Committee Chair Anderson to introduce the topic.*
    - 1. *Anderson gave some background on the topic:*
      - *This topic came to the Ops Committee because of concerns of congestion on the Portland side on Wednesdays which is a year long problem which is made worse in the summer due to reduced fares. The reduced fares were originally intended to help islanders get off island for medical appointments and errands. Worked really well the first year and then word spread about the cheaper rate. It has become a popular day for contractors and renters resulting in long lines extending to the whale wall and beyond. It impacts delivery trucks dropping off supplies at the terminal, it also impacts Ready seafood and could impact emergency vehicles responding to a medical emergency on the Maine State pier. Not enough real estate to handle that level of congestion. The Ops Committee discussed and voted to bring it to the Board. The Ops committee did not vote to eliminate it rather to just bring it to the Board for a discussion at the Board level on what to do about the congestion. The Committee also recognized that solving the Wednesday congestion issues does not solve the bigger Peaks Island vehicle problem.*
      - *As a result, a sub-committee will be formed at the next Ops committee to come up with recommendations for the larger problem and meanwhile, the short term Wednesday congestion issue is still on the table. It is not going to be voted on today. This is an informational session to start the conversation with the Board and the public. Any vote needs to follow the PUC public process.*
      - *Anderson shared some facts that need to be considered:*
        - i. *CBL has the queuing capacity of 24 cars.*
        - ii. *The Whale wall belongs to the city and they do not want CBL to line up vehicles alongside.*
        - iii. *CBL cannot charge a different rate for residents and non-residents.*
        - iv. *CBL cannot prohibit commercial vehicles on Wednesdays.*
        - v. *CBL cannot use the barge for regularly scheduled service without the barge operator being responsible for following all the required federal regulations which would probably be problematic.*
        - vi. *CBL can't fix Portland's parking problems.*
  - 2. *Anderson turned the floor back to President Crowley*



3. *President Crowley stated that the floor will be open to public comment first and then the Board will go into Executive session.*
4. *President Crowley asked if there were any comments from the public.*
  - *Hoffman thanked Berg for sharing the written public comment as part of the Board packet but she was not able to get to the comments sent right before the meeting and asked Berg how many additional comments there were and did all of them say they did not want a change to current pricing structure for Wednesday's during the peak season. Berg reported there were 9 additional comments that came in overnight and a majority of them in favor of keeping the price as is*
  - *The floor was opened to public comment.*
  - *Caron Chess asked if commercial vehicles received a discount on Wednesdays and the answer was no. She also suggested noticing the possibility of delays on Wednesdays due to vehicle congestion.*
  - *There were no other public comments*
5. *There was a discussion about the process of going into Executive session*
6. *Luedke made a motion to go into executive session for consultation with CBITD's attorney pursuant to 1 M.R.S.A. Section 405(6)(E) regarding rate change process. Wentworth seconded the motion.*
7. *There was a discussion whether there was a need to go into Executive session or not. Donovan and Hoffman did not think it was necessary to go into Executive session. Kelley McDonald, CBITD legal counsel with MPM, was asked for his opinion. His recommendation was to go into Executive session to get legal advice. Once Board hears his legal advice it is up to the Board what they would like to share with the public when they come out of Executive session. President Crowley suggested going into Executive session to hear legal advice but not have a Board discussion until after coming out of Executive session. Hoffman thought the Board was far away from legal questions and believes it is a discussion of what is in the public interest. Lavanture thought Anderson's overview was different from what the Operations committee discussed which was the ability to make a change outside the PUC process. In that regard she would like to get legal advice.*
8. *President Crowley opened the floor to the public to comment on the Board going into executive session*
  - *Caron Chess asked the Board to weigh the risk of going into Executive session*
  - *There were no other comments*
9. *President Crowley called for a roll call vote*
10. *Berg did a roll call vote. The motion passed (6-5; Donovan, Hoffman, Luedke, Radis & Crowley voted against)*
11. *Berg muted the audio and disabled the video of the Webex conference so members of the public could not see or hear the Executive session.*
12. *The Board came out of Executive session around 8:32AM; video and audio were enabled*
13. *President Crowley opened the floor to the Board*
  - *Anderson thought this was a great opportunity for Directors to ask questions without violating the executive session to demonstrate the complexities of this topic*
  - *Donovan suggested a summary of the executive session*
  - *Kelly McDonald shared that there was a discussion about a number of Maine statues for the Public Utilities Commission and the different processes to make a change. He then provided some advice and recommendations.*

- Hoffman thanked Kelly and noted that she is not part of the Operations Committee. Traffic management is a big problem and in particular Peaks Island but it disrupts all aspects of the operations. She doesn't believe reduced fares on Wednesday causes the problem. The public has made it clear to have an affordable way to do errands is very important to Peaks Islanders. The Board needs to be very careful about changing something the Peak Islanders consider very important. She believes there is a need for more management of traffic and more creative ways of looking at fares and creating discounts. Work needs to be done and no need to rush. Work on actual solutions on what are larger problems to best serve the people.
- Donovan thought the Operations committee discussed a two-step recommendation:
  - i. Suspend reduced rate on Wed for 2023 season instead charge same fare on Wednesday as is charged on Monday & Tuesday
  - ii. Committee supported a more holistic approach working in conjunction with the Finance committee
- At 8:40 President Crowley had to step out for a phone call and Vice President Wentworth presided over the meeting
- Anderson said the intent was to have a conversation with the Board and go back to the Ops committee
- Wentworth suggested going around the table for a straw poll to see where everyone is on the two issues brought up by the Ops Committee with a yes or no response to 1) immediately suspend reduced Wednesday rate and 2) Price for Wednesday be the same as Monday and Tuesday. President Crowley returned at this point.
  - i. Cohen: No and No
  - ii. Lavanture No and No (supportive of a long-term solution)
  - iii. Pizey: No and No (In favor of vehicle reservation)
  - iv. Luedke: No and No (in favor of blended rate)
  - v. Wentworth: No and No (in favor of vehicle reservation)
  - vi. Crowley: No and No (in favor of vehicle reservation)
  - vii. Hoffman: No and No (in favor of vehicle reservations & ticket discounting solutions)
  - viii. Radis: No and No (in favor of using barge to help)
  - ix. Anderson: No and No (assign to sub-committee to make recommendations)
  - x. Donovan: No and No (assign to sub-committee to make recommendations)
  - xi. Murray: No and No (concerned about timing)
- President Crowley closed the discussion by saying it will go back to the Operations Committee

**B. Discussion regarding FY2023 goals**

- i. There was consensus to postpone this discussion until after another personnel committee meeting. Berg was asked to send a poll to committee members to determine the best date/time for a personnel committee meeting.
- ii. Anderson and Donovan left
- iii. Berg asked for feedback on written staff reports

**5. General Information Reports**

**A. Financial Report**

- a) Part of Board Packet.

**B. Committee Reports**

- a) Pension Committee: Chair Hoffman reported the Pension Committee met for the first time since she has been on the Board. Had a good meeting with the Pension advisor who has recommended some

*changes to reduce fees. There was a discussion about making changes to make the plan more attractive for new hires in terms of entry times.*

- b) *Finance Committee: Treasurer Hoffman reported the Finance Committee meeting was focused on financial trends to start getting the Board to look at higher level issues. The hope is to get financial reporting to be done quarterly.*

**C. Staff Reports**

- a) *Part of Board Packet*

**6. General Announcements**

A. Establish next meeting dates: (all meetings at 7:45 AM unless indicated otherwise)

- a. Executive Committee: Thursday, June 1, 2023
- b. Finance Committee: Wednesday, June 7, 2023 (tentative)
- c. Operations Committee: Tuesday, June 13, 2023
- d. Board of Directors: Thursday, June 22, 2023
- e. Personnel Committee: TBD
- f. Pension Committee: No meeting planned
- g. Sales & Marketing Committee: No meeting planned
- h. Government Relations Committee: No meeting planned

**7. Public Comment**

A. President Crowley opened the floor for public comments on items not on the agenda

- a) *There were no comments*

**8. Directors Comment**

A. President Crowley opened the floor for Director comments on items not on the agenda

- a) *There were no comments*

**9. Adjournment**

- A. *Hoffman moved to adjourn the meeting; Luedke seconded.*
- B. *Berg did a roll call and the motion passed unanimously (9-0, Anderson and Donovan had left)*

Respectfully submitted by: \_\_\_\_\_  
James Luedke, Clerk

## **Agenda Item 3a**

**Discussion and acknowledgement of receipt of the FY2022 Annual Independent Draft Financial Audit Report for year ended 09/30/22**



Audited Financial Statements

**Casco Bay Island Transit District**

September 30, 2022



*Proven Expertise & Integrity*

CASCO BAY ISLAND TRANSIT DISTRICT

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SEPTEMBER 30, 2022

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DRAFT



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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the financial statements of the business-type activities of the Casco Bay Island Transit District as of and for the year ended September 30, 2022 and the related notes to the financial statements, which collectively comprise the Casco Bay Island Transit District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Casco Bay Island Transit District as of September 30, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Casco Bay Island Transit District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for 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.

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Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609  
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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Casco Bay Island Transit District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal controls relevant to the audit 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 Casco Bay Island Transit District's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise doubt about the Casco Bay Island Transit District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 7 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.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Casco Bay Island Transit District's basic financial statements. The statement of expenses is presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of expenses and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 9, 2023, on our consideration of the Casco Bay Island Transit District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The

purpose of that report is solely 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 effectiveness of the Casco Bay Island Transit District's 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 Casco Bay Island Transit District's internal control over financial reporting and compliance.

Buxton, Maine  
June 9, 2023

DRAFT



**REQUIRED SUPPLEMENTARY INFORMATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2022**

**(UNAUDITED)**

The Management of Casco Bay Island Transit District (herein referred to as “the District”) offers readers of our financial statements the following narrative overview and analysis of our financial activities for the fiscal year ended September 30, 2022.

This Management’s Discussion and Analysis report provides an opportunity, through narrative, for the District’s management to identify elements of the audited financial statements that might be of particular interest to the reader. Please read it in conjunction with the District’s financial statements.

**PROLOGUE**

2022 brought a partial return to pre-pandemic revenues and significantly decreased expenses from 2021, primarily due to suspending crew platooning in mid-September 2021. Staffing levels continued to be a challenge in 2022 causing us to cut back on charters and tours which impacted revenue. CBITD continued to rely heavily on CARES Act grant funds made available through FTA and State of Maine in 2022, although it was significantly less (25.6%) than in 2021. The District’s planned capital investments continued in 2022 with Phase 2 Terminal Renovation and continued development of the District’s replacement vessels, in addition to other planned capital projects such as information technology and planning.

**FINANCIAL HIGHLIGHTS\***

**Revenue:**

*Year to date (YTD):*

YTD Operating Revenue was \$5.788M and was 4% ahead of budget and 6.8% ahead of the same period last fiscal year.

- Scheduled passenger revenues YTD of \$2.65M were better than budget by 4.8% and were up 2.5% as compared to last fiscal year.
- Vehicle revenues YTD of \$1.429M are better than budget by 38.9% and are 5.8% ahead of FY21 YTD.
- Freight revenues YTD of \$1.01M were 9.5% above budgeted numbers and were 13.6% below last fiscal YTD.
- Group sales YTD of \$677K were 34.5% below budget and 303% above the same period last year.
  - The Diamond Pass Run and Mailboat Run were offered starting in October 2021 and were responsible for the majority of Group Sales Revenue for the year.
  - Bailey Island and Nature Cruise did not operate in FY21 or FY22, though the tour was budgeted in FY22.
  - Staffing levels continued to be a challenge in 2022 causing us to cut back on charters and tours which impacted revenue.



**Expenses:***Year to date (YTD):*

YTD Expenses were 0.7% over budget and were 10% below last YTD, primarily due to reduction of Personnel Expense related to the COVID-19 pandemic.

- Personnel expenses YTD were 2.6% favorable to budget and 16.4% below last YTD, primarily due to crew platooning in response to COVID-19 and a resulting increase in overtime hours in 2021 that did not carry over into 2022.
  - During COVID-19 pandemic, CBTD waived employee premiums on health insurance coverage.
- Vessel maintenance was 5.5% over budget and 3.8% lower than last fiscal YTD.
  - Wabanaki drydock expenses were \$497K compared to budget of \$390K due to higher than anticipated engine overhaul expense.
  - Bay Mist vessel expenses of \$51K was flat to budget of \$51K.
  - Machigonne vessel expenses were \$121K while \$119K was budgeted.
  - Maquoit drydock expenses were \$456K compared to budget of \$550K.
  - Aucocisco vessel expenses were \$86K, while \$156K was budgeted.
  - Fuel expense of \$714K was 29.4% over budget and 14% above prior year. The District entered into a fuel lock for 210K gallons at \$1.85 per gallon early in the year.
- Operations expenses were 17.4% over budget and 7.5% below last YTD.
  - Data processing \$106K over budget including \$69K for conference room video systems installed due to COVID meeting protocols, funded by CARES. Network infrastructure maintenance and security upgrades, as well as ticket office IT equipment and other licensing renewals also contributed to the increase.
  - Employee recognition included holiday gift cards and summer seasonal bonuses.
  - Ops Misc. included items and supplies to clean and sanitize vessels due to COVID-19, as well as face masks.
  - Credit card fees were 27% over budget for FY22, (and 37% higher than prior year) as sales were higher than planned for the year. Credit cards were also more commonly used over cash due to the pandemic.
- Terminal expense was 15.1% over budget and 1.3% lower than last YTD.
  - Paper and Cleaning Supplies included various safety supplies and items and supplies to clean and sanitize terminal areas due to COVID-19.
  - Increase in utilities expense.
  - Miscellaneous expenses included general repairs and maintenance in and around the terminal and included an additional forklift rental, repairs to PA system, and offsite storage fees.
  - Pier and transfer bridge expenses were 104% above budget at \$16K.
- Sales expense YTD was 35.6% below budget and 129% above last YTD.
  - Marketing included COVID-19 communications consulting and related services.
  - Reduced number of charters led to expense reduction.

**Operating Surplus/Loss:***Year to date (YTD):*

YTD operating result of -\$2.533M was 6% better than budget and 34% favorable to last YTD where the result was -\$3.832M.

**Grant Revenues:**

*Year to date (YTD):*

Grant revenue YTD of \$3.138M was 16.4% above budget, and 25.6% below last YTD.

**Surplus/Loss:**

*Year to date (YTD):*

**FY22 YTD result is \$605K, which was better than budget and favorable to last YTD, where the result was \$383K.**

**Line of Credit Balance:** Currently \$0

**As stated above, the District expects to post \$817K in depreciation for FY2022, which will occur at the time of the Annual Audit. This amount has an impact on Surplus/Loss, as reported on our Annual Audited Financial Statements.**

**Requests for Information**

This financial report is intended to provide an overview of the finances of the Casco Bay Island Transit District. Questions concerning any information contained in this report should be directed to the following:

Respectfully submitted,

\_\_\_\_\_  
Henry Berg  
General Manager

\_\_\_\_\_  
Laurie Bowie  
Director of Finance and HR

## CASCO BAY ISLAND TRANSIT DISTRICT

STATEMENT OF NET POSITION  
SEPTEMBER 30,

|  | Operating            | Garage<br>Funds   | Maintenance<br>and Capital<br>Reserve | 2022                 | 2021<br>(Restated)   |
|--|----------------------|-------------------|---------------------------------------|----------------------|----------------------|
| <b>ASSETS</b>  |                      |                   |                                       |                      |                      |
| <b>CURRENT ASSETS:</b>   |                      |                   |                                       |                      |                      |
| Cash and cash equivalents  | \$ 1,366,073         | \$ 612,567        | \$ 996,913                            | \$ 2,975,553         | \$ 4,010,473         |
| Accounts receivable (net of allowance<br>for uncollectible accounts) | 196,529              | -                 | -                                     | 196,529              | 253,368              |
| Grants receivable  | 752,763              | -                 | -                                     | 752,763              | 1,157,513            |
| Inventory  | 62,836               | -                 | -                                     | 62,836               | 63,349               |
| Prepaid items  | 33,378               | -                 | -                                     | 33,378               | 36,427               |
| <b>TOTAL CURRENT ASSETS</b>  | <b>2,411,579</b>     | <b>612,567</b>    | <b>996,913</b>                        | <b>4,021,059</b>     | <b>5,521,130</b>     |
| <b>NONCURRENT ASSETS</b>   |                      |                   |                                       |                      |                      |
| Capital assets:  |                      |                   |                                       |                      |                      |
| Construction in progress   | 19,788,280           | -                 | -                                     | 19,788,280           | 7,348,310            |
| Buildings and equipment, net of<br>accumulated depreciation          | 9,318,900            | -                 | -                                     | 9,318,900            | 10,135,852           |
| <b>TOTAL NONCURRENT ASSETS</b>                                       | <b>29,107,180</b>    | <b>-</b>          | <b>-</b>                              | <b>29,107,180</b>    | <b>17,484,162</b>    |
| <b>TOTAL ASSETS</b>  | <b>\$ 31,518,759</b> | <b>\$ 612,567</b> | <b>\$ 996,913</b>                     | <b>\$ 33,128,239</b> | <b>\$ 23,005,292</b> |
| <b>LIABILITIES</b>   |                      |                   |                                       |                      |                      |
| <b>CURRENT LIABILITIES:</b>  |                      |                   |                                       |                      |                      |
| Accounts payable   | \$ 468,672           | \$ -              | \$ -                                  | \$ 468,672           | \$ 244,097           |
| Accrued payroll and payroll taxes                                    | 71,698               | -                 | -                                     | 71,698               | 73,291               |
| Accrued compensated absences   | 195,786              | -                 | -                                     | 195,786              | 184,830              |
| Accrued pension  | 436,978              | -                 | -                                     | 436,978              | 490,773              |
| Other accrued liabilities  | 6,624                | -                 | -                                     | 6,624                | -                    |
| Charter deposits   | 4,450                | -                 | -                                     | 4,450                | 450                  |
| Deferred reserve fund  | -                    | 612,567           | -                                     | 612,567              | 554,150              |
| <b>TOTAL CURRENT LIABILITIES</b>                                     | <b>1,184,208</b>     | <b>612,567</b>    | <b>-</b>                              | <b>1,796,775</b>     | <b>1,547,591</b>     |
| <b>TOTAL LIABILITIES</b>   | <b>1,184,208</b>     | <b>612,567</b>    | <b>-</b>                              | <b>1,796,775</b>     | <b>1,547,591</b>     |
| <b>NET POSITION</b>  |                      |                   |                                       |                      |                      |
| Net investment in capital assets                                     | 29,107,180           | -                 | -                                     | 29,107,180           | 17,484,162           |
| Restricted   | -                    | -                 | 996,913                               | 996,913              | 1,490,096            |
| Unrestricted   | 1,227,371            | -                 | -                                     | 1,227,371            | 2,483,443            |
| <b>TOTAL NET POSITION</b>  | <b>30,334,551</b>    | <b>-</b>          | <b>996,913</b>                        | <b>31,331,464</b>    | <b>21,457,701</b>    |
| <b>TOTAL LIABILITIES AND NET POSITION</b>                            | <b>\$ 31,518,759</b> | <b>\$ 612,567</b> | <b>\$ 996,913</b>                     | <b>\$ 33,128,239</b> | <b>\$ 23,005,292</b> |

See accompanying independent auditor's report and notes to financial statements.

## CASCO BAY ISLAND TRANSIT DISTRICT

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR THE YEARS ENDED SEPTEMBER 30,

|  | Operating            | Garage<br>Funds | Maintenance<br>and Capital<br>Reserve | 2022                 | 2021                 |
|--|----------------------|-----------------|---------------------------------------|----------------------|----------------------|
| OPERATING REVENUES   |                      |                 |                                       |                      |                      |
| Passenger fares  | \$ 2,650,354         | \$ -            | \$ -                                  | \$ 2,650,354         | \$ 2,533,779         |
| Vehicles   | 1,429,187            | -               | -                                     | 1,429,187            | 1,325,048            |
| Freight  | 1,009,471            | -               | -                                     | 1,009,471            | 1,149,133            |
| Mail contract  | 255,970              | -               | -                                     | 255,970              | 17,775               |
| Tours and cruises  | 160,159              | -               | -                                     | 160,159              | 88,081               |
| Charters   | 252,704              | -               | -                                     | 252,704              | 43,720               |
| Miscellaneous  | 40,895               | -               | -                                     | 40,895               | 190,576              |
| TOTAL OPERATING REVENUES   | <u>5,798,740</u>     | <u>-</u>        | <u>-</u>                              | <u>5,798,740</u>     | <u>5,348,112</u>     |
| EXPENSES   | <u>9,866,091</u>     | <u>-</u>        | <u>498,245</u>                        | <u>10,364,336</u>    | <u>11,161,561</u>    |
| OPERATING INCOME (LOSS)  | <u>(4,067,351)</u>   | <u>-</u>        | <u>(498,245)</u>                      | <u>(4,565,596)</u>   | <u>(5,813,449)</u>   |
| NONOPERATING REVENUES (EXPENSES):  |                      |                 |                                       |                      |                      |
| U.S. Department of Transportation, Federal<br>Transit Administration grant | 3,069,922            | -               | -                                     | 3,069,922            | 4,146,652            |
| State of Maine grants  | 74,872               | -               | -                                     | 74,872               | 75,207               |
| Interest income  | 8,196                | -               | 5,062                                 | 13,258               | 9,710                |
| TOTAL NONOPERATING REVENUES  | <u>3,152,990</u>     | <u>-</u>        | <u>5,062</u>                          | <u>3,158,052</u>     | <u>4,231,569</u>     |
| INCOME (LOSS) BEFORE CAPITAL GRANT<br>REVENUES                             | <u>(914,361)</u>     | <u>-</u>        | <u>(493,183)</u>                      | <u>(1,407,544)</u>   | <u>(1,581,880)</u>   |
| CAPITAL GRANT REVENUES:  |                      |                 |                                       |                      |                      |
| State of Maine grants  | 11,281,307           | -               | -                                     | 11,281,307           | 7,664,300            |
| TOTAL CAPITAL GRANT REVENUES   | <u>11,281,307</u>    | <u>-</u>        | <u>-</u>                              | <u>11,281,307</u>    | <u>7,664,300</u>     |
| CHANGE IN NET POSITION   | 10,366,946           | -               | (493,183)                             | 9,873,763            | 6,082,420            |
| NET POSITION - OCTOBER 1, RESTATED   | <u>19,967,605</u>    | <u>-</u>        | <u>1,490,096</u>                      | <u>21,457,701</u>    | <u>15,375,281</u>    |
| NET POSITION - SEPTEMBER 30  | <u>\$ 30,334,551</u> | <u>\$ -</u>     | <u>\$ 996,913</u>                     | <u>\$ 31,331,464</u> | <u>\$ 21,457,701</u> |

See accompanying independent auditor's report and notes to financial statements.

## CASCO BAY ISLAND TRANSIT DISTRICT

STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED SEPTEMBER 30,

|   | 2022                  | 2021                  |
|---|-----------------------|-----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |                       |                       |
| Receipts from customers   | \$ 5,917,996          | \$ 4,172,701          |
| Payments to employees   | (4,635,886)           | (5,439,847)           |
| Payments to suppliers and vendors   | (4,700,266)           | (4,204,321)           |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>   | <b>(3,418,156)</b>    | <b>(5,471,467)</b>    |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>   |                       |                       |
| Federal maintenance grant   | 3,474,672             | 3,508,862             |
| State subsidy grant   | 11,356,179            | 7,739,507             |
| <b>NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES</b>                                    | <b>14,830,851</b>     | <b>11,248,369</b>     |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |                       |                       |
| Interest on investments   | 13,258                | 9,710                 |
| <b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>   | <b>13,258</b>         | <b>9,710</b>          |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>                                       |                       |                       |
| Acquisition of property, plant and equipment  | (12,439,970)          | (6,893,822)           |
| Interest paid   | (20,903)              | (279,500)             |
| <b>NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>                                    | <b>(12,460,873)</b>   | <b>(7,173,322)</b>    |
| <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>   | <b>(1,034,920)</b>    | <b>(1,386,710)</b>    |
| <b>CASH AND CASH EQUIVALENTS - OCTOBER 1</b>  | <b>4,010,473</b>      | <b>5,397,183</b>      |
| <b>CASH AND CASH EQUIVALENTS - SEPTEMBER 30,</b>  | <b>\$ 2,975,553</b>   | <b>\$ 4,010,473</b>   |
| <b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b> |                       |                       |
| Operating income (loss)   | \$ (4,565,596)        | \$ (5,813,449)        |
| Adjustments to reconcile operating income to net cash provided (used) by operating activities:        |                       |                       |
| Depreciation expense  | 816,952               | 877,350               |
| Amortization expense  | 20,903                | 279,500               |
| Changes in operating assets and liabilities:  |                       |                       |
| (Increase) decrease in accounts receivable  | 56,839                | (89,659)              |
| (Increase) decrease in prepaid items  | 3,049                 | 4,892                 |
| (Increase) decrease in inventory  | 513                   | 25,803                |
| Increase (decrease) in accounts payable   | 224,575               | 99,882                |
| Increase (decrease) in accrued payroll and payroll taxes  | (1,593)               | 32,907                |
| Increase (decrease) in accrued compensated absences   | 10,956                | 65,258                |
| Increase (decrease) in accrued pension  | (53,795)              | 135,881               |
| Increase (decrease) in other accrued liabilities  | 6,624                 | (4,080)               |
| Increase (decrease) in charter deposits   | 4,000                 | (5,674)               |
| Increase (decrease) in deferred revenue fund  | 58,417                | (1,080,078)           |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>   | <b>\$ (3,418,156)</b> | <b>\$ (5,471,467)</b> |

See accompanying independent auditor's report and notes to financial statements.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Nature of Organization**

Casco Bay Island Transit District operates a year-round ferry service to the islands of Casco Bay as well as tours and charter trips. The District was created by the P&S Law, 1981 Chapter 22 of the State of Maine, as a transit district. The Directors of the District have charge of and supervise the management, operation and direction of all business and affairs of the District, including the issuance of debt. The Directors of the District are determined by election as provided for in P&S Law, 1981 Chapter 22. The District receives capital grants from local, State of Maine and Federal government sources and operating subsidies from the State of Maine and Federal government sources and must comply with requirements of these funding sources.

**Reporting Entity**

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the District has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the District has chosen not to do so.

The District's combined financial statements include all accounts and all operations of the District. We have determined that the District has no component units as described in GASB Statement No. 14 and amended by GASB Statements No. 39 and No. 61.

**Implementation of New Accounting Standards**

During the year ended September 30, 2022, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 87 "Leases". The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 89 "Accounting for Interest Cost Incurred before the End of a Construction Period". This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 91 "Conduit Debt Obligations". The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 92 "Omnibus 2020". The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. Management has determined the impact of this Statement is not material to the financial statements.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Statement No. 93 "Replacement of Interbank Offered Rates (paragraphs 13-14)". The primary objectives of paragraphs 13-14 concern provisions of lease contracts that are amended while the contract is in effect. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 97 "Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans". The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements and (3) enhance the relevance, consistency and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. Management has determined the impact of this Statement is not material to the financial statements.

**Fund Financial Statements**

The District's basic financial statements include government-wide statements (reporting the District as a whole).

The government-wide financial statements categorize primary activities as business-type activities.

In the Statement of Net Position, the business-type activities column is (a) presented on a consolidated basis by column and (b) is reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in three parts - net investment in capital assets; restricted net position and unrestricted net position. The District first utilizes restricted resources to finance qualifying activities.

The Statement of Activities reports both the gross and net cost of each of the District's functions and business-type activities (personnel salaries, utilities, maintenance, etc.) excluding fiduciary activities. The functions are also supported by general government revenues (certain intergovernmental revenues, miscellaneous revenues, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program



CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

revenues must be directly associated with the function or a business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. For the most part, the interfund activity has been eliminated from these financial statements.

The net costs (by function) are normally covered by general revenue (certain intergovernmental revenues and charges for services, etc.).

**Measurement Focus - Basic Financial Statements**

Proprietary Funds

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Operating revenues include charges for services, intergovernmental reimbursements and other miscellaneous fees which are a direct result of the proprietary activity. Nonoperating revenues are any revenues which are generated outside of the general proprietary activity, i.e. interest income. The following is a description of the proprietary funds:

Enterprise Funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) established fees and charges based on a pricing policy designed to recover similar costs.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Accrual

Business-type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

It is the District's policy to value investments at fair value. None of the District's investments are reported at amortized cost. The District is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities
- Certificates of deposit and other evidence of deposits at banks, savings and loan associations and credit unions
- Repurchase agreements
- Money market mutual funds

**Receivables**

Receivables include amounts due from governmental agencies and local businesses. All receivables are current and therefore due within one year. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible. The allowance for uncollectible accounts is estimated to be \$0 as of September 30, 2022. Accounts receivable netted with allowances for uncollectible accounts were \$949,292 for the year ended September 30, 2022.

**Interfund Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds". While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Any residual balances outstanding between governmental activities and business-type activities are reported in the governmental-wide financial statements as "internal balances".

**Transactions Between Funds**

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of both Governmental and Proprietary Funds.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Capital Assets**

Capital assets purchased or acquired with an original cost and more than one year of useful life are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data were unavailable. Donated capital assets are reported at their fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Estimated useful lives are as follows:

|                         |               |
|-------------------------|---------------|
| Buildings               | 20 - 50 years |
| Machinery and equipment | 3 - 50 years  |
| Vehicles and vessels    | 3 - 30 years  |

**Prepaid Items**

Certain insurance and other payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

**Inventories**

Inventories consist of expendable supplies held for consumption and are valued at cost which approximately market, using first-in first-out (FIFO) method. The costs of inventories are recorded as expenditures when used consumption method. Inventory consists of replacement vessel parts.

**Budget**

The District is not legally required to adopt a budget. Therefore, no budgetary comparison is presented.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Net Position**

Net position represents the difference between all other elements in a statement of financial position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

**Program Revenues**

Program revenues include all directly related income items applicable to a particular program (charges to customers or applicants for goods, services or privileges provided; operating or capital grants and contributions, including special assessments).

**Operating/Nonoperating Proprietary Fund Revenues**

Operating revenues consist mainly of direct revenue sources and/or charges for services applicable to that fund's ongoing operations. All revenue and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Use of Estimates**

During the preparation of the District's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

NOTE 2 - DEPOSITS

**Deposits**

The District's investment policies, which follow state statutes, authorize the District to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Maine, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. These investment policies apply to all District funds.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 2 - DEPOSITS (CONTINUED)

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the District will not be able to recover its deposits or will not be able to recover collateral securities that are in possession of an outside party. The District does not have a policy covering custodial credit risk.

At September 30, 2022, the District's deposits amounting to \$2,975,553 were comprised of bank deposits of \$5,453,884. Bank deposits are adjusted primarily by outstanding checks and deposits in transit to reconcile to the District's cash. Of these deposits, \$184,200 was insured by federal depository insurance and consequently was not exposed to custodial credit risk. The District also has overnight repurchase agreements for their checking account in the amount of \$5,269,684 that is also insured by a third-party agreement. In addition, the District had a petty cash/change fund balance of \$6,925 as of September 30, 2022.

| <u>Account Type</u>  | <u>Bank<br/>Balance</u> |
|----------------------|-------------------------|
| Checking accounts    | \$ 184,200              |
| Repurchase agreement | 5,269,684               |
|                      | <u>\$ 5,453,884</u>     |

NOTE 3 - CAPITAL ASSETS

The following is a summary of the changes in capital assets for the year ended September 30, 2022:

|                                | <u>Balance,<br/>10/1/21</u> | <u>Additions</u>     | <u>Disposals</u> | <u>Balance,<br/>9/30/22</u> |
|--------------------------------|-----------------------------|----------------------|------------------|-----------------------------|
| Non-depreciated assets:        |                             |                      |                  |                             |
| Construction in progress       | \$ 7,348,310                | \$ 12,439,970        | \$ -             | \$ 19,788,280               |
|                                | <u>7,348,310</u>            | <u>12,439,970</u>    | <u>-</u>         | <u>19,788,280</u>           |
| Depreciated assets:            |                             |                      |                  |                             |
| Leasehold improvements         | 4,430,072                   | -                    | -                | 4,430,072                   |
| Equipment                      | 1,952,408                   | -                    | -                | 1,952,408                   |
| Vessels                        | 18,198,432                  | -                    | -                | 18,198,432                  |
|                                | <u>24,580,912</u>           | <u>-</u>             | <u>-</u>         | <u>24,580,912</u>           |
| Less: accumulated depreciation | (14,445,060)                | (816,952)            | -                | (15,262,012)                |
|                                | <u>10,135,852</u>           | <u>(816,952)</u>     | <u>-</u>         | <u>9,318,900</u>            |
| Net capital assets             | <u>\$ 17,484,162</u>        | <u>\$ 11,623,018</u> | <u>\$ -</u>      | <u>\$ 29,107,180</u>        |

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 4 - LONG-TERM OBLIGATIONS

The following is a summary of changes in the long-term obligations for the year ended September 30, 2022:

|                              | Balance,<br>10/1/21 | Additions | Deletions | Balance,<br>9/30/22 | Current<br>Portion |
|------------------------------|---------------------|-----------|-----------|---------------------|--------------------|
| Accrued compensated absences | \$ 184,830          | \$ 10,956 | \$ -      | \$ 195,786          | \$ -               |

Refer to Note 5 of Notes to Financial Statements for detailed accrued compensated absences information.

NOTE 5 - ACCRUED COMPENSATED ABSENCES

Employees of the District are entitled to be paid vacation and paid sick days depending on job classification, length of service and other factors. The District’s policy is to recognize the cost of sick days when actually paid to employees. There is no liability to pay accrued sick days, as the District is not obligated for payment upon termination of employment. Accrued vacation pay at September 30, 2022 was \$195,786.

NOTE 6 - PENSION PLAN

The District has a non-contributory money purchase plan. All employees are eligible to participate in the plan if they are at least 20 years of age and have completed one year of eligible service. The District’s contribution rate is 15% of the total compensation of all eligible participants and is funded currently. Effective March 16, 2011 the rate changed to 8% for new participants to the plan. The plan also reflects credits against current year expense for nonvested amounts of employees who are no longer employed by the District. The District’s total contributions for the year ended September 30, 2022 was \$435,050.

NOTE 7 - OPERATING LEASES

The District has a lease agreement with the City of Portland to lease their facilities in the Casco Bay Ferry Terminal. The lease began March 5<sup>th</sup>, 1985 and the renewal lease term is for twenty years following the date of the lease amendment on October 1, 2018. The amount of future minimum lease payments had been agreed upon through September 30, 2038. The increase in minimum rental payments will be no less than the annual rate of inflation for the twelve months immediately preceding but in no event shall exceed 5%.

CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 7 - OPERATING LEASES (CONTINUED)

The annual rent will be the greater of \$20,000 or 5.4% of gross revenues from tours, cruises and charter operations and the food establishment subject to the inflation adjustment.

The District will pay to the City, no later than November 15 of each year, an amount equal to 5.4% of gross revenues mentioned above for each fiscal year. This amount will be reduced by the monthly payments already paid to the City during the year. The District is responsible for all costs and expenses related to the Casco Bay Ferry Terminal.

In the lease, the City agreed to establish a maintenance fund to assist the District with major repairs and maintenance of the Terminal facility. The fund will consist of 50% of the annual net revenues (less the City's annual cost of all casualty insurance covering the Terminal, less City's future capital expenses not paid out of the Garage Capital Reserve, City's debt service related to future borrowings for capital expenses not paid out of the Garage Capital Reserve) received by the City from the 190 parking spaces in the parking garage adjacent to the Terminal, which were funded by the Federal Transit Administration. The maintenance fund may not exceed \$160,000 which will be increased by \$5,000 in the fifth, tenth and fifteen anniversaries of the effective date.

Also in the lease, the City agreed to establish an Excess Fund upon repayment to the City of all of its debt services costs associated with acquisition of the west side of the Maine State Pier. The fund will consist of 100% of the net revenues received by the City from the 190 parking spaces in excess of the Maintenance Fund plus the rent paid by the District. The City shall make the funds available on a priority basis: first to the District for capital costs associated with its operation and then to be disbursed to all other mass transportation needs and not limited to capital expenditures.

The District entered into a rental agreement with the State of Maine Department of Transportation for the right to use pier facilities on the islands the District serves. The rental period shall run for a period of twelve years beginning April 1, 2022. In lieu of annual rental payments, the District agrees to perform minor maintenance activities that require prompt attention.

The total rent and minor repairs expense for the year ended September 30, 2022 was \$23,958.

## CASCO BAY ISLAND TRANSIT DISTRICT

### NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 2022 AND 2021

#### NOTE 8 - COMMITMENTS AND CONTINGENCIES

Equipment and three vessels owned and operated by the District were purchased, in part, with grants from the Federal Transit Administration and one vessel was purchased with a Federal Highway Administration grant. All District vessels are maintained by FTA grants. Upon disposal of the vessels or equipment that sell for more than \$1,000, the District may be required to return a portion of the funds to the FTA in proportion to the original percentage of Federal funds contributed by the FTA. That proportion would be approximately 80%.

#### NOTE 9 - CONTINGENT LIABILITIES

Grant amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the state and federal governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts, if any, of expenses which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

#### NOTE 10 - RISK MANAGEMENT

The District 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 District maintains insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to District. Settled claims have not exceeded this coverage in any of the past three fiscal years.

#### NOTE 11 - RESERVE FUND - GARAGE

The deferred reserve fund is money received from a current operating lease paid to Casco Bay Island Transit District during the fiscal year. This money is to be used for capital expenses or preventive maintenance as stated in the lease. The value of deferred capital reserve is \$612,567.

#### NOTE 12 - RESERVE FUND - MAINTENANCE AND CAPITAL

The maintenance and repair reserve for the District is being used to fund long-term capital additions and maintenance repairs. It is anticipated that the District will spend \$40,000,000 in capital additions and ongoing maintenance for its current infrastructure over the next five years, according to the District's calculated spending plan. The District expects to reserve from end of year net position an amount up to the excess over its established fund balance policy.



CASCO BAY ISLAND TRANSIT DISTRICT

NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022 AND 2021

NOTE 13 - RECONCILIATION OF NET POSITION

|   | Unrestricted net<br>position | Restricted        | Net investment<br>in capital assets | Total                |
|---|------------------------------|-------------------|-------------------------------------|----------------------|
| Operating revenues                                | \$ 5,798,740                 | \$ -              | \$ -                                | \$ 5,798,740         |
| Operating expenses                                | (9,866,091)                  | (498,245)         | -                                   | (10,364,336)         |
| Nonoperating revenues (expenses)                  | 3,152,990                    | 5,062             | -                                   | 3,158,052            |
| Capital grant revenues                            | 11,281,307                   | -                 | -                                   | 11,281,307           |
| Depreciation expense                              | 816,952                      | -                 | (816,952)                           | -                    |
| Change in fixed assets account not in<br>expenses | (12,439,970)                 | -                 | 12,439,970                          | -                    |
| Increase (Decrease) in net position               | (1,256,072)                  | (493,183)         | 11,623,018                          | 9,873,763            |
| Net Position - October 1, 2021, Restated          | 2,483,443                    | 1,490,096         | 17,484,162                          | 21,457,701           |
| Net Position - September 30, 2022                 | <u>\$ 1,227,371</u>          | <u>\$ 996,913</u> | <u>\$ 29,107,180</u>                | <u>\$ 31,331,464</u> |

The decrease in restricted net position is mainly due to local match for projects in progress. The increase in the net investment in capital assets is due to capital additions.

NOTE 14 - RESTATEMENT

The net position as of October 1, 2021 has been restated to correct the accounts receivable balance. Net position increased by \$75,465 from \$21,382,236 to \$21,457,701.

## Other Supplementary Information

Other supplementary information includes financial statements and schedules not required by the Governmental Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- Statement of Expenses

DRAFT

## CASCO BAY ISLAND TRANSIT DISTRICT

STATEMENT OF EXPENSES  
FOR THE YEARS ENDED SEPTEMBER 30,

|                             | <u>2022</u>         | <u>2021</u>         |
|-----------------------------|---------------------|---------------------|
| OPERATING EXPENSES          |                     |                     |
| Salaries and wages          | \$ 3,405,000        | \$ 4,340,770        |
| Payroll taxes               | 252,260             | 327,068             |
| Employee benefits           | 505,768             | 493,281             |
| Pension plan                | 435,050             | 508,694             |
| Repairs and maintenance     | 1,443,781           | 1,648,314           |
| Fuel                        | 714,078             | 626,278             |
| Insurance                   | 166,664             | 114,281             |
| Telephone                   | 25,874              | 20,062              |
| Mail agent                  | 11,220              | 11,220              |
| Office expense              | 380,231             | 240,073             |
| Postage                     | 4,955               | 3,827               |
| Travel                      | 4,723               | 9,067               |
| Injuries and damages        | 8,086               | 9,825               |
| Professional fees           | 79,615              | 67,662              |
| Dues and subscriptions      | 5,229               | 17,076              |
| Uniforms                    | 19,449              | 10,571              |
| Heat and utilities          | 67,249              | 56,432              |
| Janitorial                  | 91,839              | 75,239              |
| Rent                        | 23,958              | 19,811              |
| Terminal                    | 210,390             | 231,270             |
| Credit card settlement fees | 179,397             | 160,732             |
| Charter expenses            | 79,250              | 13,082              |
| Depreciation                | 816,952             | 877,350             |
| Barge subcontracting        | 20,903              | 279,500             |
| Sales/marketing expense     | 134,787             | 81,575              |
| Miscellaneous               | 1,277,628           | 918,501             |
|                             | <u>\$10,364,336</u> | <u>\$11,161,561</u> |

See accompanying independent auditor's report and notes to financial statements.

## Federal Compliance Description

Federal compliance includes financial information and reports that are required in accordance with *Government Auditing Standards* and/or the Uniform Guidance in accordance with 2 CFR § 515. Such financial information and reports include:

- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards
- 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 or Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
- Schedule of Findings and Questioned Costs

CASCO BAY ISLAND TRANSIT DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

| Federal Grantor<br>Pass-through Grantor<br>Program or Cluster Title | Federal<br>AL<br>Number | Pass-through<br>Grantor<br>Number | Expenditures<br>to Subrecipients | Federal<br>Expenditures |
|---|-------------------------|-----------------------------------|----------------------------------|-------------------------|
| <b>U.S. DEPARTMENT OF TRANSPORTATION</b>                            |                         |                                   |                                  |                         |
| Federal Transit Cluster:  |                         |                                   |                                  |                         |
| Federal Transit Formula Grants                                      | 20.507                  | ME-2016-018                       | \$ -                             | \$ 5,290,438            |
| Federal Transit Formula Grants                                      | 20.507                  | ME-2018-014                       | -                                | 151,212                 |
| Federal Transit Formula Grants                                      | 20.507                  | ME-2019-005                       | -                                | 1,429,719               |
| Federal Transit Formula Grants                                      | 20.507                  | ME-2020-034                       | -                                | 1,862,403               |
| Federal Transit Formula Grants                                      | 20.507                  | ME-2021-006                       | -                                | 2,211,794               |
| Total Federal Transit Cluster                                       |                         |                                   | -                                | 10,945,566              |
| Pass-through State of Maine Department of Transportation            |                         |                                   |                                  |                         |
| Formula Grants for Rural Areas and Tribal Transit Program           | 20.509                  | CSN 43021                         | -                                | 582,108                 |
| Formula Grants for Rural Areas and Tribal Transit Program           | 20.509                  | CSN 43021                         | -                                | 120,862                 |
|   |                         |                                   | -                                | 702,970                 |
| <b>TOTAL FEDERAL AWARDS</b>   |                         |                                   | <b>\$ -</b>                      | <b>\$ 11,648,536</b>    |

# CASCO BAY ISLAND TRANSIT DISTRICT

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED SEPTEMBER 30, 2022

### 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Casco Bay Island Transit District under programs of the federal government for the year ended September 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Casco Bay Island Transit District, it is not intended to and does not present the financial position, changes in net assets or cash flows of Casco Bay Island Transit District.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- b. The Casco Bay Island Transit District has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.



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

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

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 business-type activities of Casco Bay Island Transit District as of and for the year ended September 30, 2022 and the related notes to the financial statements, which collectively comprise Casco Bay Island Transit District's basic financial statements and have issued our report thereon dated June 9, 2023.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Casco Bay Island Transit District'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Casco Bay Island Transit District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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 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.

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## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Casco Bay Island Transit District'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*. However, we noted certain other matters that we reported to management of the Casco Bay Island Transit District in a separate letter dated May 16, 2023.

## **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 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.

Buxton, Maine  
June 9, 2023





INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Casco Bay Island Transit District's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Casco Bay Island Transit District's major federal programs for the year ended September 30, 2022. Casco Bay Island Transit District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Casco Bay Island Transit District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

***Basis for Opinion on Each Major Federal Program***

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 the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Casco Bay Island Transit District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified opinions on compliance for each major federal program. Our audit does not provide a legal determination of Casco Bay Island Transit District's compliance with the compliance requirements referred to above.

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## ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Casco Bay Island Transit District's federal programs.

## ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above, whether due to fraud or error and express an opinion on Casco Bay Island Transit District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Casco Bay Island Transit District's compliance with the requirements of each major program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism through the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Casco Bay Island Transit District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Casco Bay Island Transit District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Casco Bay Island Transit District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2022-001 Procurement. Our opinion on each major federal program is not modified with respect to this matter.

*Government Auditing Standards* requires the auditor to perform limited procedures on Casco Bay Island Transit District's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Casco Bay Island Transit District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

### **Report on 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 a 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Buxton, Maine  
June 9, 2023

DRAFT

CASCO BAY TRANSIT DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

**Section I - Summary of Auditor's Results**

*Financial Statements*

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified?  yes  no
- Noncompliance material to financial statements noted?  yes  no

*Federal Awards*

Internal control over major programs:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified?  yes  no

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a) of Uniform Guidance?  yes  no

Identification of major programs:

| <u>AL Numbers</u> | <u>Name of Federal Program or Cluster</u> |
|-------------------|---|
| 20.507            | Federal Transit Cluster                   |

Dollar threshold used to distinguish between type A and B: \$750,000

Auditee qualified as low-risk auditee?  yes  no

**Section II - Financial Statement Findings**

NONE

CASCO BAY TRANSIT DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

**Section III - Federal Awards Findings and Questioned Costs**

**OTHER MATTERS**

2022-001 - Procurement

Federal Program Information:

Department of Transportation

ALN – 20.507 – Federal Transit Cluster

Criteria: The following CFR(s) apply to this finding: 2 CFR section 200.318 through 200.326.

Condition: During audit procedures, it was identified that the District's procurement policy did not include some of the elements required by the above federal regulations.

Cause: The District does not have the necessary internal controls over the procurement policy in regard to federal regulations.

Effect: Procurements might not conform to applicable Federal regulations.

Identification of Questioned Costs: Based upon procurement items sampled, no noncompliance matters were noted.

Context: A review was conducted of the District's procurement policy and the policy was not in compliance with federal regulations.

Repeat Finding: This is not a repeat finding.

Recommendation: It is recommended that the District adopt a procurement policy that is in compliance with federal regulations and that the District implement internal control processes and procedures to ensure that procurement policies are always in compliance with federal regulations.

Views of Responsible Officials and Corrective Action Plan: Client agrees with finding and the unabridged version of their response can be found in the Corrective Action Plan. Please see the Corrective Action Plan issued by the District.

## State Compliance Description

State compliance includes financial information and reports that are required in accordance with *Maine Uniform Accounting and Auditing Practices for Community Agencies* (MAAP) and with the requirements in the Contract Compliance Rider(s) of the Agency's agreements with the Maine Department of Transportation. Such financial information and reports include:

- Schedule of Expenditures of Department Agreements
- 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 Maine Uniform Accounting and Auditing Practices for Community Agencies
- Schedule of Findings and Questioned Costs - State Compliance
- Accountant's Compilation Report on Agreement Settlement Forms
- Agreement Settlement Forms

CASCO BAY TRANSIT DISTRICT

SCHEDULE OF EXPENDITURES OF DEPARTMENT AGREEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

| Department Office | Agreement Number | Agreement Amount | Agreement Term   | Service Area                      | Agreement Status | Federal Expenses  | State Expenses   | Total Department Expenses | Local Share Expenses | Total Agreement/ Match Expenses |
|-------------------|------------------|------------------|------------------|-----------------------------------|------------------|-------------------|------------------|---------------------------|----------------------|---------------------------------|
| DOT:              |                  |                  |                  |                                   |                  |                   |                  |                           |                      |                                 |
| OPT               | CSN 43131        | \$ 68,444        | 7/1/21-6/30/22   | Admin/Operating                   | Final            | -                 | \$ 68,444        | \$ 68,444                 | -                    | \$ 68,444                       |
| OPT               | CSN 43021        | 600,000          | 7/1/17-12/31/27  | CARES Operating                   | Final            | 582,108           | -                | 582,108                   | -                    | 582,108                         |
| OPT               | CSN 43021        | 600,000          | 7/1/17-12/31/27  | CARES Operating                   | Interim          | 120,862           | -                | 120,862                   | -                    | 120,862                         |
| OPT               | CSN 36968        | 320,000          | 8/23/16-12/31/20 | Terminal Renovation               | Final            | -                 | 39,175           | 39,175                    | -                    | 39,175                          |
| OPT               | CSN 42329        | 1,150,000        | 12/2/20-10/2/30  | VW Environmental Mitigation Trust | Interim          | -                 | 271,344          | 271,344                   | 67,836               | 339,180                         |
| TOTAL             |                  |                  |                  |                                   |                  | <u>\$ 702,970</u> | <u>\$378,963</u> | <u>\$1,081,933</u>        | <u>\$ 67,836</u>     | <u>\$1,149,769</u>              |

NOTES:

The following programs were tested as major agreements:

CSN 43021

The amount of DOT expenses that were tested in relation to total Department expenses was 64.97%.

Disclosures:

Is your Agency required to have a Federal Uniform Guidance Audit? YES  NO





Proven Expertise & Integrity

## 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 MAINE UNIFORM ACCOUNTING AND AUDITING PRACTICES FOR COMMUNITY AGENCIES

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

### Compliance

We have audited Casco Bay Island Transit District's compliance with the types of compliance requirements described in *Maine Uniform Accounting and Auditing Practices for Community Agencies* (MAAP) and with the requirements in the Contract Compliance Rider(s) of the Agency's agreements with the Maine Department of Transportation (the department) that could have a direct and material effect on each of Casco Bay Island Transit District's major Department agreements for the year ended September 30, 2022. Casco Bay Island Transit District's major Department programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major Department programs is the responsibility of Casco Bay Island Transit District's management. Our responsibility is to express and opinion on Casco Bay Island Transit District'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 the MAAP. Those standards and the MAAP 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 Department agreement occurred. An audit includes examining, on a test basis, evidence about Casco Bay Island Transit District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Our audit does not provide a legal determination of Casco Bay Island Transit District's compliance with those requirements.

In our opinion, Casco Bay Island Transit District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major Department agreements for the year ended September 30, 2022.

3 Old Orchard Road, Buxton, Maine 04093  
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609  
www.rhrsmith.com

## Internal Control over Compliance

Management of Casco Bay Island Transit District is responsible for establishing and maintaining effective internal controls over compliance with the requirements of laws, regulations, contracts and grants applicable to Department agreements. In planning and performing our audit, we consider Casco Bay Island Transit District's internal control over compliance with the requirements that could have a direct and material effect on a major Department agreement 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 MAAP, 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 Casco Bay Island Transit District'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 Department agreement 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 Department agreement 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 weakness. We did not identify any deficiencies in internal 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, State of Maine, Department of Health and Human Services, others within the entity and is not intended to be and should not be used by anyone other than these specified parties.

Buxton, Maine  
June 9, 2023

CASCO BAY TRANSIT DISTRICT

SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
STATE COMPLIANCE  
FOR THE YEAR ENDED SEPTEMBER 30, 2022

**Section I - Summary of Auditor's Results**

*Financial Statements*

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  no
- Noncompliance material to financial statements noted?      \_\_\_yes        X  no

*State Agreements*

Internal control over major programs:

- Material weakness(es) identified?      \_\_\_yes        X  no
- Significant deficiency(ies) identified?      \_\_\_yes        X  no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with MAAP regulations?      \_\_\_yes        X  no

Identification of major programs:

CSN 43021

**Section II - Financial Statement Findings**

None

**Section III - State Awards Findings and Questioned Costs**

None

**Section IV - Status of Prior Year Findings**

None



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## ACCOUNTANT'S COMPILATION REPORT ON AGREEMENT SETTLEMENT FORMS

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

We have compiled the accompanying Agreement Settlement Forms of Casco Bay Island Transit District as of September 30, 2022 and for the year then ended, in accordance with Statements for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Buxton, Maine  
June 9, 2023

3 Old Orchard Road, Buxton, Maine 04093  
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609  
[www.rhrsmith.com](http://www.rhrsmith.com)

## AGREEMENT SETTLEMENT FORM (ASF)

**Community Agency:** Casco Bay Island Transit District  
**Fiscal Year End:** September 30, 2022  
**CFDA#:**  
**Project Name/No:** Admin/Operating  
**CSN#:** CSN 41960  
**PIN#:**  
**Agreement Period:** 8/1/2020 - 9/30/2021

|                                 | Operating    | Admin | Capital | Total        |
|---------------------------------|--------------|-------|---------|--------------|
| <b>Gross Expenditures</b>       | \$ 68,444    | \$ -  | \$ -    | \$ 68,444    |
| Less:                           |              |       |         |              |
| Contra-Expenditures             | \$ -         | \$ -  | \$ -    | \$ -         |
| Operating Revenue               | \$ -         | \$ -  | \$ -    | \$ -         |
| Excess Unrestricted Fed         | \$ -         | \$ -  | \$ -    | \$ -         |
| <b>Total Deductions</b>         | \$ -         | \$ -  | \$ -    | \$ -         |
| <b>Net Expenditures/Deficit</b> | \$ 68,444    | \$ -  | \$ -    | \$ 68,444    |
| <b><u>Federal Share</u></b>     |              |       |         |              |
| Maximum %                       | 100%         | 0%    | \$ -    |              |
| Amount Paid                     | \$ -         | \$ -  | \$ -    | \$ -         |
| Maximum Amount                  | \$ -         | \$ -  | \$ -    | \$ -         |
| <b>Over (Under) Maximum</b>     | \$ -         | \$ -  | \$ -    | \$ -         |
| <b><u>State Share</u></b>       |              |       |         |              |
| Maximum %                       | 100.0%       | 0.0%  | 0%      |              |
| Amount Paid                     | \$ 68,444.00 | \$ -  | \$ -    | \$ 68,444.00 |
| Maximum Amount                  | \$ 68,444.00 | \$ -  | \$ -    | \$ 68,444.00 |
| <b>Over (Under) Maximum</b>     | \$ -         | \$ -  | \$ -    | \$ -         |
| <b><u>Local Share</u></b>       |              |       |         |              |
| Minimum %                       | 0.0%         | 0.0%  | 0%      |              |
| Amount Paid                     | \$ -         | \$ -  | \$ -    | \$ -         |
| Minimum Amount                  | \$ -         | \$ -  | \$ -    | \$ -         |
| <b>Over (Under) Minimum</b>     | \$ -         | \$ -  | \$ -    | \$ -         |
| <b><u>Summary:</u></b>          |              |       |         |              |
| Federal Over Paid               | \$ -         | \$ -  | \$ -    | \$ -         |
| State Over Paid                 | \$ -         | \$ -  | \$ -    | \$ -         |
| Total Over Paid                 | \$ -         | \$ -  | \$ -    | \$ -         |

## AGREEMENT SETTLEMENT FORM (ASF)

**Community Agency:** Casco Bay Island Transit District  
**Fiscal Year End:** September 30, 2022  
**CFDA#:** 20.509  
**Project Name/No:** Admin/Operating  
**CSN#:** CSN 42240  
**PIN#:**  
**Agreement Period:** 7/1/2019 - 6/30/2020

|                                 | Operating     | Admin | Capital | Total      |
|---------------------------------|---------------|-------|---------|------------|
| <b>Gross Expenditures</b>       | \$ 582,108    | \$ -  | \$ -    | \$ 582,108 |
| Less:                           |               |       |         |            |
| Contra-Expenditures             | \$ -          | \$ -  | \$ -    | \$ -       |
| Operating Revenue               | \$ -          | \$ -  | \$ -    | \$ -       |
| Excess Unrestricted Fed         | \$ -          | \$ -  | \$ -    | \$ -       |
| <b>Total Deductions</b>         | \$ -          | \$ -  | \$ -    | \$ -       |
| <b>Net Expenditures/Deficit</b> | \$ 582,108    | \$ -  | \$ -    | \$ 582,108 |
| <b><u>Federal Share</u></b>     |               |       |         |            |
| Maximum %                       | 100.0%        | 0.0%  | 0%      |            |
| Amount Paid                     | \$ 582,108.00 | \$ -  | \$ -    | \$ 582,108 |
| Maximum Amount                  | \$ 582,108.00 | \$ -  | \$ -    | \$ 582,108 |
| <b>Over (Under) Maximum</b>     | \$ -          | \$ -  | \$ -    | \$ -       |
| <b><u>State Share</u></b>       |               |       |         |            |
| Maximum %                       | 0.0%          | 0.0%  | 0%      |            |
| Amount Paid                     | \$ -          | \$ -  | \$ -    | \$ -       |
| Maximum Amount                  | \$ -          | \$ -  | \$ -    | \$ -       |
| <b>Over (Under) Maximum</b>     | \$ -          | \$ -  | \$ -    | \$ -       |
| <b><u>Local Share</u></b>       |               |       |         |            |
| Minimum %                       | 0.0%          | 0.0%  | 0%      |            |
| Amount Paid                     | \$ -          | \$ -  | \$ -    | \$ -       |
| Minimum Amount                  | \$ -          | \$ -  | \$ -    | \$ -       |
| <b>Over (Under) Minimum</b>     | \$ -          | \$ -  | \$ -    | \$ -       |
| <b><u>Summary:</u></b>          |               |       |         |            |
| Federal Over Paid               | \$ -          | \$ -  | \$ -    | \$ -       |
| State Over Paid                 | \$ -          | \$ -  | \$ -    | \$ -       |
| Total Over Paid                 | \$ -          | \$ -  | \$ -    | \$ -       |

## AGREEMENT SETTLEMENT FORM (ASF)

**Community Agency:** Casco Bay Island Transit District  
**Fiscal Year End:** September 30, 2022  
**CFDA#:**  
**Project Name/No:** Terminal Renovation  
**CSN#:** CSN 36968  
**PIN#:**  
**Agreement Period:**

|                                 | Operating    | Admin      | Capital | Total        |
|---------------------------------|--------------|------------|---------|--------------|
| <b>Gross Expenditures</b>       | \$ 391,755   | \$ -       | \$ -    | \$ 391,755   |
| Less:                           |              |            |         |              |
| Contra-Expenditures             | \$ -         | \$ -       | \$ -    | \$ -         |
| Operating Revenue               | \$ -         | \$ -       | \$ -    | \$ -         |
| Excess Unrestricted Fed         | \$ -         | \$ -       | \$ -    | \$ -         |
| <b>Total Deductions</b>         | \$ -         | \$ -       | \$ -    | \$ -         |
| <b>Net Expenditures/Deficit</b> | \$ 391,755   | \$ -       | \$ -    | \$ 391,755   |
| <b><u>Federal Share</u></b>     |              |            |         |              |
| Maximum %                       | 50.0%        | 80.0%      | 0%      |              |
| Amount Paid                     | \$ -         | \$ 313,404 | \$ -    | \$ 313,404   |
| Maximum Amount                  | \$ -         | \$ 313,404 | \$ -    | \$ 313,404   |
| <b>Over (Under) Maximum</b>     | \$ -         | \$ -       | \$ -    | \$ -         |
| <b><u>State Share</u></b>       |              |            |         |              |
| Maximum %                       | 0.0%         | 0.0%       | 0%      |              |
| Amount Paid                     | \$ 39,175.00 | \$ -       | \$ -    | \$ 39,175.00 |
| Maximum Amount                  | \$ 39,175.00 | \$ -       | \$ -    | \$ 39,175.00 |
| <b>Over (Under) Maximum</b>     | \$ -         | \$ -       | \$ -    | \$ -         |
| <b><u>Local Share</u></b>       |              |            |         |              |
| Minimum %                       | 0.0%         | 0.0%       | 0%      |              |
| Amount Paid                     | \$ 39,176.00 | \$ -       | \$ -    | \$ 39,176.00 |
| Minimum Amount                  | \$ 39,176.00 | \$ -       | \$ -    | \$ 39,176.00 |
| <b>Over (Under) Minimum</b>     | \$ -         | \$ -       | \$ -    | \$ -         |
| <b><u>Summary:</u></b>          |              |            |         |              |
| Federal Over Paid               | \$ -         | \$ -       | \$ -    | \$ -         |
| State Over Paid                 | \$ -         | \$ -       | \$ -    | \$ -         |
| Total Over Paid                 | \$ -         | \$ -       | \$ -    | \$ -         |



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May 16, 2023

Board of Directors  
Casco Bay Island Transit District  
PO Box 4656  
Portland, Maine 04101

### **MANAGEMENT LETTER**

In planning and performing our audit of the business-type activities of the Casco Bay Island Transit District as of and for the year ended September 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Casco Bay Island Transit District's internal control over financial reporting or compliance.

During our audit we became aware of one matter referred to as a "management letter comment" that offers an opportunity for strengthening internal control and improving operating efficiencies of the Casco Bay Island Transit District. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Board of Directors, management, and others within the entity and 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.

These matters do not modify our opinion on the financial statements for the year ended September 30, 2022 where we expressed an unmodified opinion on our independent auditors' report dated May 19, 2023.



**Operational Disbursements for Federal Funds:**

While performing the audit for the above-mentioned fiscal year, we noted that not all operational invoices were approved individually prior to disbursements being issued and reimbursement requested through federal grants. We recommend that management review and revise its procedures to ensure that all expenditures, especially those related to federal grants, are approved by appropriate personnel prior to disbursement to help ensure that all transactions are properly approved in the same manner as all other federal grant expenditures, to help reduce the risk of loss and fraud and to help avoid material misstatements in the financial statements.

**General Ledger Reconciliation:**

While performing the audit for the above-mentioned fiscal year, we noted that general ledger accounts were not being reconciled in a timely manner throughout the year. We recommend that all general ledger accounts be reconciled on a monthly basis within 30 days from the date of the month end and, when, necessary to subsidiary ledgers, to help ensure accuracy and completeness of transactions in the correct reporting period and to help avoid material misstatements in the financial statements.

We would like to thank Hank, Laurie, Christina and all of the staff at the Casco Bay Island Transit District for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

“Draft”

RHR Smith & Company, CPAs



May 19, 2023

Board of Directors  
Casco Bay Island Transit District  
Portland, Maine

We have audited the financial statements of the business-type activities of the Casco Bay Island Transit District for the year ended September 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 1, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Casco Bay Island Transit District are described in Note 1 of Notes to Financial Statements. All significant transactions have been recognized in the financial statements in the proper period.

As described in Note 1 of Notes to Financial Statements, the Casco Bay Island Transit District changed accounting policies related to Governmental Accounting Standards Board (GASB Statement) No. 87, "*Leases*", GASB Statement No. 89, "*Accounting for Interest Cost Incurred before the End of a Construction Period*", GASB Statement No. 91, "*Conduit Debt Obligations*", GASB Statement No. 92, "*Omnibus 2020*", GASB Statement No. 93, "*Replacement of Interbank Offered Rates (paragraphs 4-11a)*" and GASB Statement No. 97, "*Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*" in 2022. There was no impact in the financial statements based on the cumulative effect of these accounting changes.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the business-type activities, of the Casco Bay Island Transit District's financial statements were:

- Depreciation expense which is based on the estimated useful lives of capital assets
- Allowance for doubtful accounts
- Accrued compensated absences

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of both historical and future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are reflected in the capital assets and other long-term obligations footnotes.

The financial statement disclosures are neutral, consistent and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial and communicate them to the appropriate level of management. A schedule of any uncorrected misstatements has been presented to management with the management representation letter. We did not identify or propose any adjustments of misstatements as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 16, 2023.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Casco Bay Island Transit District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Casco Bay Island Transit District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

However, we noted certain other matters that we reported to management of the Casco Bay Island Transit District in a separate letter dated May 16, 2023.

Other Matters

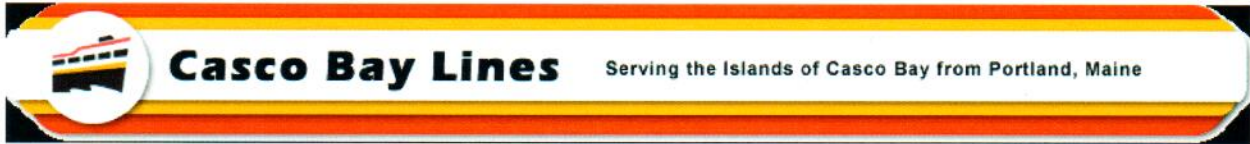
We applied certain limited procedures to the Statement of Expenses, schedule of expenditures of federal awards, schedule of expenditures of department agreements and agreement settlement forms, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the Casco Bay Island Transit District and is not intended to be and should not be, used by anyone other than these specified parties.

Very Best,

RHR Smith & Company, CPAs



To: RHR Smith

From: Casco Bay Islands Transit District

Subj: Corrective Action Plan

Date: June 1, 2023

We are aware of the Condition identified in Section III - Federal Awards, Other Matters regarding 2 CFR Section 200.318 through 200.327. During your audit procedures it was identified that the District's procurement policy did not include some of the elements required by the above federal regulations. In further conversations with you, as our independent auditors, it was also discussed that based upon procurement items sampled, no non-compliance matters were noted.

We have amended our CBITD Procurement Policy as of June 1, 2023 to specifically include additional required elements.



Henry Berg, General Manager



Laurie Bowie, Director of Finance & HR

## **Agenda Item 4a**

### **Annual CBITD Director Election Process Discussion**

**BOARD MEMBER LIST & TERMS – As of November 9, 2022**

|                    |                       |                    |
|--------------------|-----------------------|--------------------|
| Steve Anderson     | Peaks Island          | Term Expires: 2023 |
| Max Pizey          | Little Diamond Island | Term Expires: 2023 |
| James Luedke       | Great Diamond Island  | Term Expires: 2023 |
| Chuck Radis        | Islands at Large      | Term Expires: 2024 |
| Jean Hoffman       | Peaks Island          | Term Expires: 2024 |
| Joe Donovan        | Long Island           | Term Expires: 2024 |
| Polly Wentworth    | Chebeague Island      | Term Expires: 2024 |
| Jennifer Lavanture | Peaks Island          | Term Expires: 2025 |
| Sharoan Cohen      | Islands at Large      | Term Expires: 2025 |
| Dave Crowley       | Cliff Island          | Term Expires: 2025 |
| Mark Higgins       | MDOT                  | Appointed          |
| Mike Murray        | City of Portland      | Appointed          |

## **Agenda Item 4b**

### **Discussion regarding FY2023 Goals**



**Casco Bay Island Transit District  
Finance Committee FY 2023 Goals**  
Adopted April 21, 2023

1. Achieve FY 2023 budget, as approved by the board on 9/22/22: Revenues: \$5.8mm, Expenses \$10.0mm, Operating loss -\$4.2mm, Grant revenue \$4.2mm by September 30, 2023.
2. Compliance audit completed by June 30th (with delivery of draft audit to finance committee by May 31), and financial audit review by new firm completed by September 29, 2023.
3. Draft FY 2024 budget and 5-year pro forma plan presented to finance committee by July 15th, with models showing 3 options for reducing the operating loss by \$1-2mm, modeling mixes of revenue increases and expense reduction options for Finance Comm and Board consideration; Budget approved by the board of directors by September 30, 2023.
4. Timely preparation and delivery of key information Board of Directors monthly, by end of following month; information to include at minimum closed financials, ridership and key operating information, and safety reports.

## Operations Committee Goals Setting

---

**Mission:** The Maine Legislature created the Casco Bay Island Transit District to furnish waterborne transportation to the islands of Casco Bay for public purposes, in the interest of public health, safety, comfort and convenience of the inhabitants of the islands comprising the District. *Our Mission is, then, to provide sufficient dependable, reliable service in a safe and secure manner, as affordably as possible, so as to preserve our year-round island communities.* CBITD shall also provide incidental tour and charter services to residents of and visitors to the Casco Bay region to enhance the quality and security of the District's regular service to the islands.

**Purpose of the Committee:** *There shall be an Operations Committee whose duty shall be to monitor the ferry operations of the District and to make recommendations to the Board from time to time regarding ferry schedules, equipment needs of the district, and such other matters regarding the ferry operations of the District as the committee shall deem appropriate.*

### Proposed Long Term Goals (Operations)

- 1) *Provide safe and reliable service to the island communities in Casco Bay*
  - a. Metrics
    - i. Safety – Staff to develop appropriate metric – eg incident reporting
    - ii. Reliability – to be discussed at May Board meeting (up to one year data collection to inform metric)
    - iii. Schedule – Off-cycle, non-emergency schedule changes approved and communicated >1 month prior to change
    - iv. Freight – Staff to develop appropriate metric – eg seasonally adjusted incident reporting
- 2) *Implement new (enhance existing) technologies/services/communications to improve the customer experience*
  - a. Metrics
    - i. Pilot technology component (scanners) of electronic ticketing by 10/31/2023
    - ii. Identify short-term strategy to alleviate Wednesday vehicle congestion by 6/30/2023
- 3) *Implement new (enhance existing) policies/practices to improve overall operational effectiveness*
  - a. Metrics
    - i. Ensure new capital expenditures minimize negative environmental impact (*Committee split on whether to include this as a goal*)
    - ii. Form standing sustainability subcommittee to ~~develop~~recommend policies to support environmental sustainability

### Tracking Expectations

A quarterly dashboard tracking these KPIs will be reviewed by the Operations Committee, Beginning Q4, for Q3 data (Quarterly data and YTD, with prior period comparison), and with the Board as part of the Board packet.

## **Sales and Marketing Committee Goal**

Support the mission of CBITD through effective communications to all customers, increased positive brand awareness and revenue generated from specialty service offerings.

## **Agenda Item 5**

### **Reports:**

**Financial**

**Committee**

**Staff**



**FY 2023 Financial Notes:**  
For the Month of April 2023

April revenues were ahead of budget by 43% and expenses were higher than budget by 9.3%. As compared to April 2022, revenues were 3% higher than in Apr 2022 and expenses were higher than in Apr 2022 by 12%. Operating results for April 2023 were ahead of budget at -\$475K and were unfavorable to April of last year by 21%. Grant revenues were capped at the loss for the month and were 27.4% above budget.

**Revenue Assessment:**

*Current Month:*

April Operating Revenue of \$404K closed 43% ahead of budget and 3% above the same period last fiscal year.

- Scheduled passenger revenues of \$133K were 1% higher than budget and 6% ahead of the same period last year.
- Vehicle revenues of \$170.9K closed 116% higher than budget and behind the same period last year by 4%.
- Freight revenues were \$61.4K and were 21% ahead of budget and 9% lower than the same period last year.
- Group sales revenues of \$34.5K were 102% above budget and 88% higher than the same period last year.

*Year to date (YTD):*

YTD Operating Revenue was \$1.673M and was 9.1% ahead of budget and 3.5% below the same period last fiscal year.

- Scheduled passenger revenues YTD of \$579K were 11.6% below budget and were down 5.2% compared to last fiscal YTD.
- Vehicle revenues YTD of \$595.7K were higher than budget by 56.6% and down 4% compared to last fiscal YTD.
- Freight revenues YTD of \$329K were 1.7% below budget and 15.2% behind last fiscal YTD.
- Group sales YTD of \$137K closed 3.8% above budget and 32% above the same period last fiscal YTD.

**Expense Assessment:**

*Current Month:*

April expenses of \$879K were 9.6% over budget and were 12% higher than April of last year. The primary cause for the over-budget performance was timing of invoicing for Machigonne drydock.

**Personnel expenses** were 5% under budget and 10% higher than April of last year.

**Vessel expenses** were 22% over budget and flat to April of last year. Machigonne drydock invoices came in 72% over budget, this is a timing issue with Mar/Apr budgets. Fuel expense came in 28% under budget.

**Operations expenses** were 39% over budget and 75% higher than April of last year due to 54K in barge subcontracting expense.

*Year to date (YTD):*

YTD Expenses were 5.9% under budget and were 11.3% higher than last fiscal YTD.

- Personnel expenses YTD were 10% below budget and 2% above last fiscal YTD.
- Vessel maintenance was 7% under budget and 9.4% higher than last fiscal YTD.
  - Bay Mist drydock expense came in at \$331K, significantly lower than budget of \$485K.
  - Machigonne drydock expense came in at \$430K compared to budget of \$450K.
  - Wabanaki general repairs include \$10K for engine repairs – rocker arms and bushings, and \$10K for crane upgrade.
  - Fuel expense YTD budgeted at \$625K and as of Apr YTD is at \$659K. We expect to see this variance continue to close over the coming months due to the fuel price lock of \$3.45.
- Operations expenses were 11% over budget and 53% over last fiscal YTD.
  - Barge subcontracting was up \$182K over last fiscal YTD, for unplanned need during work on Portland pier. Professional services were up \$51K over last fiscal YTD – this includes \$31K for unplanned Human Resources consulting services.
- Terminal expenses were 30.6% above budget and 47.4% higher than last fiscal YTD.
  - YTD Miscellaneous expense includes \$34K for closed circuit tvs and unbudgeted Taylor Made security expense of \$41K.
- Sales expenses YTD were 50% below budget and 6% above last YTD.

**Operating Surplus/Loss:**

*Current Month:*

Operating result of -\$475K was 9% favorable to budget and 21% unfavorable to the same period last year, which was -\$394K.

*Year to date (YTD):*

YTD operating result of -\$3.6M was 11.5% favorable to budget and 20% unfavorable to last YTD at -\$3.0M.

**Grant Revenues:**

*Current Month:*

Grant revenues of \$475K for the month were capped at the loss for April, due to the use of CARES funds, and were 27% favorable to budget and 21% favorable to April of last year.

*Year to date (YTD):*

Grant revenue YTD of \$3.6M was 8.4% below budget and 20% higher than last fiscal YTD at \$3.0M.

**Surplus/Loss:**

*Current Month:*

Break-even for the month of April compared to \$147K budgeted loss. We budgeted for a loss in April because we expected CARES funding would have run out in April.

*Year to date (YTD):*

Our current YTD result is break-even compared to April YTD \$147K budgeted loss.

**Line of Credit Balance:** Currently \$0 with an available credit balance of \$2,000,000

**CBITD Revenues and Expenses  
Summary**

| FY2023 BUDGET                  | APRIL                 |                     |                     |                     | FISCAL YEAR TO DATE |                       |                       |                     | PREVIOUS     | FY23 vs.              |                |
|--------------------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|---------------------|--------------|-----------------------|----------------|
|                                | PROJECTED             | ACTUAL              | VARIANCE            | VARIANCE %          | PROJECTED           | ACTUAL                | VARIANCE              | VARIANCE %          | YTD          | FY22                  |                |
| <b>REVENUES</b>                |                       |                     |                     |                     |                     |                       |                       |                     |              |                       |                |
| SCH SERVICE                    | \$ 4,818,749          | \$ 261,412          | \$ 365,688          | \$ 104,276          | 39.9%               | \$ 1,369,827          | \$ 1,503,748          | \$ 133,921          | 9.8%         | \$ 1,620,447          | -7.2%          |
| GR SALES                       | \$ 956,726            | \$ 17,109           | \$ 34,515           | \$ 17,406           | 101.7%              | \$ 131,747            | \$ 136,780            | \$ 5,033            | 3.8%         | \$ 103,498            | 32.2%          |
| MISC                           | \$ 51,390             | \$ 4,055            | \$ 4,053            | \$ (2)              | 0.0%                | \$ 31,545             | \$ 32,089             | \$ 544              | 1.7%         | \$ 9,722              | 230.1%         |
| <b>TOTAL REVENUES</b>          | <b>\$ 5,826,865</b>   | <b>\$ 282,576</b>   | <b>\$ 404,256</b>   | <b>\$ 121,680</b>   | <b>43.1%</b>        | <b>\$ 1,533,119</b>   | <b>\$ 1,672,617</b>   | <b>\$ 139,498</b>   | <b>9.1%</b>  | <b>\$ 1,733,667</b>   | <b>-3.5%</b>   |
| <b>EXPENSES</b>                |                       |                     |                     |                     |                     |                       |                       |                     |              |                       |                |
| PERSONNEL                      | \$ 5,218,694          | \$ 373,394          | \$ 353,238          | \$ 20,156           | 5.4%                | \$ 2,745,483          | \$ 2,471,832          | \$ 273,651          | 10.0%        | \$ 2,426,282          | -1.9%          |
| VESSELS                        | \$ 3,017,969          | \$ 306,464          | \$ 373,831          | \$ (67,367)         | -22.0%              | \$ 1,868,232          | \$ 1,738,049          | \$ 130,183          | 7.0%         | \$ 1,588,855          | -9.4%          |
| OPERATIONS                     | \$ 975,827            | \$ 70,201           | \$ 97,394           | \$ (27,193)         | -38.7%              | \$ 612,443            | \$ 680,132            | \$ (67,689)         | -11.1%       | \$ 444,747            | -52.9%         |
| TERMINAL                       | \$ 418,616            | \$ 28,918           | \$ 47,120           | \$ (18,202)         | -62.9%              | \$ 247,340            | \$ 320,402            | \$ (73,062)         | -29.5%       | \$ 217,381            | -47.4%         |
| SALES                          | \$ 357,320            | \$ 25,463           | \$ 7,829            | \$ 17,634           | 69.3%               | \$ 133,553            | \$ 66,298             | \$ 67,255           | 50.4%        | \$ 62,456             | -6.2%          |
| DEBT SERVICE                   | \$ -                  | \$ -                | \$ -                | \$ -                | 0.0%                | \$ -                  | \$ -                  | \$ -                | 0.0%         | \$ -                  | 0.0%           |
| PROVISION FOR DEF RED          | \$ -                  | \$ -                | \$ -                | \$ -                | 0.0%                | \$ -                  | \$ -                  | \$ -                | 0.0%         | \$ -                  | 0.0%           |
| <b>TOTAL EXPENSES</b>          | <b>\$ 9,988,426</b>   | <b>\$ 804,440</b>   | <b>\$ 879,412</b>   | <b>\$ (74,972)</b>  | <b>-9.3%</b>        | <b>\$ 5,607,051</b>   | <b>\$ 5,276,713</b>   | <b>\$ 330,338</b>   | <b>5.9%</b>  | <b>\$ 4,739,721</b>   | <b>-11.3%</b>  |
| <b>OPERATING SURPLUS/LOSS</b>  | <b>\$ (4,161,561)</b> | <b>\$ (521,865)</b> | <b>\$ (475,156)</b> | <b>\$ 46,709</b>    | <b>9.0%</b>         | <b>\$ (4,073,929)</b> | <b>\$ (3,604,096)</b> | <b>\$ 469,833</b>   | <b>11.5%</b> | <b>\$ (3,006,054)</b> | <b>-19.9%</b>  |
| <b>OP GRANT REVENUES</b>       |                       |                     |                     |                     |                     |                       |                       |                     |              |                       |                |
| FTA PM REVENUE                 | \$ 198,420            | \$ -                | \$ -                | \$ -                | 0.0%                | \$ -                  | \$ -                  | \$ -                | 0.0%         | \$ 4,358              | 100.0%         |
| FTA RURAL REVENUE              | \$ 300,000            | \$ 32,600           | \$ 119,264          | \$ 86,664           | 265.8%              | \$ 261,900            | \$ 698,402            | \$ 436,502          | 166.7%       | \$ 681,126            | -2.5%          |
| FTA OPERATING REVENUE          | \$ 3,594,697          | \$ 340,377          | \$ 355,892          | \$ 15,515           | 4.6%                | \$ 3,594,697          | \$ 2,828,237          | \$ (766,460)        | -21.3%       | \$ 2,254,208          | -25.5%         |
| STATE SUBSIDY REVENUE          | \$ 68,444             | \$ -                | \$ -                | \$ -                | 0.0%                | \$ 68,444             | \$ 68,444             | \$ -                | 0.0%         | \$ 68,444             | 0.0%           |
| <b>TOTAL OP GRANT RESERVES</b> | <b>\$ 4,161,561</b>   | <b>\$ 372,977</b>   | <b>\$ 475,156</b>   | <b>\$ 102,179</b>   | <b>27.4%</b>        | <b>\$ 3,925,041</b>   | <b>\$ 3,595,083</b>   | <b>\$ (329,958)</b> | <b>-8.4%</b> | <b>\$ 3,008,136</b>   | <b>19.5%</b>   |
| <b>SURPLUS/LOSS</b>            | <b>\$ -</b>           | <b>\$ (148,888)</b> | <b>\$ -</b>         | <b>\$ (148,888)</b> | <b>0.0%</b>         | <b>\$ (148,888)</b>   | <b>\$ (9,013)</b>     | <b>\$ 139,875</b>   | <b>0.0%</b>  | <b>\$ 2,082</b>       | <b>-532.9%</b> |

**CBITD Revenues and Expenses  
Summary**

|                          | FY2023<br>BUDGET    | APRIL             |                   |                   |               | FISCAL YEAR TO DATE |                     |                   |             | PREVIOUS            | FY23 vs. FY22 |
|--------------------------|---------------------|-------------------|-------------------|-------------------|---------------|---------------------|---------------------|-------------------|-------------|---------------------|---------------|
|                          |                     | PROJECTED         | ACTUAL            | VARIANCE          | VARIANCE %    | PROJECTED           | ACTUAL              | VARIANCE          | VARIANCE %  | YTD                 |               |
| <b>REVENUES</b>          |                     |                   |                   |                   |               |                     |                     |                   |             |                     |               |
| PASSENGER                | \$ 2,529,205        | \$ 131,699        | \$ 133,423        | \$ 1,724          | 1.3%          | \$ 654,757          | \$ 579,038          | \$ (75,719)       | -11.6%      | \$ 611,108          | -5.2%         |
| VEHICLE                  | \$ 1,231,864        | \$ 79,039         | \$ 170,911        | \$ 91,872         | 116.2%        | \$ 380,513          | \$ 595,749          | \$ 215,236        | 56.6%       | \$ 621,338          | -4.1%         |
| FREIGHT                  | \$ 978,480          | \$ 44,074         | \$ 54,471         | \$ 10,397         | 23.6%         | \$ 288,357          | \$ 279,306          | \$ (9,051)        | -3.1%       | \$ 340,896          | -18.1%        |
| MAIL                     | \$ 79,200           | \$ 6,600          | \$ 6,883          | \$ 283            | 4.3%          | \$ 46,200           | \$ 49,655           | \$ 3,455          | 7.5%        | \$ 47,105           | 5.4%          |
| <b>TOTAL</b>             | <b>\$ 4,818,749</b> | <b>\$ 261,412</b> | <b>\$ 365,688</b> | <b>\$ 104,276</b> | <b>39.9%</b>  | <b>\$ 1,369,827</b> | <b>\$ 1,503,748</b> | <b>\$ 133,921</b> | <b>9.8%</b> | <b>\$ 1,620,447</b> | <b>-7.2%</b>  |
| <b>GR SALES</b>          |                     |                   |                   |                   |               |                     |                     |                   |             |                     |               |
| TOURS                    | \$ 522,503          | \$ 10,881         | \$ 19,283         | \$ 8,402          | 77.2%         | \$ 76,155           | \$ 89,524           | \$ 13,369         | 17.6%       | \$ 80,859           | 10.7%         |
| CHARTERS                 | \$ 224,500          | \$ -              | \$ 2,000          | \$ 2,000          | 0.0%          | \$ 22,500           | \$ 9,650            | \$ (12,850)       | -57.1%      | \$ 4,250            | 127.1%        |
| CATERING                 | \$ 168,550          | \$ 500            | \$ 886            | \$ 386            | 77.2%         | \$ 5,000            | \$ 11,398           | \$ 6,398          | 128.0%      | \$ 4,889            | 133.1%        |
| VENDING                  | \$ 8,000            | \$ 500            | \$ 201            | \$ (299)          | -59.8%        | \$ 3,750            | \$ 3,477            | \$ (273)          | -7.3%       | \$ 959              | 262.6%        |
| PROMOTIONAL              | \$ 9,000            | \$ 1,350          | \$ 995            | \$ (355)          | -26.3%        | \$ 7,100            | \$ 6,181            | \$ (919)          | -12.9%      | \$ 1,939            | 218.8%        |
| ADVERTISING              | \$ 24,173           | \$ 3,878          | \$ 11,150         | \$ 7,272          | 187.5%        | \$ 17,242           | \$ 16,550           | \$ (692)          | -4.0%       | \$ 10,602           | 56.1%         |
| <b>TOTAL</b>             | <b>\$ 956,726</b>   | <b>\$ 17,109</b>  | <b>\$ 34,515</b>  | <b>\$ 17,406</b>  | <b>101.7%</b> | <b>\$ 131,747</b>   | <b>\$ 136,780</b>   | <b>\$ 5,033</b>   | <b>3.8%</b> | <b>\$ 103,498</b>   | <b>32.2%</b>  |
| <b>OTHER INCOME</b>      |                     |                   |                   |                   |               |                     |                     |                   |             |                     |               |
| MISC                     | \$ 11,140           | \$ 855            | \$ -              | \$ (855)          | -100.0%       | \$ 6,795            | \$ 1,368            | \$ (5,427)        | -79.9%      | \$ 5,842            | -76.6%        |
| INTEREST                 | \$ 40,250           | \$ 3,200          | \$ 4,053          | \$ 853            | 26.7%         | \$ 24,750           | \$ 30,721           | \$ 5,971          | 24.1%       | \$ 3,880            | 691.8%        |
| <b>TOTAL</b>             | <b>\$ 51,390</b>    | <b>\$ 4,055</b>   | <b>\$ 4,053</b>   | <b>\$ (2)</b>     | <b>0.0%</b>   | <b>\$ 31,545</b>    | <b>\$ 32,089</b>    | <b>\$ 544</b>     | <b>1.7%</b> | <b>\$ 9,722</b>     | <b>230.1%</b> |
|                          |                     |                   |                   |                   |               | \$ -                |                     |                   |             |                     |               |
| <b>TOTAL OP REVENUES</b> | <b>\$ 5,826,865</b> | <b>\$ 282,576</b> | <b>\$ 404,256</b> | <b>\$ 121,680</b> | <b>43.1%</b>  | <b>\$ 1,533,119</b> | <b>\$ 1,672,617</b> | <b>\$ 139,498</b> | <b>9.1%</b> | <b>\$ 1,733,667</b> | <b>-3.5%</b>  |



**CBITD Revenues and Expenses  
Summary**

|                      | FY2023 BUDGET       | APRIL             |                   |                    |               | FISCAL YEAR TO DATE |                     |                    |               | PREVIOUS            | FY23 vs. FY22 |
|----------------------|---------------------|-------------------|-------------------|--------------------|---------------|---------------------|---------------------|--------------------|---------------|---------------------|---------------|
|                      |                     | PROJECTED         | ACTUAL            | VARIANCE           | VARIANCE %    | PROJECTED           | ACTUAL              | VARIANCE           | VARIANCE %    | YTD                 |               |
| <b>EXPENSES</b>      |                     |                   |                   |                    |               |                     |                     |                    |               |                     |               |
| <b>PERSONNEL</b>     |                     |                   |                   |                    |               |                     |                     |                    |               |                     |               |
| PAYROLL              | \$ 3,780,027        | \$ 258,506        | \$ 266,200        | \$ (7,694)         | -3.0%         | \$ 1,926,842        | \$ 1,845,679        | \$ 81,163          | 4.2%          | \$ 1,758,661        | -4.9%         |
| TAXES                | \$ 289,175          | \$ 19,775         | \$ 19,658         | \$ 117             | 0.6%          | \$ 147,405          | \$ 136,605          | \$ 10,800          | 7.3%          | \$ 129,188          | -5.7%         |
| EMPLOYEE INSURANCE   | \$ 630,127          | \$ 53,821         | \$ 32,582         | \$ 21,239          | 39.5%         | \$ 361,027          | \$ 238,132          | \$ 122,895         | 34.0%         | \$ 270,527          | 12.0%         |
| EMPLOYEE RELATED EXP | \$ 40,038           | \$ 1,348          | \$ 3,548          | \$ (2,200)         | -163.2%       | \$ 30,602           | \$ 15,278           | \$ 15,324          | 50.1%         | \$ 15,581           | 1.9%          |
| PENSION              | \$ 479,327          | \$ 39,944         | \$ 31,250         | \$ 8,694           | 21.8%         | \$ 279,607          | \$ 236,138          | \$ 43,469          | 15.5%         | \$ 252,325          | 6.4%          |
| <b>TOTAL</b>         | <b>\$ 5,218,694</b> | <b>\$ 373,394</b> | <b>\$ 353,238</b> | <b>\$ 20,156</b>   | <b>5.4%</b>   | <b>\$ 2,745,483</b> | <b>\$ 2,471,832</b> | <b>\$ 273,651</b>  | <b>10.0%</b>  | <b>\$ 2,426,282</b> | <b>-1.9%</b>  |
| <b>VESSELS</b>       |                     |                   |                   |                    |               |                     |                     |                    |               |                     |               |
| REPAIRS              | \$ 1,814,668        | \$ 194,686        | \$ 292,068        | \$ (97,382)        | -50.0%        | \$ 1,196,940        | \$ 1,033,790        | \$ 163,150         | 13.6%         | \$ 1,223,767        | 15.5%         |
| FUEL                 | \$ 1,124,101        | \$ 105,178        | \$ 75,282         | \$ 29,896          | 28.4%         | \$ 625,092          | \$ 658,890          | \$ (33,798)        | -5.4%         | \$ 321,271          | -105.1%       |
| INSURANCE            | \$ 79,200           | \$ 6,600          | \$ 6,481          | \$ 119             | 1.8%          | \$ 46,200           | \$ 45,369           | \$ 831             | 1.8%          | \$ 43,817           | -3.5%         |
| <b>TOTAL</b>         | <b>\$ 3,017,969</b> | <b>\$ 306,464</b> | <b>\$ 373,831</b> | <b>\$ (67,367)</b> | <b>-22.0%</b> | <b>\$ 1,868,232</b> | <b>\$ 1,738,049</b> | <b>\$ 130,183</b>  | <b>7.0%</b>   | <b>\$ 1,588,855</b> | <b>-9.4%</b>  |
| <b>OPERATIONS</b>    |                     |                   |                   |                    |               |                     |                     |                    |               |                     |               |
| TELEPHONE            | \$ 22,440           | \$ 1,870          | \$ 2,290          | \$ (420)           | -22.5%        | \$ 13,090           | \$ 16,238           | \$ (3,148)         | -24.0%        | \$ 14,517           | -11.9%        |
| MAIL AGENT           | \$ 11,220           | \$ 935            | \$ 935            | \$ -               | 0.0%          | \$ 6,545            | \$ 6,545            | \$ -               | 0.0%          | \$ 6,545            | 0.0%          |
| OFFICE               | \$ 341,111          | \$ 19,011         | \$ 14,459         | \$ 4,552           | 23.9%         | \$ 227,863          | \$ 229,178          | \$ (1,315)         | -0.6%         | \$ 248,737          | 7.9%          |
| CREDIT CARD          | \$ 169,795          | \$ 4,560          | \$ 4,852          | \$ (292)           | -6.4%         | \$ 61,450           | \$ 59,984           | \$ 1,466           | 2.4%          | \$ 66,790           | 10.2%         |
| POSTAGE              | \$ 5,760            | \$ 480            | \$ 241            | \$ 239             | 49.8%         | \$ 3,360            | \$ 2,645            | \$ 715             | 21.3%         | \$ 2,433            | -8.7%         |
| TRAVEL               | \$ 46,000           | \$ 4,200          | \$ 262            | \$ 3,938           | 93.8%         | \$ 29,200           | \$ 3,367            | \$ 25,833          | 88.5%         | \$ 2,697            | -24.8%        |
| DAMAGES              | \$ 22,950           | \$ -              | \$ 2,102          | \$ (2,102)         | 0.0%          | \$ 9,450            | \$ 9,817            | \$ (367)           | -3.9%         | \$ 3,599            | -172.8%       |
| OTHER INSURANCES     | \$ 29,880           | \$ 2,490          | \$ 4,056          | \$ (1,566)         | -62.9%        | \$ 17,430           | \$ 30,343           | \$ (12,913)        | -74.1%        | \$ 28,001           | -8.4%         |
| MISCELLANEOUS        | \$ 13,901           | \$ 800            | \$ 566            | \$ 234             | 29.3%         | \$ 3,300            | \$ 3,456            | \$ (156)           | -4.7%         | \$ 3,118            | -10.8%        |
| BARGE SUBCONTRACTING | \$ 143,000          | \$ 21,000         | \$ 54,000         | \$ (33,000)        | 0.0%          | \$ 138,000          | \$ 185,985          | \$ (47,985)        | -34.8%        | \$ 3,525            | -5176.2%      |
| PROFESSIONAL         | \$ 100,080          | \$ 7,655          | \$ 9,645          | \$ (1,990)         | -26.0%        | \$ 62,295           | \$ 93,694           | \$ (31,399)        | -50.4%        | \$ 42,724           | -119.3%       |
| DUES & PUC           | \$ 20,975           | \$ 725            | \$ -              | \$ 725             | 0.0%          | \$ 5,175            | \$ 11,108           | \$ (5,933)         | 0.0%          | \$ 3,443            | -222.6%       |
| UNIFORMS             | \$ 36,165           | \$ 3,850          | \$ 3,054          | \$ 796             | 20.7%         | \$ 24,985           | \$ 24,169           | \$ 816             | 3.3%          | \$ 15,795           | -53.0%        |
| TRAINING             | \$ 12,550           | \$ 2,625          | \$ 932            | \$ 1,693           | 64.5%         | \$ 10,300           | \$ 3,603            | \$ 6,697           | 65.0%         | \$ 2,823            | -27.6%        |
| <b>TOTAL</b>         | <b>\$ 975,827</b>   | <b>\$ 70,201</b>  | <b>\$ 97,394</b>  | <b>\$ (27,193)</b> | <b>-38.7%</b> | <b>\$ 612,443</b>   | <b>\$ 680,132</b>   | <b>\$ (67,689)</b> | <b>-11.1%</b> | <b>\$ 444,747</b>   | <b>-52.9%</b> |

**CBITD Revenues and Expenses  
Summary**

|                          | FY2023 BUDGET         | APRIL               |                     |                     |               | FISCAL YEAR TO DATE   |                       |                     |               | PREVIOUS              | FY23 vs. FY22  |
|--------------------------|-----------------------|---------------------|---------------------|---------------------|---------------|-----------------------|-----------------------|---------------------|---------------|-----------------------|----------------|
|                          |                       | PROJECTED           | ACTUAL              | VARIANCE            | VARIANCE %    | PROJECTED             | ACTUAL                | VARIANCE            | VARIANCE %    | YTD                   |                |
| <b>EXPENSES</b>          |                       |                     |                     |                     |               |                       |                       |                     |               |                       |                |
| <b>TERMINAL</b>          |                       |                     |                     |                     |               |                       |                       |                     |               |                       |                |
| UTILITIES                | \$ 88,863             | \$ 6,808            | \$ 6,034            | \$ 774              | 11.4%         | \$ 60,334             | \$ 52,459             | \$ 7,875            | 13.1%         | \$ 46,083             | -13.8%         |
| JANITORIAL               | \$ 120,438            | \$ 9,720            | \$ 7,600            | \$ 2,120            | 21.8%         | \$ 69,090             | \$ 60,701             | \$ 8,389            | 12.1%         | \$ 58,811             | -3.2%          |
| RENT                     | \$ 35,940             | \$ 2,995            | \$ 2,995            | \$ -                | 0.0%          | \$ 20,965             | \$ 20,967             | \$ (2)              | 0.0%          | \$ 20,968             | 0.0%           |
| MAINTENANCE              | \$ 173,375            | \$ 9,395            | \$ 30,491           | \$ (21,096)         | -224.5%       | \$ 96,951             | \$ 186,275            | \$ (89,324)         | -92.1%        | \$ 91,519             | -103.5%        |
| <b>TOTAL</b>             | <b>\$ 418,616</b>     | <b>\$ 28,918</b>    | <b>\$ 47,120</b>    | <b>\$ (18,202)</b>  | <b>-62.9%</b> | <b>\$ 247,340</b>     | <b>\$ 320,402</b>     | <b>\$ (73,062)</b>  | <b>-29.5%</b> | <b>\$ 217,381</b>     | <b>-47.4%</b>  |
| <b>SALES</b>             |                       |                     |                     |                     |               |                       |                       |                     |               |                       |                |
| ADVERTISING              | \$ 210,765            | \$ 24,213           | \$ 6,372            | \$ 17,841           | 73.7%         | \$ 108,928            | \$ 47,659             | \$ 61,269           | 56.2%         | \$ 58,019             | 17.9%          |
| CATERING                 | \$ 146,555            | \$ 1,250            | \$ 1,457            | \$ (207)            | -16.6%        | \$ 24,625             | \$ 18,639             | \$ 5,986            | 24.3%         | \$ 4,437              | -320.1%        |
| <b>TOTAL</b>             | <b>\$ 357,320</b>     | <b>\$ 25,463</b>    | <b>\$ 7,829</b>     | <b>\$ 17,634</b>    | <b>69.3%</b>  | <b>\$ 133,553</b>     | <b>\$ 66,298</b>      | <b>\$ 67,255</b>    | <b>50.4%</b>  | <b>\$ 62,456</b>      | <b>-6.2%</b>   |
| <b>DEBT SERVICE</b>      |                       |                     |                     |                     |               |                       |                       |                     |               |                       |                |
| <b>TOTAL</b>             | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>0.0%</b>   | <b>\$ -</b>           | <b>\$ -</b>           | <b>\$ -</b>         | <b>0.0%</b>   | <b>\$ -</b>           | <b>0.00</b>    |
| <b>TOTAL EXPENSES</b>    | <b>\$ 9,988,426</b>   | <b>\$ 804,440</b>   | <b>\$ 879,412</b>   | <b>\$ (74,972)</b>  | <b>-9.3%</b>  | <b>\$ 5,607,051</b>   | <b>\$ 5,276,713</b>   | <b>\$ 330,338</b>   | <b>5.9%</b>   | <b>\$ 4,739,721</b>   | <b>-11.3%</b>  |
| <b>TOTAL OP REVENUES</b> | <b>\$ 5,826,865</b>   | <b>\$ 282,576</b>   | <b>\$ 404,256</b>   | <b>\$ 121,680</b>   | <b>43.1%</b>  | <b>\$ 1,533,119</b>   | <b>\$ 1,672,617</b>   | <b>\$ (139,498)</b> | <b>-9.1%</b>  | <b>\$ 1,733,667</b>   | <b>-3.5%</b>   |
| <b>OP SURPLUS/LOSS</b>   | <b>\$ (4,161,561)</b> | <b>\$ (521,865)</b> | <b>\$ (475,156)</b> | <b>\$ 46,708</b>    | <b>9.0%</b>   | <b>\$ (4,073,929)</b> | <b>\$ (3,604,096)</b> | <b>\$ 469,833</b>   | <b>11.5%</b>  | <b>\$ (3,006,054)</b> | <b>-19.9%</b>  |
| <b>OP GRANT REVENUES</b> |                       |                     |                     |                     |               |                       |                       |                     |               |                       |                |
| FTA PREVENTATIVE MAINT   | \$ 198,420            | \$ -                | \$ -                | \$ -                | 0.0%          | \$ -                  | \$ -                  | \$ -                | 0.0%          | \$ 4,358              | 100.0%         |
| FTA RURAL REVENUE        | \$ 300,000            | \$ 32,600           | \$ 119,264          | \$ 86,664           | 265.8%        | \$ 261,900            | \$ 698,402            | \$ 436,502          | 166.7%        | \$ 681,126            | 2.5%           |
| FTA OPERATING REVENUE    | \$ 3,594,697          | \$ 340,377          | \$ 355,892          | \$ 15,515           | 4.6%          | \$ 3,594,697          | \$ 2,828,237          | \$ (766,460)        | -21.3%        | \$ 2,254,208          | 25.5%          |
| STATE SUBSIDY REVENUE    | \$ 68,444             | \$ -                | \$ -                | \$ -                | 0.0%          | \$ 68,444             | \$ 68,444             | \$ -                | 0.0%          | \$ 68,444             | 0.0%           |
| <b>TOTAL</b>             | <b>\$ 4,161,561</b>   | <b>\$ 372,977</b>   | <b>\$ 475,156</b>   | <b>\$ 102,179</b>   | <b>27.4%</b>  | <b>\$ 3,925,041</b>   | <b>\$ 3,595,083</b>   | <b>\$ (329,958)</b> | <b>-8.4%</b>  | <b>\$ 3,008,136</b>   | <b>19.5%</b>   |
| <b>SURPLUS/LOSS</b>      | <b>\$ -</b>           | <b>\$ (148,888)</b> | <b>\$ -</b>         | <b>\$ (148,888)</b> | <b>0.0%</b>   | <b>\$ (148,888)</b>   | <b>\$ (9,013)</b>     | <b>\$ 139,875</b>   | <b>0.0%</b>   | <b>\$ 2,082</b>       | <b>-532.9%</b> |

| Casco Bay Island Transit District               | Budget 2023      | April 2023<br>Budget | April 2023<br>Actual | YTD Budget<br>4/30/23 | YTD Actual<br>4/30/23 | YTD Actual<br>4/30/22 | % Change      |
|---|------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>1. REVENUES: SCHEDULED SERVICE</b>           |                  |                      |                      |                       |                       |                       |               |
| PASSENGER - PEAKS                               | 1,724,029        | 93,028               | 92,761               | 451,253               | 392,730               | 424,797               | -7.5%         |
| PASSENGER - LD                                  | 45,831           | 2,588                | 2,103                | 8,277                 | 7,052                 | 7,785                 | -9.4%         |
| PASSENGER - GD                                  | 91,401           | 6,040                | 5,628                | 28,477                | 28,617                | 29,951                | -4.5%         |
| PASSENGER - D COVE                              | 199,967          | 3,536                | 5,996                | 30,240                | 27,242                | 28,401                | -4.1%         |
| PASSENGER - LONG                                | 321,535          | 17,848               | 19,385               | 95,723                | 85,650                | 80,175                | 6.8%          |
| PASSENGER - CHEB                                | 35,364           | 848                  | 1,496                | 3,705                 | 7,514                 | 7,463                 | 0.7%          |
| PASSENGER - CLIFF                               | 75,340           | 5,316                | 3,100                | 23,867                | 14,925                | 17,375                | -14.1%        |
| ANIMALS   | 35,738           | 2,495                | 2,954                | 13,215                | 15,308                | 15,161                | 1.0%          |
| <b>TICKET</b>                                   | <b>2,529,205</b> | <b>131,699</b>       | <b>133,423</b>       | <b>654,757</b>        | <b>579,038</b>        | <b>611,108</b>        | <b>-5.2%</b>  |
| VEHICLES - DOWNBAY                              | 14,901           | 851                  | 1,370                | 2,628                 | 2,966                 | 4,104                 | -27.7%        |
| VEHICLES - PEAKS                                | 1,216,963        | 78,188               | 169,541              | 377,885               | 592,783               | 617,234               | -4.0%         |
| <b>VEHICLE</b>                                  | <b>1,231,864</b> | <b>79,039</b>        | <b>170,911</b>       | <b>380,513</b>        | <b>595,749</b>        | <b>621,338</b>        | <b>-4.1%</b>  |
| FREIGHT - PEAKS                                 | 414,614          | 17,973               | 22,609               | 136,366               | 123,737               | 157,203               | -21.3%        |
| FREIGHT - LD                                    | 18,653           | 1,073                | 1,030                | 2,824                 | 3,805                 | 3,682                 | 3.3%          |
| FREIGHT - GD                                    | 29,368           | 1,720                | 2,169                | 8,306                 | 8,784                 | 9,384                 | -6.4%         |
| FREIGHT - D COVE                                | 59,831           | 2,098                | 2,326                | 11,847                | 12,439                | 20,584                | -39.6%        |
| FREIGHT - LONG                                  | 157,862          | 9,353                | 10,527               | 51,115                | 46,226                | 56,948                | -18.8%        |
| FREIGHT - CHEB                                  | 159,308          | 6,763                | 11,885               | 46,851                | 60,686                | 65,214                | -6.9%         |
| FREIGHT - CLIFF                                 | 48,619           | 2,754                | 1,091                | 15,956                | 7,935                 | 13,997                | -43.3%        |
| UPFREIGHT                                       | 24,837           | 768                  | 613                  | 6,351                 | 6,183                 | 4,824                 | 28.2%         |
| BIKES   | 65,388           | 1,572                | 2,221                | 8,741                 | 9,511                 | 9,060                 | 5.0%          |
| MAIL  | 79,200           | 6,600                | 6,883                | 46,200                | 49,655                | 47,105                | 5.4%          |
| <b>FREIGHT</b>                                  | <b>1,057,680</b> | <b>50,674</b>        | <b>61,354</b>        | <b>334,557</b>        | <b>328,961</b>        | <b>388,001</b>        | <b>-15.2%</b> |
| <b>1. REVENUES: SCHEDULED SERVICE TOTAL</b>     | <b>4,818,749</b> | <b>261,412</b>       | <b>365,688</b>       | <b>1,369,827</b>      | <b>1,503,748</b>      | <b>1,620,447</b>      | <b>-7.2%</b>  |
| <b>2. REVENUES: GROUP TOURS AND SALES</b>       |                  |                      |                      |                       |                       |                       |               |
| BAILEY ISLAND RUN                               | 0                | 0                    | 0                    | 0                     | 0                     | 0                     | 0.0%          |
| BAILEY NATURE RUN                               | 0                | 0                    | 0                    | 0                     | 0                     | 0                     | 0.0%          |
| MAILBOAT RUN                                    | 322,913          | 8,266                | 12,819               | 62,397                | 60,538                | 50,926                | 18.9%         |
| SUNSET RUN                                      | 79,434           | 2,615                | 1,972                | 9,654                 | 6,412                 | 4,688                 | 36.8%         |
| DIAMOND PASS RUN                                | 114,443          | 0                    | 4,492                | 4,104                 | 22,574                | 25,215                | -10.5%        |
| MOONLIGHT RUN                                   | 5,713            | 0                    | 0                    | 0                     | 0                     | 30                    | -100.0%       |
| <b>TOUR</b>                                     | <b>522,503</b>   | <b>10,881</b>        | <b>19,283</b>        | <b>76,155</b>         | <b>89,524</b>         | <b>80,859</b>         | <b>10.7%</b>  |
| CHARTERS  | 197,500          | 0                    | 2,000                | 22,500                | 9,650                 | 4,250                 | 127.1%        |
| CONCERT CRUISES                                 | 27,000           | 0                    | 0                    | 0                     | 0                     | 0                     | 0.0%          |
| BAR   | 88,250           | 500                  | 886                  | 5,000                 | 2,608                 | 1,989                 | 31.1%         |
| LOBSTER BAKES                                   | 80,300           | 0                    | 0                    | 0                     | 8,790                 | 2,900                 | 203.1%        |
| <b>CHARTER AND CATERING</b>                     | <b>393,050</b>   | <b>500</b>           | <b>2,886</b>         | <b>27,500</b>         | <b>21,048</b>         | <b>9,139</b>          | <b>130.3%</b> |
| ADVERTISING                                     | 24,173           | 3,878                | 11,150               | 17,242                | 16,550                | 10,602                | 56.1%         |
| VENDING   | 8,000            | 500                  | 201                  | 3,750                 | 3,477                 | 959                   | 262.6%        |
| PROMOTIONAL ITEMS                               | 9,000            | 1,350                | 91                   | 7,100                 | 956                   | 1,939                 | -50.7%        |
| GROUP SALES OTHER                               | 0                | 0                    | 904                  | 0                     | 5,225                 | 0                     | 0.0%          |
| <b>GROUP SALES OTHER</b>                        | <b>41,173</b>    | <b>5,728</b>         | <b>12,346</b>        | <b>28,092</b>         | <b>26,208</b>         | <b>13,500</b>         | <b>94.1%</b>  |
| <b>2. REVENUES: GROUP TOURS AND SALES TOTAL</b> | <b>956,726</b>   | <b>17,109</b>        | <b>34,515</b>        | <b>131,747</b>        | <b>136,780</b>        | <b>103,498</b>        | <b>32.2%</b>  |
| <b>3. REVENUES: OTHER INCOME</b>                |                  |                      |                      |                       |                       |                       |               |
| OTHER MISC INCOME                               | 11,140           | 855                  | 0                    | 6,795                 | 1,368                 | 5,842                 | -76.6%        |
| INTEREST INCOME                                 | 40,250           | 3,200                | 4,053                | 24,750                | 30,721                | 3,880                 | 691.8%        |
| <b>MISC INCOME</b>                              | <b>51,390</b>    | <b>4,055</b>         | <b>4,053</b>         | <b>31,545</b>         | <b>32,089</b>         | <b>9,722</b>          | <b>230.1%</b> |
| <b>3. REVENUES: OTHER INCOME TOTAL</b>          | <b>51,390</b>    | <b>4,055</b>         | <b>4,053</b>         | <b>31,545</b>         | <b>32,089</b>         | <b>9,722</b>          | <b>230.1%</b> |
| <b>TOTAL REVENUES</b>                           | <b>5,826,865</b> | <b>282,576</b>       | <b>404,256</b>       | <b>1,533,119</b>      | <b>1,672,617</b>      | <b>1,733,667</b>      | <b>-3.5%</b>  |

| Casco Bay Island Transit District | Budget 2023      | April 2023 Budget | April 2023 Actual | YTD Budget 4/30/23 | YTD Actual 4/30/23 | YTD Actual 4/30/22 | % Change      |
|-----------------------------------|------------------|-------------------|-------------------|--------------------|--------------------|--------------------|---------------|
| <b>5. EXPENSE: PERSONNEL</b>      |                  |                   |                   |                    |                    |                    |               |
| ADMINISTRATIVE                    | 503,393          | 38,069            | 36,898            | 294,017            | 258,660            | 251,727            | 2.8%          |
| <b>ADMINISTRATIVE</b>             | <b>503,393</b>   | <b>38,069</b>     | <b>36,898</b>     | <b>294,017</b>     | <b>258,660</b>     | <b>251,727</b>     | <b>2.8%</b>   |
| CAPTAINS - REGULAR                | 121,121          | 5,785             | 4,851             | 21,244             | 18,232             | 19,817             | -8.0%         |
| CAPTAINS - OVERTIME               | 38,816           | 953               | 330               | 6,288              | 4,568              | 6,057              | -24.6%        |
| UNION DECKHANDS - REGULAR         | 706,701          | 51,389            | 51,368            | 400,704            | 386,863            | 373,533            | 3.6%          |
| UNION DECKHANDS - OVERTIME        | 209,021          | 8,864             | 11,216            | 89,339             | 93,862             | 82,549             | 13.7%         |
| NONUNION DH - REGULAR             | 235,950          | 11,386            | 17,452            | 69,730             | 86,230             | 61,280             | 40.7%         |
| NONUNION DH - OVERTIME            | 51,165           | 1,283             | 690               | 10,966             | 5,371              | 9,733              | -44.8%        |
| SR CAPTAINS - REGULAR             | 634,896          | 49,581            | 47,546            | 363,729            | 343,376            | 339,153            | 1.2%          |
| SR CAPTAINS - OVERTIME            | 93,160           | 6,878             | 7,293             | 52,632             | 53,138             | 48,458             | 9.7%          |
| <b>CREWS</b>                      | <b>2,090,830</b> | <b>136,119</b>    | <b>140,746</b>    | <b>1,014,632</b>   | <b>991,640</b>     | <b>940,580</b>     | <b>5.4%</b>   |
| MAINTENANCE - REGULAR             | 215,071          | 16,931            | 15,947            | 121,948            | 114,046            | 105,022            | 8.6%          |
| MAINTENANCE - OVERTIME            | 11,904           | 1,153             | 620               | 4,041              | 5,506              | 4,598              | 19.7%         |
| <b>MAINTENANCE</b>                | <b>226,975</b>   | <b>18,084</b>     | <b>16,567</b>     | <b>125,989</b>     | <b>119,552</b>     | <b>109,620</b>     | <b>9.1%</b>   |
| SALES WAGES                       | 111,218          | 7,451             | 7,720             | 54,736             | 53,298             | 47,714             | 11.7%         |
| OPS AGENTS - REGULAR              | 354,311          | 26,882            | 27,428            | 205,989            | 173,180            | 196,602            | -11.9%        |
| OPS AGENTS - OVERTIME             | 56,014           | 3,804             | 1,116             | 27,593             | 22,908             | 30,928             | -25.9%        |
| <b>OPS AGENTS</b>                 | <b>410,325</b>   | <b>30,686</b>     | <b>28,544</b>     | <b>233,582</b>     | <b>196,088</b>     | <b>227,530</b>     | <b>-13.8%</b> |
| TICKET OFFICE - REGULAR           | 215,632          | 11,791            | 13,213            | 80,867             | 95,940             | 75,443             | 27.2%         |
| TICKET OFFICE - OVERTIME          | 12,414           | 314               | 368               | 1,735              | 3,133              | 2,003              | 56.4%         |
| <b>TICKET OFFICE</b>              | <b>228,046</b>   | <b>12,105</b>     | <b>13,581</b>     | <b>82,602</b>      | <b>99,073</b>      | <b>77,446</b>      | <b>27.9%</b>  |
| OPERATIONS MANAGEMENT             | 209,240          | 15,992            | 22,144            | 121,284            | 127,368            | 104,044            | 22.4%         |
| <b>Payroll-Salaries</b>           | <b>3,780,027</b> | <b>258,506</b>    | <b>266,200</b>    | <b>1,926,842</b>   | <b>1,845,679</b>   | <b>1,758,661</b>   | <b>4.9%</b>   |
| FICA ADMINISTRATIVE               | 38,507           | 2,912             | 2,716             | 22,491             | 19,114             | 18,049             | 5.9%          |
| FICA - OPS AGENTS                 | 31,392           | 2,348             | 2,208             | 17,870             | 14,845             | 17,115             | -13.3%        |
| FICA UNION DECKHANDS              | 70,053           | 4,609             | 4,928             | 37,488             | 36,770             | 35,131             | 4.7%          |
| FICA NONUNION DECKHANDS           | 21,966           | 969               | 1,388             | 6,174              | 7,008              | 5,433              | 29.0%         |
| FICA SR CAPTAINS                  | 67,933           | 4,835             | 3,966             | 33,959             | 29,092             | 28,211             | 3.1%          |
| <b>FICA CREW</b>                  | <b>159,952</b>   | <b>10,413</b>     | <b>10,282</b>     | <b>77,621</b>      | <b>72,870</b>      | <b>68,775</b>      | <b>6.0%</b>   |
| FICA MAINTENANCE                  | 17,365           | 1,383             | 1,187             | 9,639              | 8,767              | 8,027              | 9.2%          |
| FICA - SALES                      | 8,509            | 570               | 570               | 4,188              | 3,944              | 3,588              | 9.9%          |
| FICA - TICKET OFFICE              | 17,445           | 926               | 1,039             | 6,318              | 7,579              | 5,928              | 27.9%         |
| FICA - OPERATIONS MANAGEMENT      | 16,005           | 1,223             | 1,656             | 9,278              | 9,486              | 7,717              | 22.9%         |
| STATE UNEMPLOYMENT                | 0                | 0                 | 0                 | 0                  | 0                  | -11                | -100.0%       |
| <b>Taxes</b>                      | <b>289,175</b>   | <b>19,775</b>     | <b>19,658</b>     | <b>147,405</b>     | <b>136,605</b>     | <b>129,188</b>     | <b>5.7%</b>   |
| HEALTH INSURANCE ADMINISTRATIVE   | 81,317           | 6,949             | 3,572             | 46,576             | 26,875             | 37,865             | -29.0%        |
| DENTAL INSURANCE ADMINISTRATIVE   | 6,233            | 529               | 259               | 3,586              | 2,173              | 2,648              | -17.9%        |
| LIFE INSURANCE ADMINISTRATIVE     | 254              | 22                | 13                | 148                | 93                 | 103                | -9.7%         |
| <b>ADMINISTRATIVE</b>             | <b>87,804</b>    | <b>7,500</b>      | <b>3,844</b>      | <b>50,310</b>      | <b>29,141</b>      | <b>40,616</b>      | <b>-28.3%</b> |
| HEALTH INSURANCE CREW             | 322,905          | 27,592            | 18,469            | 184,942            | 132,633            | 141,123            | -6.0%         |
| DENTAL INSURANCE CREW             | 25,186           | 2,138             | 1,668             | 14,492             | 11,512             | 13,754             | 9.2%          |
| LIFE INSURANCE CREW               | 1,247            | 106               | 71                | 718                | 493                | 498                | -1.0%         |
| <b>CREW</b>                       | <b>349,338</b>   | <b>29,836</b>     | <b>20,208</b>     | <b>200,152</b>     | <b>144,638</b>     | <b>155,375</b>     | <b>-6.9%</b>  |
| HEALTH INSURANCE MAINTENANCE      | 19,121           | 1,634             | 1,092             | 10,952             | 8,274              | 8,571              | -3.5%         |
| DENTAL INSURANCE MAINTENANCE      | 3,625            | 308               | 218               | 2,087              | 1,522              | 1,497              | 1.7%          |
| LIFE INSURANCE MAINTENANCE        | 153              | 13                | 9                 | 88                 | 64                 | 58                 | 10.3%         |
| <b>MAINTENANCE</b>                | <b>22,899</b>    | <b>1,955</b>      | <b>1,319</b>      | <b>13,127</b>      | <b>9,860</b>       | <b>10,126</b>      | <b>-2.6%</b>  |
| HEALTH INSURANCE SALES            | 17,666           | 1,510             | 1,075             | 10,120             | 8,399              | 8,747              | -4.0%         |
| DENTAL INSURANCE SALES            | 534              | 45                | 35                | 306                | 248                | 244                | 1.6%          |
| LIFE INSURANCE SALES              | 51               | 4                 | 3                 | 28                 | 20                 | 18                 | 11.1%         |
| <b>SALES</b>                      | <b>18,251</b>    | <b>1,559</b>      | <b>1,113</b>      | <b>10,454</b>      | <b>8,667</b>       | <b>9,009</b>       | <b>-3.8%</b>  |
| HEALTH INSURANCE OPS AGENTS       | 110,441          | 9,437             | 4,512             | 63,254             | 33,996             | 43,677             | -22.2%        |
| DENTAL INSURANCE OPS AGENTS       | 4,897            | 416               | 376               | 2,819              | 2,375              | 2,058              | 15.4%         |
| LIFE INSURANCE OPS AGENTS         | 356              | 76                | 21                | 204                | 118                | 83                 | 42.2%         |

| Casco Bay Island Transit District      | Budget 2023      | April 2023<br>Budget | April 2023<br>Actual | YTD Budget<br>4/30/23 | YTD Actual<br>4/30/23 | YTD Actual<br>4/30/22 | % Change      |
|--|------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>OPS AGENTS</b>                      | <b>115,694</b>   | <b>9,883</b>         | <b>4,909</b>         | <b>66,277</b>         | <b>36,489</b>         | <b>45,818</b>         | <b>-20.4%</b> |
| HEALTH INSURANCE OPERATIONS MANAGEMENT | 34,424           | 2,942                | 1,075                | 19,718                | 8,399                 | 8,801                 | -4.6%         |
| DENTAL INSURANCE OPERATIONS MANAGEMENT | 1,603            | 136                  | 108                  | 922                   | 897                   | 743                   | 20.7%         |
| LIFE INSURANCE OPERATIONS MANAGEMENT   | 114              | 10                   | 6                    | 67                    | 41                    | 39                    | 5.1%          |
| <b>OPERATIONS MANAGEMENT</b>           | <b>36,141</b>    | <b>3,088</b>         | <b>1,189</b>         | <b>20,707</b>         | <b>9,337</b>          | <b>9,583</b>          | <b>-2.6%</b>  |
| <b>Employee Insurance</b>              | <b>630,127</b>   | <b>53,821</b>        | <b>32,582</b>        | <b>361,027</b>        | <b>238,132</b>        | <b>270,527</b>        | <b>-12.0%</b> |
| <b>Employee Related Expense</b>        | <b>40,038</b>    | <b>1,348</b>         | <b>3,548</b>         | <b>30,602</b>         | <b>15,278</b>         | <b>15,581</b>         | <b>-1.9%</b>  |
| <b>Pension</b>                         | <b>479,327</b>   | <b>39,944</b>        | <b>31,250</b>        | <b>279,607</b>        | <b>236,138</b>        | <b>252,325</b>        | <b>-6.4%</b>  |
| <b>5. EXPENSE: PERSONNEL TOTAL</b>     | <b>5,218,694</b> | <b>373,394</b>       | <b>353,238</b>       | <b>2,745,483</b>      | <b>2,471,832</b>      | <b>2,426,282</b>      | <b>1.9%</b>   |
| <b>6. EXPENSE: VESSEL</b>              |                  |                      |                      |                       |                       |                       |               |
| GENERAL REPAIR SHOP                    | 8,950            | 450                  | 70                   | 6,700                 | 7,517                 | 7,112                 | 5.7%          |
| <b>GENERAL</b>                         | <b>8,950</b>     | <b>450</b>           | <b>70</b>            | <b>6,700</b>          | <b>7,517</b>          | <b>7,112</b>          | <b>5.7%</b>   |
| GENERAL REPAIR MACHIGONNE              | 78,840           | 6,264                | 5,690                | 43,848                | 40,861                | 31,023                | 31.7%         |
| DRYDOCK MACHIGONNE                     | 450,000          | 150,000              | 257,719              | 450,000               | 429,871               | 0                     | 0.0%          |
| DIVING MACHIGONNE                      | 21,800           | 3,000                | 0                    | 6,400                 | 360                   | 8,888                 | -95.9%        |
| OIL CHANGE MACHIGONNE                  | 26,136           | 1,620                | 0                    | 11,880                | 15,637                | 18,935                | -17.4%        |
| <b>MACHIGONNE</b>                      | <b>576,776</b>   | <b>160,884</b>       | <b>263,409</b>       | <b>512,128</b>        | <b>486,729</b>        | <b>58,846</b>         | <b>727.1%</b> |
| GENERAL REPAIRS MAQUOIT                | 98,560           | 7,840                | 2,475                | 54,880                | 25,014                | 38,878                | -35.7%        |
| DRYDOCK MAQUOIT                        | 0                | 0                    | 0                    | 0                     | 21,850                | 451,063               | -95.2%        |
| DIVING MAQUOIT                         | 23,700           | 2,600                | 0                    | 6,200                 | 0                     | 9,904                 | -100.0%       |
| OIL CHANGE MAQUOIT                     | 32,508           | 2,592                | 2,715                | 17,928                | 20,429                | 15,612                | 30.9%         |
| <b>MAQUOIT</b>                         | <b>154,768</b>   | <b>13,032</b>        | <b>5,190</b>         | <b>79,008</b>         | <b>67,293</b>         | <b>515,457</b>        | <b>-86.9%</b> |
| GENERAL REPAIRS BAY MIST               | 41,800           | 4,400                | 3,658                | 20,900                | 12,497                | 23,363                | -46.5%        |
| DRYDOCK BAY MIST                       | 485,000          | 0                    | 0                    | 485,000               | 331,068               | 0                     | 0.0%          |
| DIVING BAY MIST                        | 9,400            | 500                  | 0                    | 2,400                 | 0                     | 6,079                 | -100.0%       |
| OIL CHANGE BAY MIST                    | 5,616            | 0                    | 0                    | 864                   | 930                   | 2,043                 | -54.5%        |
| <b>BAY MIST</b>                        | <b>541,816</b>   | <b>4,900</b>         | <b>3,658</b>         | <b>509,164</b>        | <b>344,495</b>        | <b>31,485</b>         | <b>994.2%</b> |
| GENERAL REPAIRS AUCO                   | 69,300           | 5,830                | 4,103                | 32,560                | 36,428                | 19,178                | 89.9%         |
| DRYDOCK AUCO                           | 325,000          | 0                    | 3,348                | 0                     | 5,310                 | 0                     | 0.0%          |
| DIVING AUCO                            | 23,300           | 0                    | 0                    | 5,000                 | 0                     | 9,970                 | -100.0%       |
| OIL CHANGE AUCO                        | 21,600           | 1,080                | 3,288                | 11,880                | 11,012                | 20,482                | -46.2%        |
| <b>AUCOCISCO</b>                       | <b>439,200</b>   | <b>6,910</b>         | <b>10,739</b>        | <b>49,440</b>         | <b>52,750</b>         | <b>49,630</b>         | <b>6.3%</b>   |
| GENERAL REPAIRS WABANAKI               | 46,438           | 5,350                | 4,784                | 23,540                | 46,775                | 45,431                | 3.0%          |
| DRYDOCK WABANAKI                       | 0                | 0                    | 0                    | 0                     | 0                     | 497,928               | -100.0%       |
| DIVING WABANAKI                        | 20,800           | 1,000                | 0                    | 4,000                 | 0                     | 10,004                | -100.0%       |
| OIL CHANGE WABANAKI                    | 25,920           | 2,160                | 4,218                | 12,960                | 28,231                | 7,874                 | 258.5%        |
| <b>WABANAKI</b>                        | <b>93,158</b>    | <b>8,510</b>         | <b>9,002</b>         | <b>40,500</b>         | <b>75,006</b>         | <b>561,237</b>        | <b>-86.6%</b> |
| <b>Repairs</b>                         | <b>1,814,668</b> | <b>194,686</b>       | <b>292,068</b>       | <b>1,196,940</b>      | <b>1,033,790</b>      | <b>1,223,767</b>      | <b>-15.5%</b> |
| FUEL MACHIGONNE                        | 332,812          | 31,845               | 14,162               | 205,587               | 146,679               | 85,811                | 70.9%         |
| FUEL MAQUOIT                           | 346,159          | 39,822               | 20,069               | 194,069               | 184,818               | 72,211                | 155.9%        |
| FUEL BAY MIST                          | 34,118           | 4,232                | 1,057                | 17,035                | 7,766                 | 6,979                 | 11.3%         |
| FUEL AUCOCISCO                         | 210,543          | 12,989               | 17,578               | 104,894               | 91,989                | 102,056               | -9.9%         |
| FUEL WABANAKI                          | 200,469          | 16,290               | 22,416               | 103,507               | 227,638               | 54,214                | 319.9%        |
| <b>Fuel</b>                            | <b>1,124,101</b> | <b>105,178</b>       | <b>75,282</b>        | <b>625,092</b>        | <b>658,890</b>        | <b>321,271</b>        | <b>105.1%</b> |
| <b>Insurance Boat</b>                  | <b>79,200</b>    | <b>6,600</b>         | <b>6,481</b>         | <b>46,200</b>         | <b>45,369</b>         | <b>43,817</b>         | <b>3.5%</b>   |
| <b>6. EXPENSE: VESSEL TOTAL</b>        | <b>3,017,969</b> | <b>306,464</b>       | <b>373,831</b>       | <b>1,868,232</b>      | <b>1,738,049</b>      | <b>1,588,855</b>      | <b>9.4%</b>   |

| Casco Bay Island Transit District   | Budget 2023    | April 2023 Budget | April 2023 Actual | YTD Budget 4/30/23 | YTD Actual 4/30/23 | YTD Actual 4/30/22 | % Change       |
|-------------------------------------|----------------|-------------------|-------------------|--------------------|--------------------|--------------------|----------------|
| <b>7. EXPENSE: OPERATIONS</b>       |                |                   |                   |                    |                    |                    |                |
| Telephone                           | 22,440         | 1,870             | 2,290             | 13,090             | 16,238             | 14,517             | 11.9%          |
| Mail Agent                          | 11,220         | 935               | 935               | 6,545              | 6,545              | 6,545              | 0.0%           |
| DATA PROCESSING                     | 205,398        | 9,246             | 7,969             | 159,163            | 180,704            | 198,199            | -8.8%          |
| TICKET FORMS & SUPPLIES             | 12,700         | 3,700             | 0                 | 10,200             | 0                  | 0                  | 0.0%           |
| MEETING MEALS                       | 1,350          | 150               | 40                | 600                | 1,709              | 334                | 411.7%         |
| OFFICE SUPPLIES                     | 15,900         | 1,200             | 806               | 9,000              | 8,497              | 8,750              | -2.9%          |
| ARMORED CAR                         | 7,920          | 660               | 0                 | 4,620              | 0                  | 1,583              | -100.0%        |
| CREW MEALS                          | 15,083         | 650               | 59                | 3,345              | 1,676              | 2,744              | -38.9%         |
| TWIC CARDS                          | 3,000          | 250               | 0                 | 1,750              | 602                | 1,628              | -63.0%         |
| MISC                                | 22,200         | 1,850             | 4,186             | 12,950             | 14,871             | 17,565             | -15.3%         |
| EMPLOYEE RECOGNITION                | 44,300         | 200               | 300               | 18,500             | 13,276             | 11,910             | 11.5%          |
| INTERNET                            | 13,260         | 1,105             | 1,099             | 7,735              | 7,843              | 6,024              | 30.2%          |
| <b>Office</b>                       | <b>341,111</b> | <b>19,011</b>     | <b>14,459</b>     | <b>227,863</b>     | <b>229,178</b>     | <b>248,737</b>     | <b>-7.9%</b>   |
| <b>Credit Card</b>                  | <b>169,795</b> | <b>4,560</b>      | <b>4,852</b>      | <b>61,450</b>      | <b>59,984</b>      | <b>66,790</b>      | <b>-10.2%</b>  |
| <b>Postage</b>                      | <b>5,760</b>   | <b>480</b>        | <b>241</b>        | <b>3,360</b>       | <b>2,645</b>       | <b>2,433</b>       | <b>8.7%</b>    |
| <b>Travel</b>                       | <b>46,000</b>  | <b>4,200</b>      | <b>262</b>        | <b>29,200</b>      | <b>3,367</b>       | <b>2,697</b>       | <b>24.8%</b>   |
| EMPLOYEE INJURIES                   | 9,450          | 0                 | 734               | 6,500              | 4,990              | 997                | 400.5%         |
| EMPLOYEE LOST TIME                  | 500            | 0                 | 0                 | 250                | 0                  | 0                  | 0.0%           |
| FREIGHT DAMAGES                     | 7,300          | 0                 | 978               | 700                | 3,207              | 949                | 237.9%         |
| CUSTOMER INJURIES                   | 1,200          | 0                 | 0                 | 0                  | 0                  | 0                  | 0.0%           |
| DAMAGES CARS                        | 4,500          | 0                 | 390               | 2,000              | 1,620              | 1,653              | -2.0%          |
| <b>Damages</b>                      | <b>22,950</b>  | <b>0</b>          | <b>2,102</b>      | <b>9,450</b>       | <b>9,817</b>       | <b>3,599</b>       | <b>172.8%</b>  |
| <b>Other Insurances</b>             | <b>29,880</b>  | <b>2,490</b>      | <b>4,056</b>      | <b>17,430</b>      | <b>30,343</b>      | <b>28,001</b>      | <b>8.4%</b>    |
| VAN                                 | 2,800          | 800               | 722               | 2,200              | 1,881              | 1,744              | 7.9%           |
| OVER/SHORT                          | 0              | 0                 | -156              | 0                  | -1,419             | -920               | 54.2%          |
| METRO PASSES                        | 0              | 0                 | 0                 | 0                  | 0                  | 0                  | 0.0%           |
| LOST PASSES                         | 0              | 0                 | 0                 | 0                  | 0                  | -16                | -100.0%        |
| NEWSPAPER ADS                       | 1,000          | 0                 | 0                 | 600                | 1,559              | 1,425              | 9.4%           |
| WATER TAXI                          | 1,600          | 0                 | 0                 | 500                | 1,435              | 885                | 62.1%          |
| REGGAE SECURITY                     | 8,501          | 0                 | 0                 | 0                  | 0                  | 0                  | 0.0%           |
| <b>Miscellaneous</b>                | <b>13,901</b>  | <b>800</b>        | <b>566</b>        | <b>3,300</b>       | <b>3,456</b>       | <b>3,118</b>       | <b>10.8%</b>   |
| <b>Barge Subcontracting</b>         | <b>143,000</b> | <b>21,000</b>     | <b>54,000</b>     | <b>138,000</b>     | <b>185,985</b>     | <b>3,525</b>       | <b>5176.2%</b> |
| LEGAL                               | 55,200         | 4,600             | 3,771             | 32,200             | 16,526             | 22,823             | -27.6%         |
| HUMAN PERFORMANCE                   | 14,980         | 1,605             | 1,050             | 9,095              | 7,000              | 7,350              | -4.8%          |
| PHYSICALS                           | 4,800          | 0                 | 576               | 0                  | 3,492              | 770                | 353.5%         |
| DRUG TESTS                          | 5,900          | 250               | 448               | 1,800              | 3,063              | 2,181              | 40.4%          |
| ACCOUNTANTS                         | 14,400         | 1,200             | 3,800             | 14,400             | 17,500             | 9,600              | 82.3%          |
| OTHER                               | 4,000          | 0                 | 0                 | 4,000              | 15,342             | 0                  | 0.0%           |
| ELECTION EXPENSE                    | 800            | 0                 | 0                 | 800                | 160                | 0                  | 0.0%           |
| HUMAN RESOURCES                     | 0              | 0                 | 0                 | 0                  | 30,611             | 0                  | 0.0%           |
| <b>Professional</b>                 | <b>100,080</b> | <b>7,655</b>      | <b>9,645</b>      | <b>62,295</b>      | <b>93,694</b>      | <b>42,724</b>      | <b>119.3%</b>  |
| <b>Dues &amp; PUC</b>               | <b>20,975</b>  | <b>725</b>        | <b>0</b>          | <b>5,175</b>       | <b>11,108</b>      | <b>3,443</b>       | <b>222.6%</b>  |
| <b>Uniforms</b>                     | <b>23,685</b>  | <b>2,650</b>      | <b>2,006</b>      | <b>19,585</b>      | <b>19,008</b>      | <b>14,248</b>      | <b>33.4%</b>   |
| <b>Boots</b>                        | <b>12,480</b>  | <b>1,200</b>      | <b>1,048</b>      | <b>5,400</b>       | <b>5,161</b>       | <b>1,547</b>       | <b>233.6%</b>  |
| <b>Training</b>                     | <b>12,550</b>  | <b>2,625</b>      | <b>932</b>        | <b>10,300</b>      | <b>3,603</b>       | <b>2,823</b>       | <b>27.6%</b>   |
| <b>7. EXPENSE: OPERATIONS TOTAL</b> | <b>975,827</b> | <b>70,201</b>     | <b>97,394</b>     | <b>612,443</b>     | <b>680,132</b>     | <b>444,747</b>     | <b>52.9%</b>   |
| <b>8. EXPENSE: TERMINAL</b>         |                |                   |                   |                    |                    |                    |                |
| UTILITIES TERMINAL                  | 47,521         | 3,735             | 3,570             | 28,848             | 32,949             | 30,243             | 8.9%           |
| WATER                               | 9,898          | 504               | 429               | 3,600              | 4,956              | 5,309              | -6.6%          |
| TERMINAL HEAT                       | 29,644         | 2,419             | 1,552             | 26,836             | 13,087             | 9,600              | 36.3%          |
| UTILITIES PEAKS                     | 1,800          | 150               | 483               | 1,050              | 1,467              | 931                | 57.6%          |
| <b>Utilities</b>                    | <b>88,863</b>  | <b>6,808</b>      | <b>6,034</b>      | <b>60,334</b>      | <b>52,459</b>      | <b>46,083</b>      | <b>13.8%</b>   |

| Casco Bay Island Transit District   | Budget 2023       | April 2023 Budget | April 2023 Actual | YTD Budget 4/30/23 | YTD Actual 4/30/23 | YTD Actual 4/30/22 | % Change       |
|-------------------------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|----------------|
| JANITORIAL TERMINAL ROUTINE         | 109,440           | 9,120             | 7,600             | 63,840             | 53,456             | 53,456             | 0.0%           |
| JANITORIAL PEAKS                    | 10,998            | 600               | 0                 | 5,250              | 7,245              | 5,355              | 35.3%          |
| <b>Janitorial</b>                   | <b>120,438</b>    | <b>9,720</b>      | <b>7,600</b>      | <b>69,090</b>      | <b>60,701</b>      | <b>58,811</b>      | <b>3.2%</b>    |
| <b>Rent</b>                         | <b>35,940</b>     | <b>2,995</b>      | <b>2,995</b>      | <b>20,965</b>      | <b>20,967</b>      | <b>20,968</b>      | <b>0.0%</b>    |
| FIRE ALARM                          | 10,800            | 900               | 1,028             | 6,300              | 3,086              | 7,834              | -60.6%         |
| PEST CONTROL                        | 1,325             | 110               | 112               | 771                | 809                | 662                | 22.2%          |
| TRASH                               | 11,245            | 785               | 1,038             | 5,860              | 7,509              | 5,955              | 26.1%          |
| PAPER & CLEANING SUPPLIES           | 36,100            | 2,150             | 2,402             | 15,900             | 16,115             | 19,091             | -15.6%         |
| FREIGHT EQUIPMENT AND SUPPLIES      | 10,400            | 0                 | 7,743             | 3,000              | 12,286             | 9,182              | 33.8%          |
| RUG RENTAL                          | 5,435             | 450               | 303               | 3,150              | 2,283              | 1,432              | 59.4%          |
| MISC                                | 48,440            | 1,240             | 12,815            | 25,440             | 103,564            | 19,807             | 422.9%         |
| PROPANE                             | 9,630             | 660               | 550               | 4,430              | 4,250              | 4,564              | -6.9%          |
| FORKLIFT                            | 6,000             | 500               | 0                 | 3,500              | 3,022              | 7,072              | -57.3%         |
| POWER WASHING                       | 4,400             | 2,000             | 0                 | 3,800              | 0                  | 0                  | 0.0%           |
| PIER & TRANSFER BRIDGE              | 8,000             | 600               | 0                 | 3,200              | 13,931             | 3,095              | 350.1%         |
| PLOWING TERMINAL                    | 5,400             | 0                 | 0                 | 5,400              | 7,250              | 5,025              | 44.3%          |
| PLOWING PEAKS                       | 16,200            | 0                 | 4,500             | 16,200             | 12,170             | 7,800              | 56.0%          |
| <b>Maintenance</b>                  | <b>173,375</b>    | <b>9,395</b>      | <b>30,491</b>     | <b>96,951</b>      | <b>186,275</b>     | <b>91,519</b>      | <b>103.5%</b>  |
| <b>8. EXPENSE: TERMINAL TOTAL</b>   | <b>418,616</b>    | <b>28,918</b>     | <b>47,120</b>     | <b>247,340</b>     | <b>320,402</b>     | <b>217,381</b>     | <b>47.4%</b>   |
| <b>9. EXPENSE: SALES</b>            |                   |                   |                   |                    |                    |                    |                |
| BROCHURE                            | 6,000             | 0                 | 0                 | 6,000              | 495                | 835                | -40.7%         |
| SAILING SCHEDULE                    | 9,800             | 0                 | 0                 | 4,200              | 3,307              | 2,631              | 25.7%          |
| PUBLICATIONS                        | 6,060             | 500               | 0                 | 4,510              | 3,355              | 3,342              | 0.4%           |
| ADVERTISING                         | 3,000             | 0                 | 0                 | 1,500              | 841                | 1,600              | -47.4%         |
| OTHER ADVERTISING EXPENSE           | 6,955             | 613               | 0                 | 1,768              | 425                | 1,400              | -69.6%         |
| ONLINE ADVERTISING                  | 3,600             | 300               | 288               | 2,100              | 3,142              | 2,885              | 8.9%           |
| RADIO ADS                           | 41,000            | 6,000             | 0                 | 12,000             | 0                  | 800                | -100.0%        |
| WEBSITE                             | 28,800            | 2,400             | 0                 | 16,800             | 0                  | 716                | -100.0%        |
| KIOSK                               | 9,000             | 500               | 0                 | 3,000              | 276                | 348                | -20.7%         |
| MARKETING                           | 91,800            | 13,900            | 6,084             | 52,300             | 35,818             | 43,462             | -17.6%         |
| SPECIAL EVENT CRUISES               | 4,750             | 0                 | 0                 | 4,750              | 0                  | 0                  | 0.0%           |
| <b>Advertising</b>                  | <b>210,765</b>    | <b>24,213</b>     | <b>6,372</b>      | <b>108,928</b>     | <b>47,659</b>      | <b>58,019</b>      | <b>-17.9%</b>  |
| BEVERAGES                           | 28,900            | 1,250             | 1,438             | 2,500              | 1,257              | 576                | 118.2%         |
| OTHER BAR EXPENSE                   | 17,930            | 0                 | 19                | 7,000              | 5,033              | 3,361              | 49.7%          |
| SECURITY                            | 14,675            | 0                 | 0                 | 1,925              | 0                  | 232                | -100.0%        |
| <b>BAR EXPENSE</b>                  | <b>61,505</b>     | <b>1,250</b>      | <b>1,457</b>      | <b>11,425</b>      | <b>6,290</b>       | <b>4,169</b>       | <b>50.9%</b>   |
| LOBSTER BAKES                       | 69,300            | 0                 | 0                 | 13,200             | 12,349             | 268                | 4507.8%        |
| CONCERT CRUISES                     | 15,750            | 0                 | 0                 | 0                  | 0                  | 0                  | 0.0%           |
| <b>Catering</b>                     | <b>146,555</b>    | <b>1,250</b>      | <b>1,457</b>      | <b>24,625</b>      | <b>18,639</b>      | <b>4,437</b>       | <b>320.1%</b>  |
| <b>9. EXPENSE: SALES TOTAL</b>      | <b>357,320</b>    | <b>25,463</b>     | <b>7,829</b>      | <b>133,553</b>     | <b>66,298</b>      | <b>62,456</b>      | <b>6.2%</b>    |
| <b>TOTAL EXPENSE</b>                | <b>9,988,426</b>  | <b>804,440</b>    | <b>879,412</b>    | <b>5,607,051</b>   | <b>5,276,713</b>   | <b>4,739,721</b>   | <b>11.3%</b>   |
| <b>NET OPER INCOME (LOSS) TOTAL</b> | <b>-4,161,561</b> | <b>-521,865</b>   | <b>-475,156</b>   | <b>-4,073,929</b>  | <b>-3,604,096</b>  | <b>-3,006,054</b>  | <b>19.9%</b>   |
| FTA PM REVENUE                      | 198,420           | 0                 | 0                 | 0                  | 0                  | 4,358              | -100.0%        |
| FTA RURAL REVENUE                   | 300,000           | 32,600            | 119,264           | 261,900            | 698,402            | 681,126            | 2.5%           |
| FTA OPERATING REVENUE               | 3,594,697         | 340,377           | 355,892           | 3,594,697          | 2,828,237          | 2,254,208          | 25.5%          |
| STATE SUBSIDY REVENUE               | 68,444            | 0                 | 0                 | 68,444             | 68,444             | 68,444             | 0.0%           |
| <b>TOTAL</b>                        | <b>4,161,561</b>  | <b>372,977</b>    | <b>475,156</b>    | <b>3,925,041</b>   | <b>3,595,083</b>   | <b>3,008,136</b>   | <b>19.5%</b>   |
| <b>SURPLUS/LOSS TOTAL</b>           | <b>0</b>          | <b>-148,888</b>   | <b>0</b>          | <b>-148,888</b>    | <b>-9,013</b>      | <b>2,082</b>       | <b>-532.9%</b> |

Note: CBITD monthly Income Statements exclude General Fund balance deposit and depreciation expense for the current fiscal year. CBITD estimates these line items for the September statement only, and reports them on the Audited Financial Statement, which can be found at [www.cascobaylines.com](http://www.cascobaylines.com)



**Casco Bay Island Transit District**

Cash Balances

As of: April 30, 2023

| <b>Gorham Savings Bank Operating Account</b>        |                           |                 |                    |
|---|---------------------------|-----------------|--------------------|
| April 1 - Opening Balance                           |                           | \$ 65,962.57    |                    |
|   | <i>Deposits/Credits</i>   |                 | \$ 3,271,110.32    |
|   | <i>Withdrawals/Debits</i> |                 | \$ 3,153,072.89    |
| April 30 - Closing Balance                          |                           |                 | \$ 184,000.00      |
| <b>Gorham Savings Demand Deposit Account</b>        |                           |                 |                    |
| April 1 - Opening Balance                           |                           | \$ 200.00       |                    |
|   | <i>Deposits/Credits</i>   |                 | \$ 1,344,833.00    |
|   | <i>Withdrawals/Debits</i> |                 | \$ 1,345,033.00    |
| April 30 - Closing Balance                          |                           |                 | \$ -               |
| <b>Gorham Savings Restricted Funds</b>              |                           |                 |                    |
| April 1 - Opening Balance                           |                           | \$ 1,617,676.06 |                    |
|   | <i>Deposits/Credits</i>   |                 | \$ 3,247.10        |
|   | <i>Withdrawals/Debits</i> |                 | \$ 392,569.46      |
| April 30 - Closing Balance                          |                           |                 | \$ 1,228,353.70    |
| <b>Total Cash On Hand</b>                           |                           |                 |                    |
| April 1 - Opening Balance                           |                           | \$ 1,683,838.63 |                    |
| April 30 - Closing Balance                          |                           |                 | \$ 1,412,353.70    |
| <b>Net Change in Cash Position - Month of March</b> |                           |                 | <b>-271,484.93</b> |

|                                 |                        |
|---------------------------------|------------------------|
| Maintenance Fund Balance        | \$ 352,245.89          |
| Capital Reserve Fund Balance    | \$ 408,308.99          |
| Garage Excess Fund Balance      | \$ 417,141.96          |
| Garage Maintenance Fund Balance | \$ 50,656.86           |
|                                 | <u>\$ 1,228,353.70</u> |





## MEMORANDUM

DATE: June 16, 2023

TO: CBITD Board of Directors

CC: Nick Mavodones, Paul Pottle, Laurie Bowie, Caity Gildart

FROM: Hank Berg, Casco Bay Lines

RE: Staff Updates for June 22, 2023, Board Meeting

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### Executive

#### GENERAL UPDATES

- CBITD was represented in May at the Maine State Ferry System Advisory Board meeting, the Maine Transit Association (MTA) legislative Committee, the Metropolitan Planning Office: Portland Area Comprehensive Transportation System (PACTS) Regional Transportation Advisory Committee (RTAC) meeting and PACTS Transit Task Force (PTTF) meeting, and the FTA monthly meeting.

#### GRANTS/FUNDING

- Submitted grant applications to FTA for the final distribution of CARES (\$58,589) and ARPA (\$660,028) emergency funds. These funds were awarded in 2022 and this application is part of the process to receive them. Applications were approved and funding made available.
- PACTS policy committee approved an allocation of \$8.9M (Federal + local share of funding for CBITD for 2023. The next step will be to submit a split letter to the FTA and apply for the funding.
  - \$4.5M incremental funding for new Down Bay vessel construction
  - \$3.3M for preventive maintenance
  - \$1.0M for Gate 5 side loading ramp
  - \$63K planning
- Submitted a grant application to FTA for the final distribution of terminal renovation funds (\$620,862 federal share) which is currently being reviewed by FTA.
- Submitted a grant application to FTA for Preventive Maintenance (\$971,868 federal share) which is currently being reviewed by FTA.
- Submitted a grant application for the design of the Maquoit replacement. This is temporarily on hold while FTA makes a determination about DBE requirements for the project.
- Submitted three Port Security Grants to FEMA which are currently being evaluated. The applications were for:
  - Physical security at CBITD Terminal (\$43,183)



- Additional cameras and video management system for terminal (\$13,041)
- Camera upgrades for vessels (\$167,119)

## **Operations**

### STAFFING

- As was discussed at the recent Operations Committee meeting, we have sufficient shoreside and vessel staffing as the Summer Sailing Schedule commences. Due to their respective start dates, a small number of new employees are still training; however, we expect that to wrap up over the next week or so.

### BAY MIST STARBOARD ENGINE ISSUES

- The starboard main engine on the Bay Mist recently experienced issues. These were primarily due to a leak in the gasket where her starboard grid cooler is affixed to the hull. Unfortunately, this caused the engine to overheat and necessitated it being rebuilt. In order to repair the grid cooler, which is located underwater, the boat had to be drydocked at Portland Shipyard. While testing the engine following the rebuild, a leak was observed in a hose on the starboard reverse gear. Identifying the issue at this time allowed it to also be repaired prior to the boat going back into service. The Coast Guard was initially notified and then signed off on the repairs so that she could go back online.

### COAST GUARD ANNUAL INSPECTIONS

- Coast Guard annual inspections have been conducted on the Machigonne and Wabanaki. The Aucocisco will be done next month.

## **Projects/Wharves**

### Phase II/III Terminal Project:

- We successfully placed the concrete for the deck top for the extension part of the pier. The work went better than expected and is now ready for control joints to be cut in and will allow us to start installing fenders, bollards and line guards as well as get ready for the remaining electrical installations including the lighting and gate signs.
- Demolition was performed on the deteriorating deck section that was south of Gate 4. We also were able to expose an area where washouts were occurring in front of Gate 4. The plan was to cast a new concrete deck on top of the existing pier, but when recently uncovered, the decking was in worse shape than anticipated and the stringers supporting the deck were rotten in the center of the



stringers. This condition was not observable until the deck was removed, since the outside of the stringers were still sound. This condition is being evaluated to determine the best course of action.

- Pending crew availability and the repair efforts for the existing deck, the contractor will soon start installing the new Gate 4A. The ramp has been fabricated and the tower structure is currently being painted. It may be set soon, but the electrical hook-up is dependent on the work being done for the deck repair, since that is where the permanent electrical support equipment and panels are being located.

#### New Peaks Island Ferry:

- The shipyard (Senesco) continues to make good progress on the construction of the hull modules. Module 3 (the first module started) has been completely welded up and the Coast Guard has done their final inspections on that section. There are a few minor issues that need to be addressed, but overall, the work was well received. Module 2 (the 2<sup>nd</sup> module started) is now fully fit up and the final welding will be progressing on this module. Module 4 is currently in the fit-up stage and coming along at a good pace. The Jig for the 4<sup>th</sup> module (Module 1) is being set up and the final plans used for construction are currently being reviewed before acceptance and submission to the Coast Guard.
- Work on the propulsion system components continues. The main engines were delivered to Senesco and another portion of the electrical control system just underwent factory acceptance testing in Norway, with no issues reported. These items will be finalized and made ready to ship to the US.
- ABB, the propulsion provider for this vessel did report on the 7<sup>th</sup> that the battery supplier, Spear Power Systems, will be discontinuing its marine battery division. Abb is in discussions with them on what this means for the supply of this project and about what it could potentially mean for support of those systems that are currently in use or will be in use in the near future. CBL has made it clear that we do not want to take possession of a system that will not or cannot be supported moving forward. Abb is committed to meeting their contract obligations and understands our concerns and shares them. This should get resolved over the next few weeks.

#### Down Bay Ferry Project:

- The selection committee completed its review of the proposals received and after a complete evaluation process, they have selected Bristol Harbor Group (BHGI) to be the designer of our next new ferry. BHGI is located in Bristol Rhode Island and they are teamed with their affiliate company, the Shearer Group from Houston, Texas. All firms have been notified of the results and staff will now work with BHGI to finalize a scope of service and final fee for doing the preliminary design work associated with the project. Once they are under contract, the Vessel Advisor Committee for this project will be convened to meet the team and provide initial input on the desired outcomes for the ferry.



MaineDOT Project Work:

- The pile repair work at Long Island has been completed and the contractor has de-mobilized from the site. The DOT maintenance crew is working on widening the upper fixed ramp at the Long Island pier so that there is better clearance for vehicles and freight when it moved across that ramp. That work should be completed soon.