

ATTACHMENT L

**I. AUTOMATED TRANSPORTATION DATA SYSTEM:
REQUIREMENTS AND USER'S GUIDE.**

**II. FLEET OPERATIONS COST REPORT, RIDERSHIP AND
REVENUE REPORT, FLEET SUMMARY REPORTS**

ATTACHMENT L (I) Automated Transportation Data System: Requirements and User's Guide

The Basic Operating Systems and Software Required in Your Computer for Effective MDOT Reporting

MDOT's Public Transit Division set forth requirements for monitoring overall performance and expenditures of sub-recipients of all projects administered by the Division. In order to ensure that all sub-recipients produce the reports needed for effective monitoring process, they must have the necessary operating systems and software installed on their computers. The software specifications below provide the basic or minimum requirements needed for sub-recipients to use the automated reporting systems (ATDS and ARS) - the authorized reporting software for MDOT- Public Transit Division. These requirements must be met in order to reduce software/program incompatibility problems, usually encountered on computers that are used to upload ATDS and ARS software.

Note: When including a computer as a capital item on your budget- the required software should be included and purchased with the computer, specifically if you are a 5310 sub-recipient. MDOT does NOT fund computer software or applications SEPARATELY as capital items.

NEEDED SOFTWARE MUST BE PURCHASED WITH THE COMPUTER!

MDOT's reporting software is developed from Microsoft Windows based operating systems and Microsoft office programs. It is therefore recommended that providers/ sub-recipients use similar/ compatible operating systems and programs on computers on which ATDS and ARS software are downloaded.



The basic Operating System required is Microsoft Windows, which may include:

- **Windows XP professional, Windows Vista, Windows 7, or more upgraded versions.**
 - Windows 98, ME, 2000- are older operating systems. Even though windows 98-2000 are compatible with the current ATDS/ARS, providers may encounter error problems during installation and may require the installation

of additional software such as “WinZip” to **extract files** during installation-
Providers should endeavor to use upgraded systems.

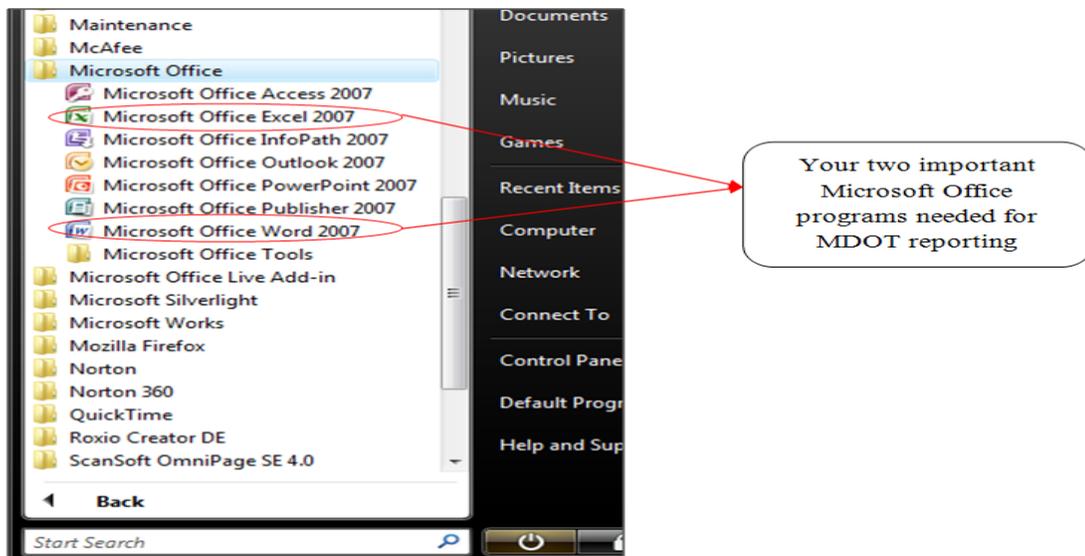
- **Most upgraded operating systems should have file extractor embedded and should have the ability to open and create .zip files.**

The basic programs required for ATDS/ARS and other reporting are:

- **MICROSOFT OFFICE 2007-2010- This should include, but not limited to:**
 - **MICROSOFT EXCEL 2007/2010 or more current version**
 - **MICROSOFT WORD 2007/2010 or more current version**
 - **Sub-recipients are encouraged to have a minimum of Microsoft Office 2007**
 - **Macro security errors usually occur with Microsoft Excel 2003 and lower versions that do not have Visual Basic for Applications (VBA).**
 - **Microsoft office suite comes with 7 frequently used programs and other office tools. Even though Microsoft Word and Excel are needed for MDOT reporting, sub-recipients/providers are encouraged to get the whole office suite when purchasing a new computer.**
- **In addition to the above important programs, sub-recipients need Adobe Reader to open adobe portable document format (PDF) files send from MDOT. However Adobe Professional is recommended for creation of PDF files, forms, and filling out PDF forms, and etc.**

To View Microsoft Office Programs Installed on Your Computer:

Click Start, click all programs, scroll down to where you can see the folders, click on Microsoft office folder, and you will see all Microsoft Office programs in included in your office suite.

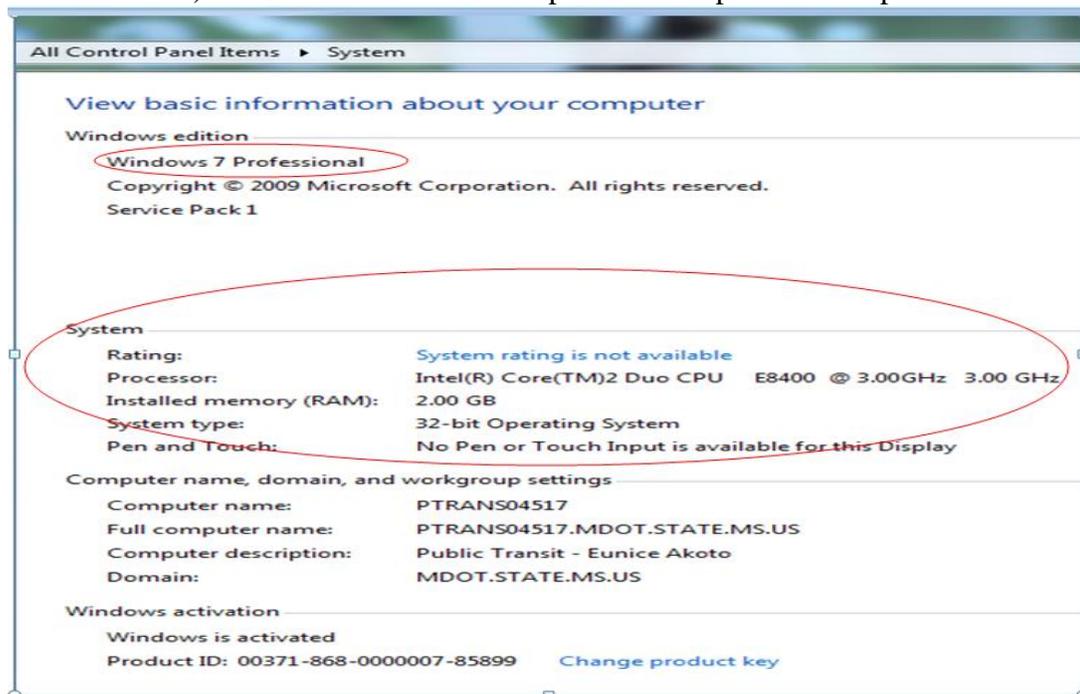


To view all programs installed on your computer:

Similar to the above: Click Start, click all programs. Scroll all the way down to see all programs installed on your computer.

How to Find Out your Computer's System Specification:

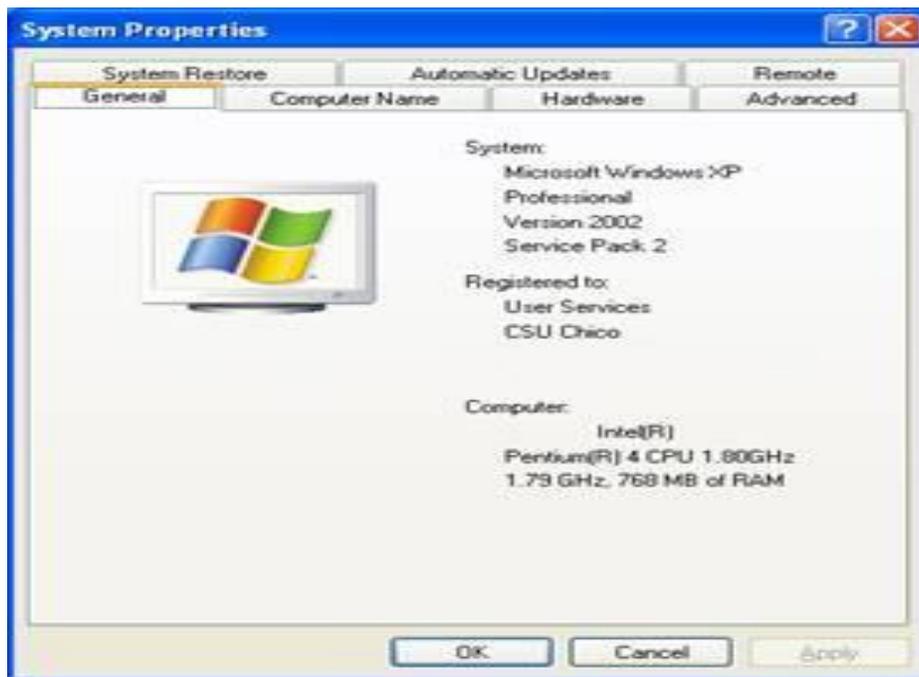
- Find the “My Computer” icon on the computer’s desktop or access it from the “Start” menu - Click “Start.”
- Right click on “Computer”
- Choose “properties” down at the bottom, a window will come up which will provide the specs (for Windows Vista and Windows 7).
 - Alternatively, double click “Computer”
 - Click “System Properties” at the top of the window, (for Windows Vista and Windows 7) and a window will come up which will provide the specs.



Look at the information on your screen. You are now viewing the complete system specifications of your PC. You can see the operating system (Windows 7 professional, processor speed (3.0 GHz pictured above), the processor type, the amount of installed RAM and more. When finished, click the “X” box to close the system properties window.

For Windows XP users: Right-click the “My Computer” icon the desktop. Left click on Properties at the bottom. This will bring up the "System Properties" window. If the general tab is not already selected from the menu, click on "General" tab to examine the version of the operating system installed under systems.

The speed of the computer's processor, and the total amount of memory will be listed under the "Computer" heading. The speed of the processor will be in GHz (I.E. in this example 1.80 GHz), and the amount of memory (or RAM) will be listed in MB or GB (In this example, 768 MB).



Most modern basic office computers must have a Speed of 2.0 GHz or higher and RAM size of 2.0 GB or higher

AGAIN, ALL NEEDED SOFTWARE MUST BE PURCHASED WITH THE COMPUTER!

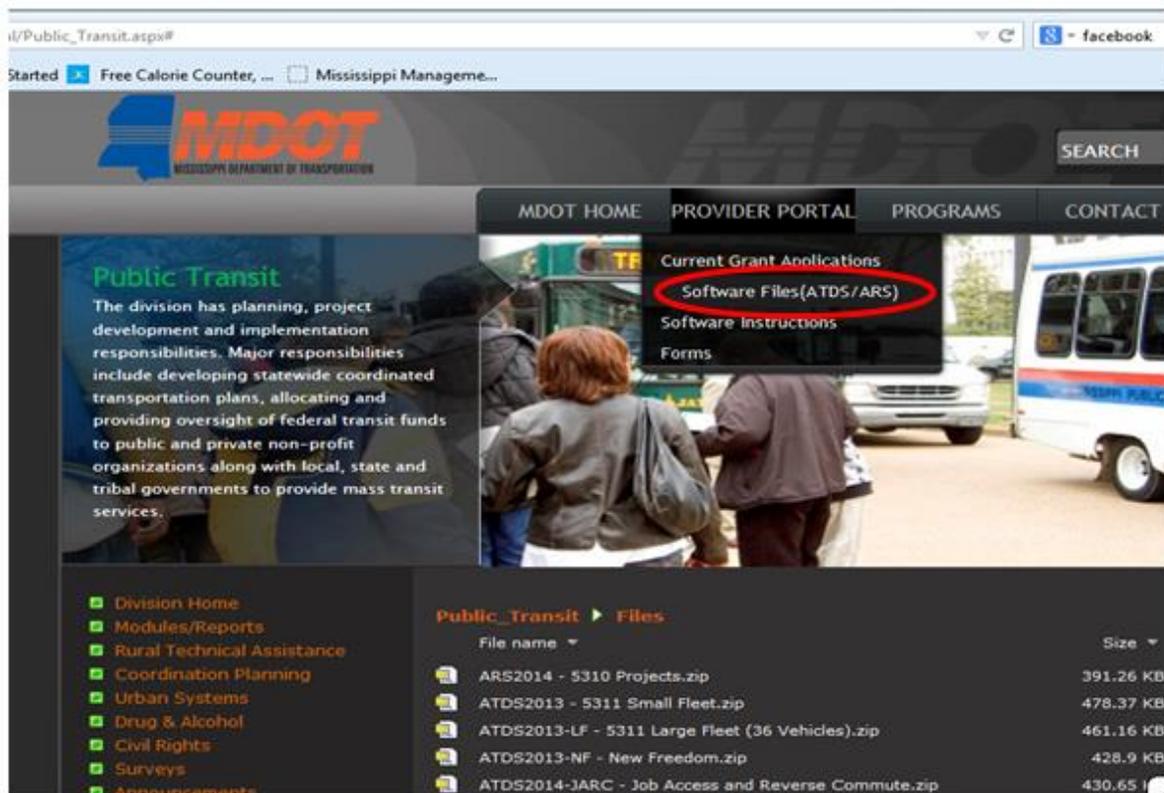
These instructions only serve as a guide for getting the right operating system and software for MDOT reporting and purchasing computer as a capital item through MDOT. It does NOT replace sub-recipients' or agencies' own information system or IT policies for purchasing computers and software.

Automated Transportation Data Reporting System (ATDS and ARS) (Windows XP, Vista and Windows 7 or latest update)

Please read ALL of this information carefully!

You can download ARS or ATDS reporting program from the MDOT Public Transit website:
http://mdot.ms.gov/portal/Public_Transit.aspx#

You may copy and paste the link above into your browser to access the files. Alternatively, you may go to the MDOT website (www.mdot.ms.gov), click on divisions and select “Public Transit”. On the bottom left of the webpage, click on “ATDS/ARS Reporting Files” The files are located under the “Provider Portal” tab.



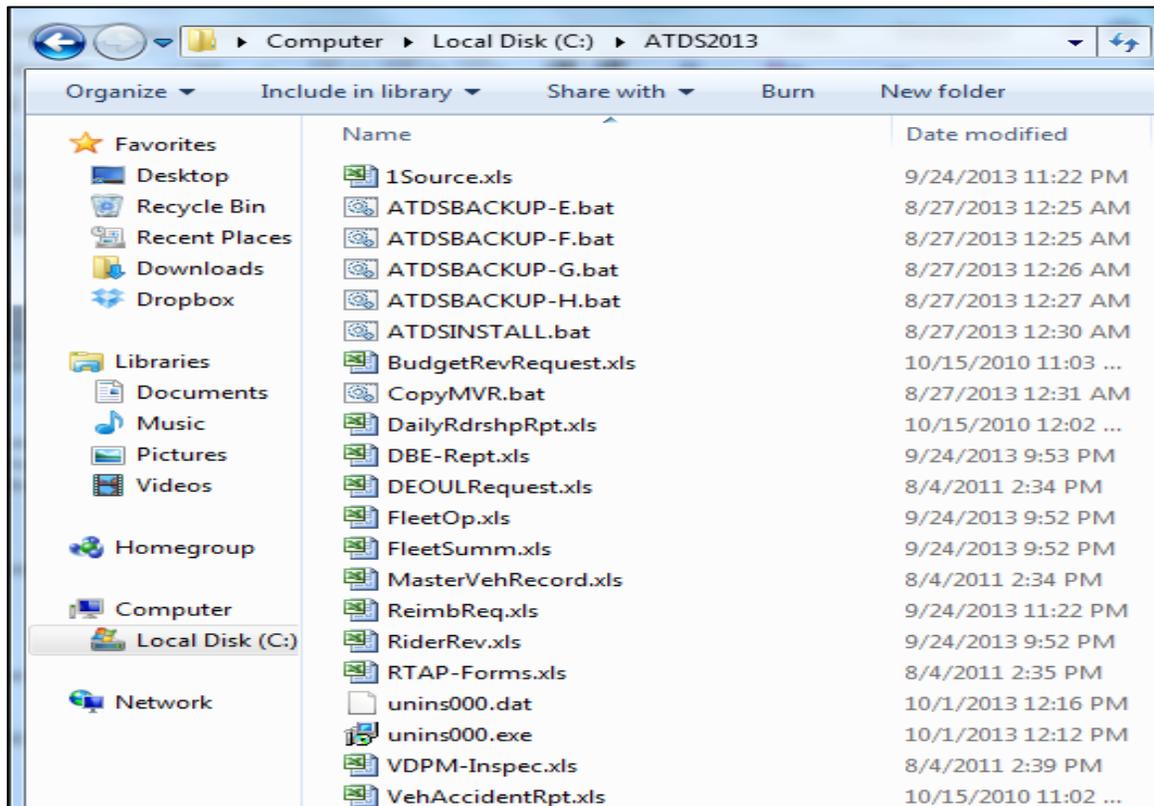
The screenshot shows the MDOT Public Transit website. The navigation menu includes 'MDOT HOME', 'PROVIDER PORTAL', 'PROGRAMS', and 'CONTACT'. The 'PROVIDER PORTAL' dropdown menu is open, showing 'Current Grant Applications', 'Software Files(ATDS/ARS)' (circled in red), 'Software Instructions', and 'Forms'. Below the navigation, there is a 'Public Transit' section with a description of the division's responsibilities. On the right, there is a 'Public Transit Files' section with a table of files for download.

File name	Size
ARS2014 - 5310 Projects.zip	391.26 KB
ATDS2013 - 5311 Small Fleet.zip	478.37 KB
ATDS2013-LF - 5311 Large Fleet (36 Vehicles).zip	461.16 KB
ATDS2013-NF - New Freedom.zip	428.9 KB
ATDS2014-JARC - Job Access and Reverse Commute.zip	430.65 KB

Once you click on “Software Files(ATDS/ARS)”, it opens a page showing setup files for five programs on the right.

Click on the appropriate link for your funded program. Click on the appropriate link to download the reporting files (refer to download instructions available on the website if needed) . **This process will install all the ATDS files in a folder on your C drive.**

For example when you open the ATDS2013 folder located on your C: drive, you should see all excel reporting files you need, as pictured below:

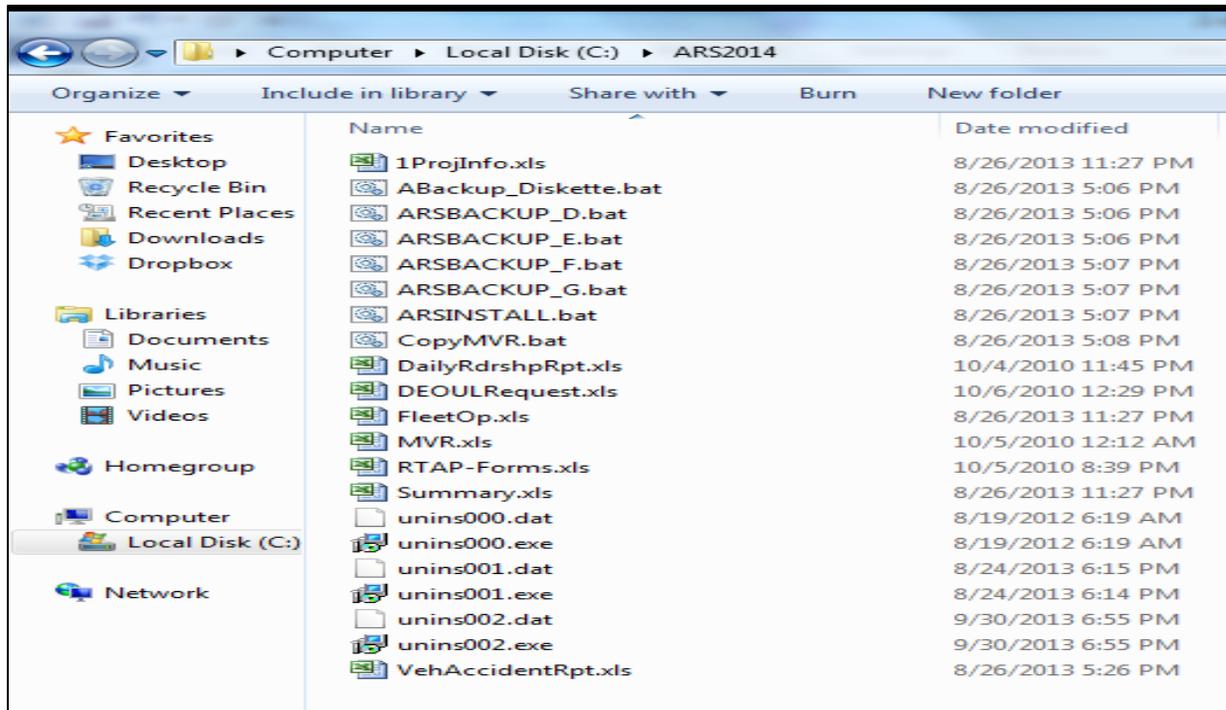


When you use ATDS, **always open the “1Source” file first**, and all the other regularly-used files will be automatically opened. When you open ATDS, you may see a message box that begins: “The workbook you are opening contains macros.” Just click on the **Enable Macros** button and

Automated Transportation Data System (ATDS) - 2013 – 2014 Operating Year

IMPORTANT! *When you open “1Source” in ATDS, be sure to read the Help tab. Complete the Project Information form first entering your project name and other information (This form is located in “ProjInfo” tab). This should be followed by the Capital Equipment Inventory Report (CEIR), the budget, Budget Narratives, Year Ends, NTD, and Non-expendable Property files . These forms are located on the “1Source.xls” file.*

When you open the ARS2014 folder located on your C: drive, you should see all excel reporting files you need as pictured below:



When you use ARS, *always* open the “1ProjInfo” file first, and all the other regularly-used files will be automatically opened. Depending on the Microsoft office version you have, when you first open ARS, you may see a message box that begins; “The workbook you are opening contains macros.” Just click the **Enable Macros** button and continue. **Read all the instructions on the “Help” tab before you start using ARS**, and refer to them as needed thereafter.

IMPORTANT! When you open the “1ProjInfo” in ARS, *be sure to read the Help tab. Complete the Project Information form first entering your project name and other information. This is located in the “ProjInfo” tab. This should be followed by the Capital Equipment Inventory Report (CEIR).* These forms are located on the “1ProjInfo” file. We **STILL** get reports sent to us with no organization name on them!

It is essential that you read all the information in the Help tabs for each file before you begin to use the system, even if you are already familiar with ATDS or ARS, as there are sometimes changes and refer to them as needed thereafter.

Important: The Capital Equipment Inventory Report and the Budget with the Budget Narrative **must** be completed and transmitted to the Public Transit Division with your October Reimbursement Request, in addition to the usual monthly reports. If these are not enclosed, the Reimbursement Request cannot be processed until they are received. Also, the Fleet Summary Report and the Quarterly Budget Analysis must be submitted at the end of each quarter.

REMEMBER TO SEND AN ELECTRONIC COPY OF YOUR REPORTS BY EMAIL TO MDOT.

Sending Electronic Copy of report to MDOT

ATDS users are required to submit an electronic copy of the Quarterly Fleet Summary ("FleetSumm") report via email to your MDOT project manager.

ARS users are required to submit an electronic copy of the Six Month Summary ("Summary" and "FleetOp" reports via email to your MDOT project manager.

Please DO NOT Copy and Paste. Simply "Save As" a different file name (e.g. SMPDD-Summary and SMPDD- FleetOp) in your document or desktop. Compose your email, attach both files, and send.

BACKUP PROCEDURE

Also Important: **YOU MUST keep regular back-ups (preferably once a week).** Several people have had to repeat hours or even days of work because back-ups were not being done. The back-up procedure is very simple. It is **highly** recommended that you do an extra back-up and store it off-site. It is also strongly recommended that you document your backup procedure as well as your off-site backup procedure in the event of personnel changes.

Backup To CD: Place a new CD in the CD drive to back-up files, access the C drive on your computer, locate the "ATDSBACKUP-[X]" or ARSBACKUP-[X]" file located in the ATDS or ARS folder on C:\ where X is the letter designating your CD drive and double-click the file to run the backup. When it finishes, remove the backup CD, label it as a Backup CD for the specific year.

If you have any questions or need additional information, please contact PTD on (601) 359-7800.

Automated Transportation Data System - On-Line User's Guide

Getting Around

Navigation in ATDS for Windows is simple. To go to any sheet in a file, click the tab at the bottom of the screen that has the abbreviation for that sheet. To go to another file, click on the "Window" option on the menu at the top of the screen, and choose the file you want from the list at the bottom of the drop-down box. To move around within a sheet, use the slide bar arrows on the right side of the window and in the lower right corner. You may also use the arrow keys on your keyboard.

Source Reports

Project Information Tab - DO THIS FIRST!

To initialize all reports in this system, click on the **ProjInfo** tab, and enter the information for your project. You may either overtype or use the <F2> key to edit the existing contents.

CEIR Tab

Please Note: This report must be sent to the Public Transit Division with your first Reimbursement Request, and any time during the year that you make changes to your fleet. Click on the **CEIR** tab to enter information on your capital equipment, including vehicles and computer hardware. Begin by entering your name in the "Prepared by" field. When entering information in the following columns, **remember to tap the space bar** before entering the number: "V.I.N or Serial Number", "Purchase Date", "Refurb. Date", and "E.O.L Disp. Date". Use the keyboard arrows or the mouse to move from one column or row to another, and use the slide bar arrows to scroll the report on the screen. When you have completed the report, place a piece of legal-length paper in the manual feed tray of your printer. Click on the **Save** button, then the **Print** button to print a copy of this report.

Budget Tab

Click on the **Budget** tab, and enter amounts in the Unit and Unit Cost columns, as well as Indirect, if applicable. Use the slide bar arrows to scroll the report on the screen. Be sure to supply funding source information where necessary, and program **only whole dollar amounts**. Note that in Excel, percentages are entered as percentages, not as decimals; e.g., "100%" is entered as "100".

When you have entered all the budget figures, go to the Reimbursement Request form for October and check the "Programmed Amounts" column. All figures should be in whole dollar amounts. If some line items show cents, return to the Budget and enter the amounts as follows. In the "Unit Cost" column, enter the "Extension" amount divided by the "Unit" amount. For instance, if the item has "12" under "Units", and the desired "Extension" amount is "3,500", you should enter: $=3500/12$ in the "Unit Cost" column. This will produce an even dollar amount in the Reimbursement Request. Remember to enter the source for matching funds where applicable. When finished, click the **Save** button, then click the **Print** button to print the report.

Narrative Tab

Click on the **Narr** tab to enter detailed information on the Budget line items. The total of individual cost elements must match the Total Amount for that line item or the program will generate an error message. When finished, click the **Save** button, then click the **Print** button to print the report.

Year-End Reports

These reports are to be prepared after all reimbursements for the operating year have been requested and received, and all payables and receivables for services have been processed. After this report has been completed and submitted to the Public Transit Division, **no other reimbursement** (other than retainage and approved additional allowable costs) can be requested from this agency. **In addition, please note that the information you enter into these reports must be taken from your accounting records, not from monthly reports in the ATDS system.**

Year End 1 Tab

Click on the **YrEnd 1** tab to enter information on Schedule A, the Statement of Budgeted and Incurred Costs. **Please be certain** that the amounts in the "Budget" column reflect the most recent approved budget for this operating year, and remember that the amounts in the "Cost Incurred" column must come from your accounting system. Also, remember to enter revenue items as *negative* figures. When you have finished, click the **Save** button, then the **Print** button and complete the signature information at the bottom of the page.

Year End 2 Tab

Click on the **YrEnd 2** tab to enter revenue and expenditure information. In the "REVENUES" section, the figure for "Section 5311 Grant" should be the entire amount requested for the year, including retainage. The figures for "Local Matching Funds" should include the total amounts received from each funding source, **less** any amounts used as offsetting revenues on the Statement of Budgeted and Incurred Costs. In the EXPENDITURES section, the figures should reflect the proportional share of all requested expenditures. Please note that the figure entered for "Section 5311 funds applied to acquisition of vehicles and not included in cash receipts" **must match** the amount previously agreed upon with the Public Transit Division. When you have finished, click the **Save** button, then the **Print** button, and complete the signature information at the bottom of the page.

Year End 3 Tab

Click on the **YrEnd 3** tab to enter information pertaining to the Amount Due to the Grantee. Please note that there are only two amounts that can be entered on this report. When you have finished, click the **Save** button, then the **Print** button.

National Transit Database (NTD)

The NTD was established by Congress to be the Nations primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Rural Transit Formula (5311) program are required by statute to submit data to the NTD internet based reporting system each year.

NTD Reporting Form Instructions

A completed NTD report form is due along with the submission of the Year-End Financial Report. Areas in the report that indicates ENTER must be typed in the spaces indicated as applicable. The red triangle at the corner of most of the cell will provide input information if the cursor is placed on the mark.

OPERATION EXPENDITURES AND REVENUE

1. Line 1- Total operating expenditures for the program year - Operating expenditures for all FTA contracted program (5311, JARC, New Freedom, etc. ARRA expenditures should not be reported on this line)- Amount will equal line 19.
2. Line 8-Not applicable (MS does not receive 5310 operating assistance)
3. Lnes 1-19 Input of federal and non-federal sources of revenue to support Operating Expenditures.

CAPITAL EXPENDITURES AND REVENUE

1. Line 21 - Total capital expenditures (vehicles, engine, transmissions, mobility manager, computer) cost. Amount will equal line 36.
2. Line 22-34 Input of federal and non-federal sources of revenue to support capital expenditures.
3. Line 39- Input of other non-federal sources of revenue to support capital expenditures

Section 5311 Fleet Summary Report - Vehicle Data												October 1, 2013 to September 30, 2014			Page 1	
(Enter your project name here.)																
Month	# Veh. Oper.	Total Hours	Total Miles	Deadhead Miles	Gallons Fuel	Fuel Cost	Cost/ Gallon	Miles/ Gallon	Cost/ Mile	Cost/ Hour	Cost/ Vehicle					
October	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
November	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
December	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
1st Qtr.	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
January	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
February	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
March	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
2nd Qtr.	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
April	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
May	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
June	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
3rd Qtr.	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
July	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
August	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
September	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
4th Qtr.	0	0.0	-	-	-	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
TOTALS:	0	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
Month	Oil Cost	Prev. Mnt. Parts Cost	Prev. Mnt. Labor Cost	Repairs Parts Cost	Repairs Labor Cost	Tire Cost	Admin. Salary Fringe	Other Admin. Cost	Other Cap. Cost	Drvr. Salary & Fringe	Oper. Salary & Fringe	Other Oper. Cost	Total Cost			
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
1st Qtr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
2nd Qtr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
3rd Qtr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
4th Qtr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
TOTALS:	-	-	-	-	-	-	-	-	-	-	-	-	-			

Section 5311 Fleet Summary Report - Passenger October 1, 2013 to September 30, 2014
(Enter your project name here.)

Month	General Public	Elderly	Disabled	Other	Total Passen.	Passen./ Mile	Passen./ Hour	Lift Pass. Trips	Incidents	Injuries	Fatalities
October	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
November	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
December	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
1st Qtr.	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
January	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
February	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
March	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
2nd Qtr.	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
April	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
May	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
June	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
3rd Qtr.	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
July	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
August	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
September	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
4th Qtr.	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
TOTALS:	-	-	-	-	-	#DIV/0!	#DIV/0!	0	0	0	0
Percent of Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						

Section 5311 Fleet Summary Report - Trip Data
(Enter your project name here.)

October 1, 2013 to September 30, 20

Page 3

Month	Medical	Empl.	Nutrition	Medicaid	Social Services	Mental Health	Educ./ Training	Shopping/ Personal	Other	Total Trips	Cost/ Trip
October	-	-	-	-	-	-	-	-	-	-	#DIV/0!
November	-	-	-	-	-	-	-	-	-	-	#DIV/0!
December	-	-	-	-	-	-	-	-	-	-	#DIV/0!
1st Qtr.	-	-	-	-	-	-	-	-	-	-	#DIV/0!
January	-	-	-	-	-	-	-	-	-	-	#DIV/0!
February	-	-	-	-	-	-	-	-	-	-	#DIV/0!
March	-	-	-	-	-	-	-	-	-	-	#DIV/0!
2nd Qtr.	-	-	-	-	-	-	-	-	-	-	#DIV/0!
April	-	-	-	-	-	-	-	-	-	-	#DIV/0!
May	-	-	-	-	-	-	-	-	-	-	#DIV/0!
June	-	-	-	-	-	-	-	-	-	-	#DIV/0!
3rd Qtr.	-	-	-	-	-	-	-	-	-	-	#DIV/0!
July	-	-	-	-	-	-	-	-	-	-	#DIV/0!
August	-	-	-	-	-	-	-	-	-	-	#DIV/0!
September	-	-	-	-	-	-	-	-	-	-	#DIV/0!
4th Qtr.	-	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTALS:	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Percent of Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Section 5311 Fleet Summary Report - Revenue Data
(Enter your project name here.)

October 1, 2013 to September 30, 2014

Month	Non-Oper. Revenue	Fares	Other Oper. Revenue	Excess Local	Contract Revenue	Total Revenue	Revenue/ Vehicle	Oper. Ratio ¹	Recovery Cost ²
October	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
November	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
December	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
1st Qtr.	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
January	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
February	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
March	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
2nd Qtr.	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
April	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
May	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
June	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
3rd Qtr.	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
July	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
August	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
September	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
4th Qtr.	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS:	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!
Percent of Total	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			

¹ Total Cost divided by Total Revenue

² Total Revenue divided by Total Cost

Section 5311 - Actual Expenditures Report By Contractor Per Quarter

Project Name: (Enter your project name here.)

October 1, 2013 to September 30, 2014

As of Date: 12/16/13

	Administrative Cost	*Capital Cost	Operations Cost	Quarterly Cost
Quarter 1 (Oct - Dec)	\$ -	\$ -	\$ -	\$ -
Quarter 2 (Jan - Mar)	\$ -	\$ -	\$ -	\$ -
Quarter 3 (Apr - Jun)	\$ -	\$ -	\$ -	\$ -
Quarter 4 (Jul - Sep)	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*Vehicles are not included in the cost.