Southwest Area Regional Transit District
Board of Directors Meeting
May 21, 2025
713 East Main Street
Uvalde, Texas
10:00 A.M.
Agenda

Executive Session
The Board may go into Executive Session (closed meeting to the public):
1. The Board may go into Executive Session under Texas Government code 551.074 to discuss personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
2. Pursuant to Tex. Gov't Code, 551.071 (1) to seek advice of its attorney about pending or contemplated litigation or a settlement offer.
3. Pursuant to Tex. Gov't Code, 551.071 (2) to seek advice of its attorney about a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with the Tex. Gov't Code, Chapter 551; or
4. Pursuant to Tex. Gov't Code, 551.072, to deliberate the possible purchase, sale, exchange, or lease of real estate because it would have a material detrimental effect on the Department's ability to negotiate with a third person.
5. Pursuant to Tex. Gov't Code, 2306.039 (c), the Department's internal auditor, fraud prevention coordinator or ethics advisor may meet in an executive session of the Board to discuss issues related to fraud, waste, or abuse.

I. Call to Order
II. Roll Call
III. Public Comment
IV. Discussion and Possible Action on Minutes – Executive Committee
- **a. January 13, 2025**
- **b. May 1, 2025**

V. Discussion and Possible Action on Minutes – December 18, 2024
VI. Discussion and Possible Action on the General Manager's Report
VII. New Business
- **a. Report on FY 2024 Independent Audit (handout) – Garza/Gonzalez & Associates, LLC**
- **b. Discussion and Possible Action on FY 2024 Independent Audit**
- **c. Report on Letter from U.S. DOT**
- **d. Report on Grant Applications Submissions**
  - **i. Section 5310 Elderly & Disabled Capital Program**
  - **ii. Regional Coordination Transportation Planning – Five-Year Plan**
- **e. Discussion and Possible Action on SWART Policies**
  - **i. Revised - Internal Control Manual**
  - **ii. New - Procurement & Purchasing Policy Manual**

VIII. **SWART Financials**
- a. Report on Bank Account Balances – handout.
- b. Report on FY 2025 Cash Flow Analysis
- c. Discussion and Possible Action on Budget Amendments
  - i. Federal Grant – 505
  - ii. State Rural Grant – 506
  - iii. State Urbanized Grant – 406
  - iv. State Expansion Grant – 507
- d. Discussion and Possible Action on Budget Close Outs
  - i. GY 2024 RTAP Training - 508
  - ii. GY 2023 Bus & Bus Facility 5339 - 540

e. Discussion and Possible Action of Grant Year Revenue & Expense Reports Ending February 2025
    i. GY 2024 Elderly/Disabled 5310 Program – 525
    ii. GY 2025 Federal 5311 Grant Program – 505
    iii. GY 2025 Rural State Program – 506
    iv. GY 2025 Urbanized State Program – 406
    v. GY 2025 State Expansion Program – 507
    vi. GY 2025 Transit Support - 510
    vii. GY 2025 Regional Coordinated Transit Planning - 515
    viii. GY 2025 Elderly/Disabled 5310 Program 1 – 525
    ix. GY 2025 Elderly/Disabled 5310 Program 2 – 425
    x. GY 2025 Rural Discretionary – Uvalde Capital Activities – 545
    xi. GY 2025 Rural Discretionary – Vehicle Cameras Replacement 1 – 546
    xii. GY 2025 Rural Discretionary – Vehicle Cameras Replacement 2 - 547
    xiii. GY 2025 Planning Grant – Micro transit Planning – 516
    xiv. GY 2025 RTAP Training – 508
    xv. GY 2025 Bus & Bus Facility 5339 - 539

f. Discussion and Possible Action on Check Register
    i. November 2024
    ii. December 2024
    iii. January 2025
    iv. February 2025

g. Report on Bank Reconciliations
    i. Employee Savings Account
        1. November 2024
        2. December 2024
        3. January 2025
        4. February 2025
    ii. Operating Account
        1. November 2024
        2. December 2024
        3. January 2025
        4. February 2025

IX. Adjourn

Executive Committee Minutes

January 13, 2025

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT
Executive Committee Meeting
Wednesday, January 13, 2025
713 East Main Street, Uvalde, Texas
1:00 P.M.

I. Call to Order

The meeting was called to order at 1:00 P.M.

II. Roll Call

Roll call was taken and quorum was established with the following members present:

Judge Bella Rubio
Judge Souli A. Shanklin
Judge John Paul Schuster

III. Public Comment

There was no public comment.

IV. Discussion and Possible Action on Request for Proposals – SWART Vanpool project

Sarah H. Cook, General Manager, informed the Executive Committee members the Regional Vanpool Program that she had been working for a while with Enterprise. "This is an opportunity for us to collaborate with other agencies as they transport employees to work, and we will gain by reporting the number of employees being transported for reporting purposes, said Sarah. Judge Souli A. Shanklin made a motion to approve the Vanpool Project Proposal as presented and Judge John Paul Schuster seconded the motion. The motion was passed.

V. ADJOURN

Souli A. Shanklin made a motion to adjourn, and Judge John Paul Schuster seconded the motion. The motion was passed. The meeting was adjourned at 1:15 p.m.

____

Judge John Paul Schuster, Board Secretary/Treasurer

Executive Committee

Minutes

May 1, 2025

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT
Executive Committee Meeting
Wednesday, May 1, 2025
713 East Main Street, Uvalde, Texas
2:00 P.M.

I. Call to Order
The meeting was called to order at 2:00 P.M.

II. Roll Call
Roll call was taken and quorum was established with the following members present:

Judge Bella Rubio
Judge Souli A. Shanklin
Judge John Paul Schuster

III. Public Comment
There was no public comment.

IV. Report on Drug and Alcohol Program Audit
Sarah H. Cook, General Manager, informed the committee that we were monitored on the Drug and Alcohol Program, and we received a ninety-eight percent (98%). "We are monitored every three (3) years, from RLS Associates, Inc. it's a company that TxDOT contracts with to perform the monitoring's, said Sarah. There were several recommendations noted, which have been addressed. No action was taken.

V. Discussion and Possible Action on Signage (Uvalde)
Cynthia Rodriguez, Assistant General Manager presented the committee with the information and a picture of a sign that will be purchased through the Texas Smart Buy through a grant up to $150,000.00. "The sign purchased will replace the old sign in the front office in Uvalde, said Cynthia". Judge John Paul Schuster made a motion to approve the purchase of the sign as presented and Judge Souli A. Shanklin seconded the motion. The motion was passed.

VI. Discussion and Possible Action on SWART Policies
a. Drug and Alcohol Policy Revision
Sarah H. Cook, General Manager, informed the committee that during the monitoring review, RLS Associates, Inc., made some revisions to the Drug and Alcohol Policy, which must be approved by the committee before presenting them to the employees. Judge Souli A. Shanklin made a motion to approve the revisions to the Drug and Alcohol policy as presented and Judge John Paul Schuster seconded the motion. The motion was passed.
b. Public Transportation Safety Plan (PTASP)
Sarah H. Cook, General Manager, presented the committee with the Safety Plan that is required now that we became UZA. Judge John Paul Schuster made a motion to approve the Safety plan as presented, with additional revisions or changes recommended by TxDOT and FTA as needed and Judge Souli A. Shanklin seconded the motion. The motion was passed.

VII. ADJOURN

Souli A. Shanklin made a motion to adjourn, and Judge John Paul Schuster seconded the motion. The motion was passed. The meeting was adjourned at 2:29 p.m.

____

Judge John Paul Schuster, Board Secretary/Treasurer

Board Minutes

December 18, 2024

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT
Board Meeting
Wednesday, December 18, 2024
713 East Main Street, Uvalde, Texas
10:00 A.M.

I. Call to Order

The meeting was called to order at 10:20 A.M.

II. Roll Call

Roll call was taken, and quorum was established with the following members present:

Judge Martha Alicia Ponce
Judge Souli A. Shanklin
Judge Bella A. Rubio
Judge Bill Mitchell
Judge John Paul Schuster

III. Public Comment

There was no public comment.

IV. Discussion and Possible Action on October 17, 2024, Minutes

Discussion and approval of October 17, 2024, Board of Directors Meeting Minutes. Judge Souli Shanklin made a motion to approve the minutes as presented, and Judge John Paul Schuster seconded the motion. The motion was carried unanimously.

V. Discussion and Possible Action on General Manager's Report

Sarah H. Cook, General Manager, reviewed the General Manager's report and updated the board on the MPO status. Sarah H. Cook, General Manager, also mentioned the activities planned for the next few months and the training SWART staff will be attending. Judge Souli A. Shanklin made a motion to approve the general managers' report as presented, and Judge John Paul Schuster seconded the motion. The motion was carried unanimously.

VI. New Business

A. Discussion & Possible Action on Micro-transit Consulting Services Request for Qualifications

A presentation from JF Public and Hendrickson Transportation Group was made to the board. Sarah H. Cook, General Manager, informed the board that we had received two (2) potential bids for the micro-transit services. A recommendation was made to the board after the presentation to select Hendrickson, since they are from Texas and will be available for technical assistance if additional assistance is needed, and because we have worked with them before. Judge Souli A. Shanklin made a motion to approve the recommendation as presented, and Judge Bill Mitchell seconded the motion. The motion was carried unanimously.

B. Discussion and Possible Action on Board Resolution- Designation of Signature

Sarah H. Cook, General Manager, informed the board that a Board Resolution was needed to obtain authorization for access to the FTA TRAMS system. The FTA TRAMS system is a unified zone of authority (UZA) where all applications and amendments are executed. Judge Souli A. Shanklin made a motion to approve the resolution as presented, and Judge John Paul Schuster seconded the motion. The motion was carried unanimously.

C. Discussion and Possible Action on Vehicle Procurement

Cynthia Rodriguez, Assistant General Manager, informed the board that we were procuring four (4) vehicles through the BBF and ED grant. The recommendation was to purchase the vehicles through ABC Bus, Inc. Judge Bill Mitchell made a motion to approve the purchase of the vehicles as presented, and Judge Paul Schuster seconded the motion. The motion was carried unanimously.

D. Report and Discussion on 5310 Call for Projects Application Planning

Sarah H. Cook, General Manager, informed the board about the following activities that will be planned for funding under the 5310 Call for projects Planning Application. The judges' input was strongly emphasized, and they were encouraged to provide any recommendations. No action was taken; this was just a report.

E. Discussion and Possible Action on SWART Policies

Sarah H. Cook, General Manager, informed the board that the following policies need to be approved, such as DBE Policy, Safety and Security Policy, Financial Manual - revision, and Para-Transit Plan - revision, as required now that we are UZA. Policies were approved by the board, incorporating changes and recommendations from TxDOT. John Paul Schuster made a recommendation to approve the policies as presented and Judge Souli A. Shanklin seconded the motion. The motion was carried unanimously.

F. SWART Financials

a. Report on Bank Account Balances - handout.

Magdalena Flores, Chief Financial Officer, presented a report on account balances as a handout and informed the board of the current balances in the bank.

b. Report on FY2025 Cash Flow Analysis Ending August 31, 2024

Magdalena Flores, Chief Financial Officer, presented the board with an updated cash flow analysis for FY2025.

c. Discussion and Possible Action on Budget Close-Outs

GY 2024 State Rural Program – 506, GY 2024 State Urbanized Program – 406, GY 2024 Transit Support - 510. Judge Souli A. Shanklin made a motion to approve the budget close-outs as presented, and Judge John Paul Schuster seconded the motion. The motion was carried unanimously.

d. Discussion and Possible Action on New Budget

Magdalena Flores, Chief Financial Officer, presented to the board a new budget, GY2025 Elderly/Disabled 5310 Program – Vehicle Procurement - 530. Judge John Paul Schuster made a motion to approve the new budget as presented, and Judge Souli A. Shanklin seconded the motion. The motion was carried unanimously.

e. **Discussion and Possible Action of Grant Year Revenue & Expense Reports Ending October 2024**

Magdalena Flores, Chief Financial Officer, presented to the board the revenue and expense reports for GY 2024 Federal 5311 Grant Program – 505, GY2024 RTAP Training -508, GY2024 Elderly/Disabled 5310 Program – 525, GY2024 Bus & Bus Facility 5339 - 540, GY2025 Federal 5311 Grant Program – 505, GY2025 Rural State Program – 506, GY2025 Urbanized State Program – 406, GY2025 State Expansion Program – 507, GY2025 Transit Support – 510, GY2025 Regional Coordinated Transit Planning - 515, GY2025 Elderly/Disabled 5310 Program 1 - 525, GY2025 Elderly/Disabled 5310 Program 2- 425, GY2025 Rural Discretionary – Uvalde Capital Activities – 545, GY2025 Rural Discretionary – Vehicle Cameras Replacement 1 – 546, GY2025 Rural Discretionary - Vehicle Replacement 2 – 547, GY2025 Planning Grant – Micro transit Planning – 516, GY2025 RTAP Training – 508, GY2025 Bus & Bus Facility 5339 – 539. Judge John Paul Schuster made a motion to approve the revenue and expense reports as presented and Judge Martha Alicia Ponce seconded the motion. The motion was carried unanimously.

f. **Discussion and Possible Action on Check Register**

Magdalena Flores, Chief Financial Officer, presented the check registers for September 2024 and October 2024 to the board. Souli A. Shanklin made a motion to approve the check registers as presented, and Judge John Paul Schuster seconded the motion. The motion was carried unanimously.

g. **Report on Bank Reconciliations**

Magdalena Flores, Chief Financial Officer, presented the bank reconciliations for the Employee Savings account and the operating account for September 2024 and October 2024 to the board. Bank reconciliations were approved as presented.

VII. ADJOURN

Judge Martha Alicia Ponce made the motion adjourn, and Judge John Paul Schuster seconded the motion. The motion carried unanimously. The meeting was adjourned at 11:14 a.m.

____

Judge John Paul Schuster, Board Secretary/Treasurer

General Manager's Report

2024

General Manager's Report

SARAH HIDALGO-COOK

APRIL 28, 205 BOARD MEETING

SWART

URBANIZED PUBLIC TRANSPORTATION PROGRAM -FTA

- EPMPO Updates—The next meeting is scheduled for May. The MPO is currently developing the Public Participation Plan, planning next year's budget, and examining areas of various plans that need updating. This also includes determining the goals and objectives of short-range and long-range plans.
- The TAC committee continues to hold monthly meetings leading to the MPO Policy Board meetings.
- Sarah H. Cook formerly requested to Placido Madera, MPO Director, to host a meeting between the City of Eagle Pass (Mayor & City Manager), the County of Maverick (County Judge), TxDOT – Public Transit Division (PTN), TxDOT Planning Division, and one of SWART's colleagues who is now a consultant. This colleague has extensive experience overseeing a dual transit system that has been noted as one of Texas's most successful systems. The basis of the meeting is to realistically discuss the funding requirements by FTA regarding local matching funds for the urbanized services. As SWART gets closer to being able to draw down its urbanized funding, we face serious challenges in raising the needed local match. SWART already faces challenges in raising the funds required for rural match and anticipates even more of a challenge in raising the urbanized local matching funds. Although SWART has held previous meetings with the city and county, a more robust interaction needs to occur. Otherwise, the transit services in Eagle Pass will soon suffer once FTA allows the drawdown of urbanized funds. Rural funds will no longer be able to be used to cover expenses in the urbanized area, as has been the case during the transition.
- The onboarding process with FTA is finally moving along. It has been 7 months since SWART submitted its required onboarding documents, and we received communication of various areas where SWART needs to make adjustments. SWART has been instructed to separate its procurement policy from its financial policy and revise it. We have also been asked to submit a Disadvantaged Business Enterprise (DBE) Plan and a new Safety & Security Plan. All of these are things SWART is working on with guidance from TxDOT. Once FTA approves these items, we hope to see Section 5307 Urbanized Federal funds soon thereafter.

RURAL PUBLIC TRANSPORTATION PROGRAMS-TXDOT

- SWART received notice that a new Public Transportation Coordinator has been hired and will be assigned to oversee and guide SWART's project grant agreement activities. Currently, SWART has 17 project grant agreements with TxDOT.
- SWART also completed its 2nd Quarter Review PTN 126 with TxDOT, the financial review of which was favorable. SWART received an IAP as it was found that credit from a parts vendor had been charged and billed, but not posted as a credit. The amount of $800 was adjusted in February's request for reimbursement to rectify the issue.
- SWART's workforce vanpool service (SWARTworks) began on April 1st. Two vanpools from Eagle Pass to the border station in Carrizo Springs run seven days a week. Commute Enterprise is working with other employers throughout the region to add them to the program. Those being considered are SWTJC, Lucky Eagle Casino, various resorts in Concan, etc.
- SWART will host its quarterly Regional Transit Planning Stakeholders meeting in May and its quarterly "Let's Talk Transit" networking meetings with regional Veterans' Service Offices and Renal Care Facilities.

- SWART's micro-transit on-demand project is moving ahead of schedule. The on-demand service will be called Arriba SWART. The color scheme of the vehicles will be neon green, blue, and black. The mascot will be a grasshopper. The pilot zones have been developed in Uvalde, Eagle Pass, Crystal City, and Carrizo Springs. The Hendrickson Transportation Group will begin working on the marketing initiative and setting up our micro-transit app with Shah Software. We meet weekly with the consultants to garner active communication about the project.
- SWART is working with TxDOT through their TTSP technical assistance program to conduct a technology analysis of SWART's technology systems. TxDOT has assigned KFH, Inc. as the consultant for the project, and the kickoff of the scope of work is scheduled for mid- to late April. These are the same consultants that TxDOT assigned to perform the route and financial analyses for SWART in the past.
- SWART has been working with Shah Software to develop a Mobility Management software application to dashboard all mobility management activities. The app is called Mobility Connect and is scheduled for completion by the end of May. TxDOT provided the platform's development funds through the Section 5310 Elderly & Disabled program. This will assist our mobility management specialists track outreach activities, rider case management, referrals, travel training, and required reporting.
- SWART received 2 new vehicles, funded under the Section 5310 Elderly & Disabled Program and the Section 5339 Bus & Bus Facility Program. We are currently waiting for the delivery of 2 more vehicles.
- SWART has procured vehicle maintenance equipment and tools for its Uvalde Vehicle Maintenance Shop. This was made possible through funds awarded from TxDOT's Rural Discretionary Program.
- SWART is replacing the onboard security cameras in multiple vehicles. This was also made possible through TxDOT's Rural Discretionary program.

GENERAL ACTIVITIES

- The calendar year 2025 has been a busy but productive year thus far for SWART staff. To address the staff development goals and objectives as stipulated in the district's two-year Strategic Plan and the Region's five-year Plan, the staff has attended various training sessions, conferences, and meetings that have enhanced the experience, knowledge, and capacity of the district's personnel.
  - January – SWART Admin staff attended TxDOT's Transportation Forum in Austin.. SWART had four staff members attend.
  - February -SWART Admin and management staff attended the FTA's Urbanized Management Workshop, which outlined what to expect when SWART is subject to its tri-annual audit of operations, finance, safety, vehicle maintenance, and staff development. Attending were 5 staff.
  - February—Sarah H. Cook attended TxDOT's Regional Coordinated Transit Planning Workshop in Austin. The workshop provided guidance and instruction on the upcoming regional 5-year plan grant application, the requirements of the forthcoming 5-year plan, and the regional needs assessment. She received a scholarship to attend.
  - February—SWART admin and management staff attended the Southwest Transit Association conference, training, and expo in Tucson. Two staff members received

scholarships to attend, in which a total of five staff members attended the conference.
  - February – SWART admin staff along with Judge Martha Alicia Ponce attended the Texas Transit Association's Legislative Day in Austin.
  - March—SWART staff attended the TTA Annual Conference, Roadeo, Training, and Expo in McAllen. SWART received four scholarships, and nine staff members, including admin, management, mechanics, mobility management, and dispatch, attended different sessions throughout the conference.
  - March—Sarah, Cindy, and Frank attended the FTA Drug & Alcohol Management Program training in Kansas City. SWART received two scholarships to cover the expenses of Cindy and Frank, the program's collectors.
  - March—Sarah attended the American Public Transportation Association CEO forum, for which a scholarship was awarded to attend the weekend workshop in San Antonio.
  - April—Sarah and four mobility management specialists attended the inaugural National Mobility Management Association conference and training in Edmond, Oklahoma. The specialists were allowed to use Section 5310 Mobility Management funds to participate in the training.
  - April—Nine of SWART's administrative and management staff attended a one-day Texas Employers Training hosted by the Texas Workforce Commission in Uvalde. SWART received three scholarships to attend.
- In June, SWART will attend the Community Transportation Association of America's Annual Training & Conference in San Diego. Scholarships have been requested for this training. Cindy, Carlos, Maggie, Frank, and Jesus will be attending. At the end of the conference, the staff will take advantage of being in the area of one of our vehicle manufacturers to experience the vehicles "coming off the assembly line".
- Cindy and Carlos will again attend the SRHM Conference and Training in San Diego. Scholarships have been requested for this training.
- SWART's Mobility Management Supervisor, Mary Aguero, and two of its Mobility Management Specialists II (Erica De La Garza and Aiko Hernandez) received RTAP funds to attend and obtain Travel Training Certification. The six-month course is held online.
- SWART will celebrate its 13th Anniversary as a stand-alone system. The district will host a week-long "Try Transit" Initiative in which riders will receive free rides. Open house events will be held in Eagle Pass, Uvalde, and Crystal City. Staff appreciation, as well as various outreach and rider appreciation, will take place June 9-13.

<u>Upcoming Dates</u>

May 21st	SWART Board of Directors' Meeting
May 26th	Memorial Day Holiday
June 9-13	SWART Anniversary & Try Transit Week
June 19th	Juneteenth Holiday
July 9th	TxDOT Semi-Annual Provider Meeting

Social Media Platforms

Please like our social media pages to receive the latest news from SWART.

Facebook Link https://www.facebook.com/Southwest-Area-Regional-Transit-District-109668858429252

X (Twitter) Link https://twitter.com/PaseoSWART

SWART Website: www.paseoswart..org

__For more information, contact__:
Genevie Vasquez, genevie.vasquez@em.com

SWART

COMMUTE with enterprise

__**FOR IMMEDIATE RELEASE**__

SWART Introduces Vanpool Program to Encourage Shared Rides, Expand Commuting Options, and Support More Sustainable Commuting in the Middle Rio Grande Region

Middle Rio Grande Region, April 22, 2025—As commuters look for convenient, affordable, and more sustainable transportation options, Southwest Area Regional Transit District (SWART) introduces a new service offering. In partnership with Commute with Enterprise, SWART's Regional Workforce service, SWART Works, is helping commuters through vanpooling, an efficient and cost-effective transportation solution.

SWART is offering funding to further reduce the expenses of this already cost-efficient form of commuting. In partnership with TxDOT, SWART is providing $600 per van per month for vanpools starting in its eight-county service area.

"Vanpooling represents more than just a ride to work—it's a powerful tool for strengthening our region. By reducing congestion, lowering commuting costs, and filling in critical transit gaps, we're creating a more connected, equitable, and sustainable future for our workforce. This program is a smart investment not only in mobility, but in the quality of life for our entire region." States SWART General Manager, Sarah Hidalgo-Cook.

Participants can choose an available qualifying vanpool vehicle from a selection of Commute with Enterprise makes and models, including crossovers, SUVs, minivans, and large passenger vans. Each vanpool rider pays a portion of the total cost, which covers all expenses such as gas, insurance, maintenance, and repairs. Commute with Enterprise also provides 24-hour roadside assistance.

"Vanpooling gives commuters time back in their day and helps them save on transportation costs," said Sirus Karimi, Vice President of Commute with Enterprise.

“We work closely with our partner employers and public transit agencies to offer convenient vanpool programs that support more sustainable commuting, help fill transit service gaps, and reduce congestion while helping employers offer a competitive benefit that can attract and retain talent.”

Commuters in the counties of Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, and Zavala interested in joining the program can visit www.paseoswart.org.]

SWART
The Southwest Area Regional Transit District (SWART) is a Rural Transit District serving the Middle Rio Grande Region of Texas. Established as a stand-alone transit system in June 2012, SWART has been providing rural public transportation since 1981. As a political subdivision of the State of Texas, SWART operates under the Texas Transportation Code Title 6, Subtitle K, Chapter 456. Governed by a board of county judges from its service region, SWART is committed to delivering safe, reliable transportation solutions that support community mobility and regional economic development.

Vision: To be the leader in quality public transportation in the Southwest Region.
Mission: To provide safe, reliable public transportation with integrity to guide mobility enhancements in support of our communities' quality of life to benefit local economic development.

Commute with Enterprise
Part of Enterprise Mobility, Commute with Enterprise is one of the largest and most cost-effective vanpool providers in the U.S. In 2024, it served more than 60,000 commuters, took more than 50,000 single-occupancy vehicles off the road each day, helped eliminate more than 1 billion commuter miles in the U.S., and reduced 405,000+ metric tons of tailpipe CO_2e*. This commuting solution offers customizable vanpool programs to help overcome commuting and transit desert challenges.

*Estimates based on 2023 Enterprise reporting and U.S EPA Calculator, and assuming participants previously drove alone. https://www.commutewithenterprise.com/en/show-me-the-math.html.

January 2025

Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 29	30 NEW YEARS HOLIDAY 3 PM Dr. Win	31	Jan 1 8 AM Payroll	2	3	4
5	6	7	8 12 PM Canceled: MPO R	9 10 AM TTA Mobility Mana 2 PM SWART Micro-Tra	10	11
12	13 9 AM Legislative Committe 1 PM SWART Executi	14 2 PM TEAMS MEETING	15	16 8 AM DBE Meeting 8 AM Payroll 9 AM Membership Com 10 AM TTA Knowing What 1 PM TTSP Application - S	17	18

19	20	21	22	23	24	25
	Martinn Luther King Holida	2 PM RDLN Health Supp	9 AM TxDOT/FTA Tri-Annu	8 AM Dr. Aziz Appt. 2 PM TTA Board of Directo		
26	**27**	**28**	**29**	**30**	**31**	**Feb 1**
	3 PM 2025 Texas Transportation Forum 12 PM APTA Small Op 3 PM Dr. Sohns Appt.	9 AM Reminder US 377			9 AM SWART SEP Phase 2	8 AM Payroll

February 2025

Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 26	27 3 PM 2025 Texas Transportation Forum 12 PM APTA Small Op 3 PM Dr. Sohns Appt.	28 9 AM Reminder US 377 '	29	30	31 9 AM SWART SEP Phase 2	Feb 1 8 AM Payroll
2 Crowne Plaza San Ant Ground Hog Day	3 9 AM Legislative Committe	4 FTA FY 2025 Comprehensive Review Workshops Crowne Plaza San Ant	5	6	7 2:30 PM Canceled: SWART	8 Iliana & Mark's Wedding
9	10	11 Regional Planning Workshop in Austin, Texas	12 12 PM MPO Regular Me	13	14	15

22

16	17	18	19	20	21	22
1 night stay in SA before	SWTA Annual Conference					
Courtyard San Antoni	Courtyard San Antoni			9 AM Membership Comr		11:45 AM Southwest
Courtyard San Antoni	Courtyard San Antoni					4:25 PM Southwest Ai
8 AM Payroll	Presidents Day Holiday					
	8:05 AM Southwest Ai					
	12:35 PM Southwest					

23	24	25	26	27	28	Mar 1
	TTA Legislative Event in Ausitn			10 AM RPTCP Metrics Wek	9 AM SWART - Micro-Tr	8 AM Payroll
	9 AM Legislative Committe	TTA Legislative Day and Ev				
	12 PM APTA Small Op	TTA Legislative Day at the				
	2 PM TTA Board Meeting a	9:15 AM Walk In meeting v				
		10 AM Meeting with Senat				
		11 AM Meeting with Rep				
		1 PM Meeting with Rep. Vi				
		2 PM Rep. Eddie Morales				
		2 PM RPTCP Metrics Webi				
		3 PM Meeting with R				

March 2025

Calendar, Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 23	24 TTA Legislative Event in Ausitn 9 AM Legislative Committe 12 PM APTA Small Op 2 PM TTA Board Meeting a	25 TTA Legislative Day and Ev TTA Legislative Day at the 9:15 AM Walk In meeting v 10 AM Meeting with Senat 11 AM Meeting with Rep 1 PM Meeting with Rep. Vi	26	27 10 AM RPTCP Metrics Web	28 9 AM SWART - Micro-Tr	Mar 1 8 AM Payroll
2	3 9 AM Legislative Committe 10 AM TEAMS Call - Pre	4 10:30 AM Southwest I 1 PM SWART (Sarah C.)	5 9 AM TEAMS CALL WITH H	6 7:40 AM Vehicle Issue	7 TTA Conference & Roadeo in McAllen	8
9 TTA Conference & Roadeo in McAllen 4:30 PM Canceled: TTA E	10	11	12 TxDOT Semi-Annual in Mc	13	14	15
16 8 AM Payroll	17 Sheraton Kansas City Sheraton Kansas City	18 FTA Drug & Alcohol Conference	19	20	21 APTA CEO Forum [In-person] Kimpton Santo check	22

	St. Patrick's Day 9 AM Legislative Committe 1:40 PM Southwest Ai 1:40 PM Southwest Ai 1:40 PM Southwest Ai				Sheraton Kansas City Sheraton Kansas City 10:30 AM Microtransit Mee 3:05 PM Southwest Ai	
23 APTA CEO Forum [In-per Kimpton Santo check	24 Leadership Retreat - Tampa [In-person] 12 PM APTA Small Op	25 9 AM US 377 Texas Corr 9:30 AM SWART/Commute	26 10 AM SWART FY25 2nd. F	27	28 8 AM 5 Year Plan Regional 10:30 AM Microtransit M	29
30	31 9 AM Legislative Call	Apr 1 8 AM Payroll	2 9:30 AM Shah Software's Z 9:30 AM Work Session b 3 PM SWART/Commute	3 10:30 AM Microtransit Mee	4 National Mobility Management Conference in Edmond, Holiday Inn Express Ec 1:55 PM Southwest Ai 1:55 PM Southwest Ai	5 National Mobility Mana

April 2025

Calendar, Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 30	31 9 AM Legislative Call	Apr 1 8 AM Payroll	2 9:30 AM Shah Software's Z 9:30 AM Work Session b 3 PM SWART/Commute	3 10:30 AM Microtransit Me	4 National Mobility Management Conference in Edmond, Holiday Inn Express Ec 1:55 PM Southwest Ai 1:55 PM Southwest Ai	5 National Mobility Mana
6 National Mobility Management Conference - Edmond,	7 National Mobility Management Conference in Edmond, OK [In-person] 9 AM Legislative Committe	8	9 9:30 AM SWART/Comm 12 PM MPO Regular Me 1:30 PM Microtransit Meet	10 Holiday Inn Express Ec 9 AM TxDOT Statewic 1:35 PM Southwest Ai 1:35 PM Southwest Ai	11 8:15 AM Texas Employ 10 AM NEMT Call	12
13	14 9 AM Legislative Committe	15	16 8 AM Payroll	17 9 AM Finance Committee M 9 AM Membership Comr 11 AM Microtransit Meetir 2 PM SWART/Commute	18 Good Friday Holiday	19

20	21	22	23	24	25	26
		9 AM Legislative Committe 9:30 AM SWART/Comm 1 PM US 377 Texas Corr 1:30 PM TTSP Project - SW		2 PM TTA Board of Directo	10:30 AM SWART Microtra	
27	28	29	30	May 1	2	3
	9 AM Legislative Committe 10:30 AM SWART Board 12 PM APTA Small Op	9:30 AM SWART/Comm	8 AM APTA APPLICATION I	8 AM Payroll		

Letter from U.S. DOT

THE SECRETARY OF TRANSPORTATION
WASHINGTON, DC 20590

April 24, 2025

To All Recipients of U.S. Department of Transportation Funding:

The U.S. Department of Transportation (Department or DOT) distributes substantial Federal financial assistance for thousands of projects, programs, and activities operated or initiated by diverse entities, including but not limited to State and local governments. The Department administers this Federal financial assistance to support the development and maintenance of the Nation's transportation infrastructure, pursuant to statutory authority and in accordance with binding contractual agreements in the form of Federal financial assistance agreements, usually grants, cooperative agreements, and loans. Accordingly, I write to clarify and reaffirm pertinent legal requirements, to outline the Department's expectations, and to provide a reminder of your responsibilities and the consequences of noncompliance with Federal law and the terms of your financial assistance agreements. It is the policy of the Department to award and to continue to provide Federal financial assistance only to those recipients who comply with their legal obligations.

As recipients of such DOT funds, you have entered into legally enforceable agreements with the United States Government and are obligated to comply fully with all applicable Federal laws and regulations. These laws and regulations include the United States Constitution, Federal statutes, applicable rules, and public policy requirements, including, among others, those protecting free speech and religious liberty and those prohibiting discrimination and enforcing controls on illegal immigration. As Secretary of Transportation, I am responsible for ensuring recipients of DOT financial assistance are aware of and comply with all applicable legal obligations.

The Equal Protection principles of the Constitution prohibit State and Federal governmental entities from discriminating on the basis of protected characteristics, including race. Indeed, as the Supreme Court declared in *Students for Fair Admission, Inc. v. Harvard (SFFA)*, 600 U.S. 181, 206 (2023), "[t]he clear and central purpose of the Fourteenth Amendment was to eliminate all official state sources of invidious racial discrimination in the States." The Court further noted that "[o]ne of the principal reasons race is treated as a forbidden classification is that it demeans the dignity and worth of a person to be judged by ancestry instead of by his or her own merit and essential qualities." *Id.* at 220. In ruling that race-based admissions programs at universities violated the Equal Protection Clause, the Court made clear that discrimination based on race is, has been, and will continue to be unlawful, except in rare circumstances. *Id.* at 220-21. Similarly, sex-based classifications violate the Equal Protection Clause absent "exceedingly persuasive" justification. *See United States v. Virginia*, 518 U.S. 515, 533 (1996).

These constitutional principles are reinforced by the Civil Rights Act of 1964, which prohibits discrimination based on protected characteristics in the Federal funding and employment contexts in Title VI (42 U.S.C. § 2000d *et seq.*) and Title VII (42 U.S.C. § 2000e-2), as well as the applicable non-discrimination clauses in the Federal Aid Highway Act of 1973 (23 U.S.C. §§ 140 and 324 *et seq.*), the Airport and Airway Improvement Act of 1982, (49 U.S.C. § 47123), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681 *et seq.*).

Based on binding Supreme Court precedent and these Federal laws, DOT is prohibited from discriminating based on race, color, national origin, sex, or religion in any of its programs or activities. Moreover, because DOT may not establish, induce, or endorse prohibited discrimination indirectly,[1] it must ensure that discrimination based on race, color, national origin, sex, or religion does not exist in the programs or activities it funds or financially assists.

These same principles apply to recipients of Federal financial assistance from DOT, as both a matter of Federal law and by virtue of contractual provisions governing receipt of DOT funding. Accordingly, DOT recipients are prohibited from engaging in discriminatory actions in their own policies, programs, and activities, including in administering contracts, and their employment practices.

Whether or not described in neutral terms, any policy, program, or activity that is premised on a prohibited classification, including discriminatory policies or practices designed to achieve so-called "diversity, equity, and inclusion," or "DEI," goals, presumptively violates Federal law. Recipients of DOT financial assistance must ensure that the personnel practices (including hiring, promotions, and terminations) within their organizations are merit-based and do not discriminate based on prohibited categories. Recipients are also precluded from allocating money received under DOT awards—such as through contracts or the provision of other benefits—based on suspect classifications. Any discriminatory actions in your policies, programs, and activities based on prohibited categories constitute a clear violation of Federal law and the terms of your grant agreements.

In addition, your legal obligations require cooperation generally with Federal authorities in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal immigration law. DOT has noted reported instances where some recipients of Federal financial assistance have declined to cooperate with ICE investigations, have issued driver's licenses to individuals present in the United States in violation of Federal immigration law, or have otherwise acted in a manner that impedes Federal law enforcement. Such actions undermine Federal sovereignty in the enforcement of immigration law, compromise the safety and security of the transportation systems supported by DOT

[1] *See SFFA*, 600 U.S. at 230; Norwood v. Harrison, 413 U.S. 455, 465 (1973).

financial assistance, and prioritize illegal aliens over the safety and welfare of the American people whose Federal taxes fund DOT's financial assistance programs.

Under the Constitution, Federal law is "the supreme Law of the Land." U.S. Const. Art. VI. That means that where Federal and State legal requirements conflict, States and State entities must follow Federal law. Declining to cooperate with the enforcement of Federal immigration law or otherwise taking action intended to shield illegal aliens from ICE detection contravenes Federal law and may give rise to civil and criminal liability. *See* 8 U.S.C. § 1324 and 8 U.S.C. § 1373. Accordingly, DOT expects its recipients to comply with Federal law enforcement directives and to cooperate with Federal officials in the enforcement of Federal immigration law. The Department also expects its recipients to ensure that the Federal financial assistance they receive from DOT is provided only to subrecipients, businesses, or service providers that are U.S. Citizens or U.S. Nationals and Lawful Permanent Residents (LPRs) or legal entities allowed to do business in the U.S. and which do not employ illegal aliens.

This letter provides notice of the Department's existing interpretation of Federal law. The Department will vigorously enforce the law on equal terms as to all its recipients and intends to take appropriate measures to assess their compliance based on the interpretation of Federal law set forth in this letter. Adherence to your legal obligations is a prerequisite for receipt of DOT financial assistance. Noncompliance with applicable Federal laws, or failure to cooperate generally with Federal authorities in the enforcement of Federal law, will jeopardize your continued receipt of Federal financial assistance from DOT and could lead to a loss of Federal funding from DOT.

The Department retains authority, pursuant to its oversight responsibilities and the terms of your agreements, to initiate enforcement actions, such as comprehensive audits and possible recovery of funds expended in a manner contrary to the terms of the funding agreement. DOT may also terminate funding in response to substantiated breaches of the terms of the agreement, or if DOT determines that continued funding is no longer in the public interest. These steps, within DOT's discretion, are intended to ensure accountability and protect the integrity of Federal programs.

To assist grant recipients in meeting their legal obligations, DOT offers technical guidance and support through its program offices. Should you require clarification regarding your obligations, you are encouraged to contact your designated DOT representative promptly. Proactive engagement is strongly advised to prevent inadvertent noncompliance.

DOT remains committed to advancing a transportation system that serves the public interest efficiently and unleashes economic prosperity and a superior quality of life for American families. This mission depends upon your strict adherence to the legal framework governing our partnership, and I trust you will take all necessary steps to comply with Federal law and satisfy your legal obligations.

Sincerely,

Sean P. Duffy

Report on Grant Applications

Section 5310

Elderly & Disabled Program

Applicant Information

Application Instructions — Application Instructions

Agency Name — *Southwest Area Regional Transit District*

Person to be contacted regarding **this** application

First Name *	*Sarah*
Last Name *	*Hidalgo-Cook*
Phone Number *	*(830) 278-4155*
Title *	*General Manager*
Email Address *	*scook@paseoswart.org*

By checking this box, you are indicating that the service profile for this organization is accurate. * *[X]*

Project Summary

1. Project Service Area, enter the percentage of each *

Rural: *91%*

Urban: *9%*

State Planning Region * *24*

What is the project name? * *M.O.V.E. in Southwest Texas - Mobility Optimization for the Vulnerable & Elderly in Southwest Texas*

2. Provide a summary of the proposed project(s) for which the funds will be used. *

SWART is committed to enhancing mobility services across the Middle Rio Grande Region, which spans over 11,000 square miles. We request funds in the San Antonio, Laredo, and San Angelo Districts to improve transportation for elderly and disabled individuals.

SWART proposes replacing 4 aging 5310 vehicles and requests funds for preventive maintenance of ten 5310 vehicles, as well as partial coverage of our mechanic's salary. To improve efficiency, we plan to replace outdated servers, driver tablets, cell phones, office computers, printers, and essential equipment used by dispatchers, mobility management staff, mechanics, and administration.

SWART's Mobility Management initiatives strengthen regional partnerships and expand transportation access. To support this, we request funding for staff salaries, travel, fuel, supplies, and four vehicles for outreach, community events, meetings, town halls, and presentations—key to the Regional Plan. The Mobility Management Specialist needs continued funding to address mobility challenges and expand travel training.

SWART seeks five vehicles to improve on-demand transportation to launch a new micro-transit service in Uvalde, Eagle Pass, Crystal City, and Carrizo Springs.

We also request funding to cover 65% of I.T. maintenance costs for critical software, including Transit Manager, My-Ride App, vehicle maintenance software, Abila/MIP Financial & timekeeping, and TransTrak. Additionally, we seek a support module for Abila/MIP Financial to enhance grant tracking and reporting.

We plan to upgrade or replace software for better repair tracking, preventive maintenance, and diagnostics to improve vehicle maintenance. Lastly, we aim to enhance facility safety and accessibility by upgrading security cameras and making critical ADA improvements to a restroom at our Uvalde office.

With these enhancements, SWART remains committed to safe, efficient, and accessible transit services for elderly and disabled riders in our rural communities.

3. The Texas Transportation Commission has established the Strategic Plan. Demonstrate to what extent the project responds

to one or more of the Strategic Plan goals. *

SWART's proposed project aligns with multiple goals of the Texas Transportation Commission's Strategic Plan by enhancing mobility, improving safety, and promoting system efficiency for elderly and disabled individuals in the region.
Promote Safety – Replacing aging 5310 vehicles ensures a safer, more reliable fleet, reducing breakdowns and enhancing rider security. Upgrading driver technology, including tablets and technology equipment, improves communication and operational efficiency, further contributing to passenger safety. Additionally, upgrading security cameras at SWART facilities strengthens safety for both passengers and staff.
Optimize System Performance – Preventive maintenance funding for ten 5310 vehicles extends their lifespan, reducing unexpected repairs and improving service reliability. Investing in vehicle maintenance software enhances tracking, diagnostics, and scheduling, ensuring optimal fleet performance. The project supports I.T. system upgrades & annual maintenance, including Transit Manager, My-Ride App, and Abila/MIP Financial software, improving service coordination, financial tracking, and reporting.
Enhance Connectivity and Accessibility—SWART's Southwest Initiative for Mobility (SWIM) expands transportation options, fostering partnerships and ensuring rural residents have access to essential services. Funding for outreach vehicles allows staff to engage with communities, provide travel training, and address transportation barriers. Launching a micro-transit service in Uvalde, Eagle Pass, Crystal City, and Carrizo Springs increases mobility options for rural populations.
Deliver the Right Projects—This project directly supports the Regional Plan by addressing identified transportation needs and ensuring funding is used efficiently to enhance services. The requested improvements align with state priorities, such as improving transit options for elderly and disabled individuals in underserved communities.

Certification of Non-Profit Status

If applying as a non-profit organization, attach documentation to certify nonprofit status.

Accepted documentation:

1. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
2. A statement from a State taxing body or State Attorney General certifying that:

5.

   a. The organization is a non-profit organization operating withing the State; and
   b. No part of its net earnings may lawfully benefit any private shareholder or individual

3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the non-profit status of the applicant; or
4. Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a non-profit affiliate.

Certification of Non-Profit Status

Budget and Milestones

Agency Name — *Southwest Area Regional Transit District*

Program Type — *Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities - 2025*

Does this budget include indirect costs? *

Yes [X]No

If yes, please enter the Indirect Rate

%

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload

When entering budget line items, fill out a row.

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?	TDC Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete
	Mobility Management - 11.7L.00					*$562,800*	*$*	*$*	*$*	*$562,800*	*[X]*			*9/1/2025*	*9/1/2025*			*8/31/2026*
	Preventive Maintenance - 11.7A.00					*$56,892*	*$*	*$*	*$*	*$56,892*	*[X]*			*9/1/2025*	*9/1/2025*			*8/31/2026*
	Acquisition - Acquisitioned Hardware - 11.42.07					*$75,000*	*$*	*$*	*$*	*$75,000*	*[X]*			*9/1/2025*	*9/1/2025*			*8/31/2026*
	Acquisition - Acquisitioned Software - 11.42.08					*$118,000*	*$*	*$*	*$*	*$118,000*	*[X]*			*10/31/2025*	*11/30/2025*			*8/31/2026*
	Acquisition - Surveillance/Security - 11.42.09					*$25,000*	*$*	*$*	*$*	*$25,000*	*[X]*			*10/31/2025*	*11/30/2025*			*8/31/2026*
	Expand - Van - 11.13.15			*Gasoline*	*5*	*$950,000*	*$*	*$*	*$*	*$950,000*	*[X]*			*10/31/2025*	*11/30/2025*	*7/30/2026*	*8/15/2026*	*8/31/2026*
	Replace - Van - 11.12.15			*Gasoline*	*2*	*$380,000*	*$*	*$*	*$*	*$380,000*	*[X]*			*10/31/2002*	*11/30/2025*	*7/30/2026*	*8/15/2026*	*8/31/2026*
	Rehab - Terminal, Bus Station - 11.34.01					*$50,000*	*$*	*$*	*$*	*$50,000*	*[X]*				*11/30/2025*			*8/31/2026*
					Subtotal:	*$2,217,692*	*$0*	*$0*	*$0*	*$2,217,692*								

Multiyear Budget

Southwest Area Regional Transit District
Year 1

Description	Urban or Rural	District	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?
Mobility Management - 11.7L.00	*Rural*	*Laredo*			*$281,400*	*$*	*$*	*$*	*$281,400*	*[X]*
Mobility Management - 11.7L.00	*Rural*	*San Angelo*			*$28,140*	*$*	*$*	*$*	*$28,140*	*[X]*
Mobility Management - 11.7L.00	*Rural*	*San Antonio*			*$253,260*	*$*	*$*	*$*	*$253,260*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*Laredo*			*$28,446*	*$*	*$*	*$*	*$28,446*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*San Angelo*			*$2,845*	*$*	*$*	*$*	*$2,845*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*San Antonio*			*$25,601*	*$*	*$*	*$*	*$25,601*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*Laredo*			*$37,500*	*$*	*$*	*$*	*$37,500*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*San Angelo*			*$3,750*	*$*	*$*	*$*	*$3,750*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*San Antonio*			*$33,750*	*$*	*$*	*$*	*$33,750*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*Laredo*			*$59,000*	*$*	*$*	*$*	*$59,000*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*San Angelo*			*$5,900*	*$*	*$*	*$*	*$5,900*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*San Antonio*			*$53,100*	*$*	*$*	*$*	*$53,100*	*[X]*
Acquisition - Surveillance/Security - 11.42.09	*Rural*	*Laredo*			*$16,250*	*$*	*$*	*$*	*$16,250*	*[X]*
Acquisition - Surveillance/Security - 11.42.09	*Rural*	*San Antonio*			*$8,750*	*$*	*$*	*$*	*$8,750*	*[X]*
Expand - Van - 11.13.15	*Rural*	*Laredo*	*Gasoline*	*3*	*$570,000*	*$*	*$*	*$*	*$570,000*	*[X]*
Expand - Van - 11.13.15	*Rural*	*San Antonio*	*Gasoline*	*2*	*$380,000*	*$*	*$*	*$*	*$380,000*	*[X]*
Replace - Van - 11.12.15	*Rural*	*Laredo*	*Gasoline*	*1*	*$190,000*	*$*	*$*	*$*	*$190,000*	*[X]*
Replace - Van - 11.12.15	*Rural*	*San Antonio*	*Gasoline*	*1*	*$190,000*	*$*	*$*	*$*	*$190,000*	*[X]*
Rehab - Terminal, Bus Station - 11.34.01	*Rural*	*San Antonio*			*$50,000*	*$*	*$*	*$*	*$50,000*	*[X]*
				Subtotal:	*$2,217,692*	*$0*	*$0*	*$0*	*$2,217,692*	

Year 2

Description	Urban or Rural	District	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?
Mobility Management - 11.7L.00		*Laredo*			*$211,400*	*$*	*$*	*$*	*$211,400*	*[X]*
Mobility Management - 11.7L.00	*Rural*	*San Angelo*			*$21,140*	*$*	*$*	*$*	*$21,140*	*[X]*
Mobility Management - 11.7L.00	*Rural*	*San Antonio*			*$190,260*	*$*	*$*	*$*	*$190,260*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*Laredo*			*$28,446*	*$*	*$*	*$*	*$28,446*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*San Antonio*			*$2,845*	*$*	*$*	*$*	*$2,845*	*[X]*
Preventive Maintenance - 11.7A.00	*Rural*	*San Antonio*			*$25,601*	*$*	*$*	*$*	*$25,601*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*Laredo*			*$33,750*	*$*	*$*	*$*	*$33,750*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*San Angelo*			*$3,750*	*$*	*$*	*$*	*$3,750*	*[X]*
Acquisition - Acquisitioned Hardware - 11.42.07	*Rural*	*San Antonio*			*$37,500*	*$*	*$*	*$*	*$37,500*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*Laredo*			*$35,100*	*$*	*$*	*$*	*$35,100*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*San Angelo*			*$3,900*	*$*	*$*	*$*	*$3,900*	*[X]*
Acquisition - Acquisitioned Software - 11.42.08	*Rural*	*San Antonio*			*$39,000*	*$*	*$*	*$*	*$39,000*	*[X]*
Replace - Van - 11.12.15	*Rural*	*Laredo*	*Gasoline*	*1*	*$190,000*	*$*	*$*	*$*	*$190,000*	*[X]*
Replace - Van - 11.12.15	*Rural*	*San Antonio*	*Gasoline*	*1*	*$190,000*	*$*	*$*	*$*	*$190,000*	*[X]*
				Subtotal:	*$1,012,692*	*$0*	*$0*	*$0*	*$1,012,692*	

Summary

Year	Description	Urban or Rural	District	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?
Year 1	*28958*	*72445*	*66054*			*$281,400*	*$*	*$*	*$*	*$281,400*	*[X]*
Year 1	*28958*	*72445*	*66066*			*$28,140*	*$*	*$*	*$*	*$28,140*	*[X]*
Year 1	*28958*	*72445*	*66068*			*$253,260*	*$*	*$*	*$*	*$253,260*	*[X]*
Year 1	*28962*	*72445*	*66054*			*$28,446*	*$*	*$*	*$*	*$28,446*	*[X]*
Year 1	*28962*	*72445*	*66066*			*$2,845*	*$*	*$*	*$*	*$2,845*	*[X]*
Year 1	*28962*	*72445*	*66068*			*$25,601*	*$*	*$*	*$*	*$25,601*	*[X]*
Year 1	*28889*	*72445*	*66054*			*$37,500*	*$*	*$*	*$*	*$37,500*	*[X]*
Year 1	*28889*	*72445*	*66066*			*$3,750*	*$*	*$*	*$*	*$3,750*	*[X]*
Year 1	*28889*	*72445*	*66068*			*$33,750*	*$*	*$*	*$*	*$33,750*	*[X]*
Year 1	*28890*	*72445*	*66054*			*$59,000*	*$*	*$*	*$*	*$59,000*	*[X]*
Year 1	*28890*	*72445*	*66066*			*$5,900*	*$*	*$*	*$*	*$5,900*	*[X]*

Year 1	28890	72445	66068			$53,100	$	$	$	$53,100	[X]
Year 1	28905	72445	66054			$16,250	$	$	$	$16,250	[X]
Year 1	28905	72445	66068			$8,750	$	$	$	$8,750	[X]
Year 1	28957	72445	66054	32620	3	$570,000	$	$	$	$570,000	[X]
Year 1	28957	72445	66068	32620	2	$380,000	$	$	$	$380,000	[X]
Year 1	28992	72445	66054	32620	1	$190,000	$	$	$	$190,000	[X]
Year 1	28992	72445	66068	32620	1	$190,000	$	$	$	$190,000	[X]
Year 1	28972	72445	66068			$50,000	$	$	$	$50,000	[X]
Year 2	28958		66054			$211,400	$	$	$	$211,400	[X]
Year 2	28958	72445	66066			$21,140	$	$	$	$21,140	[X]
Year 2	28958	72445	66068			$190,260	$	$	$	$190,260	[X]
Year 2	28962	72445	66054			$28,446	$	$	$	$28,446	[X]
Year 2	28962	72445	66068			$2,845	$	$	$	$2,845	[X]
Year 2	28962	72445	66068			$25,601	$	$	$	$25,601	[X]
Year 2	28889	72445	66054			$33,750	$	$	$	$33,750	[X]
Year 2	28889	72445	66066			$3,750	$	$	$	$3,750	[X]
Year 2	28889	72445	66068			$37,500	$	$	$	$37,500	[X]
Year 2	28890	72445	66054			$35,100	$	$	$	$35,100	[X]
Year 2	28890	72445	66066			$3,900	$	$	$	$3,900	[X]
Year 2	28890	72445	66068			$39,000	$	$	$	$39,000	[X]
Year 2	28992	72445	66054	32620	1	$190,000	$	$	$	$190,000	[X]
Year 2	28992	72445	66068	32620	1	$190,000	$	$	$	$190,000	[X]
					Subtotal:	$3,230,384	$	$	$	$3,230,384	

Regional Coordination Transit Planning 5-Year Plan

Applicant Information

Application Instructions: Application Instructions
Agency Name: *Southwest Area Regional Transit District*
Person to be contacted regarding **this** application
First Name *: *Sarah*
Last Name *: *Hidalgo-Cook*
Email Address *: *scook@paseoswart.org*
Phone Number *: *(830) 278-4155*
By checking this box, you are indicating that the service profile for this organization is accurate. * *[X]*

Project Summary

1. Project Service Area, enter the percentage of each *
Rural: *91.00%*
Urban: *9.00%*

State Planning Region *: *24*

What is the project name? *: *PATH 24 – Planning Accessible Transportation for the Horizon - Region 24*

2. Provide a summary of the proposed project for which the funds will be used. *

SWART seeks funding to update its Regional Coordinated Transportation Plan for Region 24 by hiring a consultant to conduct a needs assessment and develop a five-year strategic plan. As the region continues to grow, unique factors—including proximity to the border, the Eagle Ford Shale, the Kickapoo Tribe, and the Lucky Eagle Casino—affect transportation needs. Significant changes, such as the transition to urbanized transit services in Eagle Pass and the potential urbanization of Del Rio post-2030 Census, make this update critical.

The plan will assess not only the needs of residents but also those of the region's transit providers, including SWART's rural and urban transit districts, as well as the City of Del Rio Transportation. This includes evaluating needs for capital projects, service enhancements, new and expanding services, technology upgrades, staff training, and skill development, all of which support both community and economic growth. Additionally, the plan will focus on expanding mobility management services to address transportation access challenges created by the region's vast rural geography. By identifying gaps, enhancing coordination, and maximizing resources, the updated plan will ensure residents have greater mobility independence through public transit and strengthened community partnerships.

3. The Texas Transportation Commission has established the Strategic Plan. Demonstrate to what extent the project responds to one or more of the Strategic Plan goals. *

The proposed project aligns with multiple goals of the Texas Transportation Commission's Strategic Plan by enhancing regional coordination, improving mobility, and increasing access to transportation services. Updating the Regional Coordinated Transportation Plan will support Goal 1: Promote Safety by identifying infrastructure and service improvements that enhance transit safety for riders, drivers, and the broader community.

The project also addresses Goal 2: Optimize System Performance by evaluating and prioritizing capital projects, service enhancements, and technology upgrades that improve transit efficiency. By assessing the needs of both SWART's rural and urban transit districts, as well as the City of Del Rio's Transportation, the plan will help maximize available resources, reduce service gaps, and improve connectivity across the region.

Additionally, the project supports Goal 3: Enhance Connectivity and Mobility by expanding mobility management services and identifying solutions to challenges created by the region's rural geography. Improved coordination will ensure that seniors, individuals with disabilities, veterans, and those requiring specialized transportation can access essential services, fostering greater independence and mobility.

Finally, the plan will contribute to Goal 4: Strengthen Organizational Excellence by guiding workforce development through staff training and skill enhancements. These efforts will ensure transit providers are equipped to meet the evolving needs of the region while supporting both community and economic development.

By addressing these strategic goals, the project will create a sustainable, efficient, and accessible regional transportation network.

4. Identify project partners and describe what each partner will do for the project.

Partner Name	**Description of Activity**
City of Del Rio Transportation	*The City of Del Rio Transportation will be a key partner in developing the Region 24 Future Mobility Plan. While SWART serves eight of the region's nine counties, Del Rio Transportation oversees trans*

Certification of Non-Profit Status
If applying as a non-profit organization, attach documentation to certify nonprofit status.
Accepted documentation:

5.

1. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
2. A statement from a State taxing body or State Attorney General certifying that:
   a. The organization is a non-profit organization operating within the State; and
   b. No part of its net earnings may lawfully benefit any private shareholder or individual;
3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the non-profit status of the applicant; or
4. Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a non-profit affiliate.

Certification of Non-Profit Status

Budget and Milestones

Agency Name *Southwest Area Regional Transit District*

Program Type *5 Year Plan 2025*

Does this budget include indirect costs? * Yes [X]No

If yes, please enter the Indirect Rate %

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload

When entering budget line items, fill out a row and then press the save button for additional rows.

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	In-Kind Match	Local Match	Total Funds	TDC Requested?	Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete
Short Range Transit Planning - 44.24.00						*$200,000*	*$*	*$*	*$*	*$200,000*				*7/31/2025*	*8/31/2025*			*12/31/2026*
					Subtotal:	*$200,000*	*$0*	*$0*	*$0*	*$200,000*								

Workplan and Cost Worksheet

Agency Name Southwest Area Regional Transit District

Identify the deliverables the agency intends to submit for reimbursement. Include estimated dates and costs. Your PTC will use this information when evaluating RFRs. Grant performance will be measured in part against the dates in this workplan.

This workplan may be amended during the active period of the grant, subject to PTN approval. Refer to the Coordination Guidebook for the required deadlines and suggested dates.

At a minimum there should be two deliverables:
1. The interim plan consisting of Chapters 1-6
2. The final approved plan including Chapters 1-9

Add cells and specify additional deliverables if needed. Remember to adjust the formula for the Total if you put in additional deliverables.

Deliverable 1	Target Due Date		
Procurement Process for Consultant Services: The General Manager will oversee the development of the 5-Year Plan, ensuring that all aspects of the project, including procurement processes, comply with state and federal requirements.			
	Personnel	$	1,500.00
	Fringe	$	300.00
	Equipment/Software	$	-
	Supplies	$	100.00
	Refreshments for public meetings		
	Travel		
	Indirect	$	-
	Other- Public Notices	$	200.00
	Consultant/Contractual		
	Sub-Total	$	2,100.00

Deliverable 2	Target Due Date		
Perform Needs Assessment: Consultants will be responsible for conducting the needs assessment and leading the development of the 5-Year Plan. Their tasks will include gathering and analyzing data, identifying key priorities, and engaging with stakeholders and the general public to ensure a comprehensive and strategic approach. They will prepare a draft needs assessment for review, incorporate necessary revisions based on feedback, and finalize the evaluation. Using these findings, the consultants will then develop the 5-Year Plan, ensuring it aligns with realistic goals and objectives for the region. The general manager will work with the consultants on the specifics of outreach, scheduling public meetings, disseminating information, and issuing public notices, among other tasks.			
	Personnel	$	2,500.00
	Fringe	$	500.00
	Equipment/Software	$	-
	Supplies	$	250.00
	Refreshments for public meetings	$	200.00
	Travel	$	200.00
	Indirect	$	-
	Other - Public Notices	$	200.00
	Consultant/Contractual	$	92,500.00
	Sub-Total	$	96,350.00

Deliverable 3	Target Due Date		
Develop 5-Year Plan: The General Manager will work closely with consultants to develop the goals and objectives of the 5-Year Regional Plan, using insights and findings from the regional needs assessment. The consultants will draft the plan and submit it for review by key stakeholders, TxDOT, the general public, and the SWART Board of Directors. Based on the feedback received, they will make the necessary revisions and submit the final version, ensuring that all required changes and recommendations are incorporated.			
	Personnel	$	2,500.00
	Fringe	$	500.00
	Equipment/Software		
	Supplies	$	250.00
	Refreshments for public meetings	$	200.00
	Travel	$	200.00
	Indirect	$	-
	Other - Public Notices	$	200.00
	Consultant/Contractual	$	95,000.00
	Sub-Total	$	98,850.00

Deliverable 4	Target Due Date		
Plan Dissemination & Outreach: The final deliverable of the project will be the dissemination of the 5-Year Regional Plan throughout			
	Personnel	$	1,500.00

the region, with a focus on educating key stakeholders and the community on its goals and objectives. The General Manager will lead this effort, ensuring broad awareness and engagement. Additionally, the General Manager will develop a dynamic, "living" report card to track progress, monitor activities related to the plan's goals and objectives, and ensure ongoing accountability and effectiveness.

Fringe	$	300.00
Equipment/Software	$	-
Supplies	$	300.00
Refreshments for public meetings	$	200.00
Travel	$	200.00
Indirect	$	-
Other - public notices	$	200.00
Consultant/Contractual	$	-
Sub-Total	$	2,700.00

Deliverable 5

Enter description here

Target Due Date		
Personnel	$	-
Fringe	$	-
Equipment/Software	$	-
Supplies	$	-
Refreshments for public meetings	$	-
Travel	$	-
Indirect	$	-
Other (itemize)	$	-
Consultant/Contractual	$	-
Sub-Total	$	-

Deliverable 6

Enter description here

Target Due Date		
Personnel	$	-
Fringe	$	-
Equipment/Software	$	-
Supplies	$	-
Refreshments for public meetings	$	-
Travel	$	-
Indirect	$	-
Other (itemize)	$	-
Consultant/Contractual	$	-
Sub-Total	$	-

Deliverable 7

Enter description here

Target Due Date		
Personnel	$	-
Fringe	$	-
Equipment/Software	$	-
Supplies	$	-
Refreshments for public meetings	$	-
Travel	$	-
Indirect	$	-
Other (itemize)	$	-
Consultant/Contractual	$	-
Sub-Total	$	-

Deliverable 8

Enter description here

Target Due Date		
Personnel	$	-
Fringe	$	-
Equipment/Software	$	-
Supplies	$	-
Refreshments for public meetings	$	-
Travel	$	-
Indirect	$	-

Other (itemize)	$	-
Consultant/Contractual	$	-

TOTAL	$	200,000.00

SWART
Policies

Revised Internal Control Manual

Southwest Area Regional Transit District

ACCOUNTING POLICIES AND PROCEDURES

Adopted by Board of Directors	**June 5, 2012**
Revision by Board of Directors	**September 3, 2014**
Revision by Board of Directors	**December 16, 2015**
Revision by Board of Directors	**August 30, 2017**
Revision by Board of Directors	**August 21, 2019**
Revision by Board of Directors	**May 20, 2020**
Revision by Board of Directors	**December 14, 2022**
Revision by Executive Committee	**September 12, 2023**
Revision by Board of Directors	**December 18, 2024**
Revision by Board of Directors	**May 21, 2025 - pending**

Southwest Area Regional Transit District

Table of Contents

SECTION I. GENERAL

PURPOSE

This Accounting Policies and Procedures Financial Manual (Financial Manual) has been assembled to provide the Southwest Area Regional Transit District (SWART) with guidance in fulfilling its fiscal responsibility to its funding sources. The Financial Manual establishes SWART's policies in various financial-related areas and sets forth the procedures for adhering to those policies.

This Financial Manual is to be used by SWART and its employees to ensure that SWART's financial resources are properly safeguarded and utilized only for authorized purposes.

Management realizes that the procedures set forth in this Financial Manual may become inadequate due to changes in conditions. As such, Management, as authorized by the Board of Directors, will revise, modify, and update this Financial Manual as the conditions warrant.

SWART will follow the established policies and procedures to fulfill its fiscal responsibility and maintain its accountability to its funding sources.

POLICY STATEMENT

The fiscal department of SWART records and reports the fiscal transactions on the accrual basis of accounting in accordance with generally accepted accounting principles (GAAP) and generally accepted governmental accounting standards (GAGAS). Our internal control policies were formed using generally accepted auditing standards (GAAS) for proper separation of duties in order to safeguard the assets of SWART and its grantor agencies. The financial policies and procedures are designed to ensure effective financial management of FTA awards and establish a system of internal controls to safeguard against waste, loss, and misuse of federal funds.

These principles are recognized across many industries and governmental bodies as "accounting standards" of practice. Thus, we have not attempted to include all these principles in this manual.

There are many sources for the various principles and standards referred to above. We have listed some of these sources below; however, this list is not intended to be exhaustive.

- Interpretations from the Financial Accounting Standards Board (FASB)
- Interpretations from the Governmental Accounting Standards Board (GASB)
- Office of Management and Budgets (OMB) Circulars
- OMB "Super Circular" (2 CFR 200)
- Uniform Grant Management Standards
- Government Auditing Standards (Yellow Book)
- 48 CFR Part, 31, Contract Cost Principles and Procedures
- 2 CFR Part 200, Subpart E, Sections 2 200.402-2 200.411 Cost Principles and Cash

Management
- 2 CFR 200.305 Federal payment (eCFR)
- 2 CFR 200.318 General Procurement Standards
- 2 CFR 200.318 (c)(1) & (2)
- 2 CFR 200.318(k) Protest Procedures (See Attachment A)

§ 200.318 General procurement standards.

(a) Documented procurement procedures. The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. These documented procurement procedures must be consistent with State, local, and tribal laws and regulations and the standards identified in §§ 200.317 through 200.327.

(b) Oversight of contractors. Recipients and subrecipients must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. See also § 200.501(h).

(c) Conflicts of interest.

(1) The recipient or subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, the recipient or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.

(2) If the recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian Tribe, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) Avoidance of unnecessary or duplicative items. The recipient's or subrecipient's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis should be made between leasing and purchasing property or equipment to determine the most economical approach.

(e) Procurement arrangements using strategic sourcing. When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.

(f) Use of excess and surplus Federal property. The recipient or subrecipient is encouraged to use excess and surplus Federal property instead of purchasing new equipment and property when it is feasible and reduces project costs.

(g) Use of value engineering clauses. When practical, the recipient or subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering means analyzing each contract item or task to ensure its essential function is provided at the overall lowest cost.

(h) Responsible contractors. The recipient or subrecipient must award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of a proposed contract. The recipient or subrecipient must consider contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), past performance record, and financial and technical resources when conducting a procurement transaction. See also § 200.214.

(i) Procurement records. The recipient or subrecipient must maintain records sufficient to detail the history of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price.

(j) Time-and-materials type contracts.

(1) The recipient or subrecipient may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a recipient or subrecipient is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the recipient or subrecipient awarding such a contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) Settlement of contractual and administrative issues. The recipient or subrecipient is responsible for the settlement of all contractual and administrative issues arising out of its procurement transactions. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the recipient or subrecipient of any contractual responsibilities under its contracts. The Federal agency will not substitute its judgment for that of the recipient or subrecipient unless the matter is primarily a Federal concern. The recipient or subrecipient must report violations of law to the Federal, State, or local authority with proper jurisdiction.

(l) Examples of labor and employment practices.

(1) The procurement standards in this subpart do not prohibit recipients or subrecipients from:

(i) Using Project Labor Agreements (PLAs) or similar forms of pre-hire collective bargaining agreements;

(ii) Requiring construction contractors to use hiring preferences or goals for people residing in high-poverty areas, disadvantaged communities as defined by the Justice40 Initiative (see OMB Memorandum M-21-28), or high-unemployment census tracts within a region no smaller than the county where a federally funded construction project is located. The hiring preferences or goals should be consistent with the policies and procedures of the recipient or subrecipient, and must not prohibit interstate hiring;

(iii) Requiring a contractor to use hiring preferences or goals for individuals with barriers to employment (as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102(24)), including women and people from underserved communities as defined by Executive Order 14091;

(iv) Using agreements intended to ensure uninterrupted delivery of services; using agreements intended to ensure community benefits; or

(v) Offering employees of a predecessor contractor rights of first refusal under a new contract.

(2) Recipients and subrecipients may use the practices listed in paragraph (1) if consistent with the U.S. Constitution, applicable Federal statutes and regulations, the objectives and purposes of the applicable Federal financial assistance program, and other requirements of this part.

- 2 CFR 200.319 Competition

§ 200.319 Competition.

(a) All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of this section and § 200.320.

(b) To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those procurements.

(c) Examples of situations that may restrict competition include, but are not limited to:

(1) Placing unreasonable requirements on firms for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(d) The recipient or subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Are made in accordance with § 200.319(b);

(2) Incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must provide minimum essential characteristics and standards to which the property, equipment, or service must conform. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a “brand name or equivalent” description of features may be used to provide procurement requirements. The specific features of the named brand must be clearly stated; and

(3) Identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

(e) The recipient or subrecipient must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the recipient or subrecipient must consider objective factors that evaluate price and cost to maximize competition. The recipient or subrecipient must not preclude potential bidders from qualifying during the solicitation period.

(f) To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.
(g) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

- 2 CFR 200.320 Method of Procurement

§ 200.320 Procurement methods.

There are three types of procurement methods described in this section: informal procurement methods (for micro-purchases and simplified acquisitions); formal procurement methods (through sealed bids or proposals); and noncompetitive procurement methods. For any of these methods, the recipient or subrecipient must maintain and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319.

(a) Informal procurement methods for small purchases. These procurement methods expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under the Federal award does not exceed the simplified acquisition threshold as defined in § 200.1. Recipients and subrecipients may also establish a lower threshold. Informal procurement methods include:

(1) Micro-purchases —

(i) Distribution. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold defined in § 200.1. To the extent practicable, the recipient or subrecipient should distribute micro-purchases equitably among qualified suppliers.

(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro-purchases.

(iii) Micro-purchase thresholds. The recipient or subrecipient is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the recipient or subrecipient must be authorized or not prohibited under State, local, or tribal laws or regulations. The recipient or subrecipient may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) Recipient or subrecipient increase to the micro-purchase threshold up to $50,000. The recipient or subrecipient may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The recipient or subrecipient may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold is consistent with State law.

(v) Recipient or subrecipient increase to the micro-purchase threshold over $50,000. Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect costs. The recipient or subrecipient must submit a request that includes the requirements in paragraph (a)(1)(iv) of this section. The increased threshold is valid until any factor that was relied on in the establishment and rationale of the threshold changes.

(2) Simplified acquisitions —

(i) Simplified acquisition procedures. The aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If simplified acquisition procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate.

(ii) Simplified acquisition thresholds. The recipient or subrecipient is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures, which may be lower than, but must not exceed, the threshold established in the FAR.

(b) Formal procurement methods. Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods are competitive and require public notice. The following formal methods of procurement are used for procurement transactions above the simplified acquisition threshold determined by the recipient or subrecipient in accordance with paragraph (a)(2)(ii) of this section:

(1) Sealed bids. This is a procurement method in which bids are publicly solicited through an invitation and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price. The sealed bids procurement method is preferred for procuring construction services.

(i) For sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally based on price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate. For local governments, the invitation for bids must be publicly advertised.

(B) The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids. For local governments, the bids must be opened publicly.

(D) A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.

(E) The recipient or subrecipient must document and provide a justification for all bids it rejects.

(2) Proposals. This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

(i) Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

(ii) The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and

(iv) The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

(c) Noncompetitive procurement. There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

(1) The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The procurement transaction can only be fulfilled by a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

(4) The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

(5) After soliciting several sources, competition is determined inadequate.

- 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises labor surplus area firms

§ 200.321 Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

(a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.

(b) Such consideration means:

(1) These business types are included on solicitation lists;

(2) These business types are solicited whenever they are deemed eligible as potential sources;

(3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;

(4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;

(5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring a contractor under a Federal award to apply this section to subcontracts.

- 2 CFR 200.322: Domestic preferences for procurement

§ 200.322 Domestic preferences for procurements.

(a) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, contracts, and purchase orders under Federal awards.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

(c) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

- 2 CFR 200.323: Procurement of recovered materials

§ 200.323 Procurement of recovered materials.

(a) A recipient or subrecipient that is a State agency or agency of a political subdivision of a State and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(b) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

- 2 CFR 200.324: Contract cost and price
- 2 CFR 200.324: Used of Independent Cost estimates
- 2 CFR 200.324: Prohibition of cost plus percentage of cost contracts
- 2 CFR 200.324 (b): Negotiation of contractor profit

§ 200.324 Contract cost and price.

(a) The recipient or subrecipient must perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the simplified acquisition threshold. The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the recipient or subrecipient should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the recipient or subrecipient must make independent estimates before receiving bids or proposals.

(b) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the recipient or subrecipient under subpart E of this part. The recipient or subrecipient may reference its own cost principles as long as they comply with subpart E of this part.

(c) The recipient or subrecipient must not use the “cost plus a percentage of cost” and “percentage of construction costs” methods of contracting.

- 2 CFR 200.326: Bonding requirements

§ 200.326 Bonding requirements.

The Federal agency or pass-through entity may accept the recipient's or subrecipient's bonding policy and requirements for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold. Before doing so, the Federal agency or pass-through entity must determine that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute any required contractual documents within the specified timeframe.

(b) A performance bond on the contractor's part for 100 percent of the contract price. A performance bond is a bond executed in connection with a contract to secure the fulfillment of all the contractor's requirements under a contract.

(c) A payment bond on the contractor's part for 100 percent of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by the law of all persons supplying labor and material in the execution of the work provided for under a contract.

- 2 CFR 200.327: Contract provisions

§ 200.327 Contract provisions.

The recipient's or subrecipient's contracts must contain the applicable provisions described in Appendix II of this part.

- 49 USC 5325 (h): Prohibition of exclusionary or discriminatory specifications

§5325. Contract requirements

(a) Competition.—Recipients of assistance under this chapter shall conduct all procurement transactions in a manner that provides full and open competition as determined by the Secretary.

(b) Architectural, Engineering, and Design Contracts.—

(1) Procedures for awarding contract.—A contract or requirement for program management, architectural engineering, construction management, a feasibility study, and preliminary engineering, design, architectural, engineering, surveying, mapping, or related services for a project for which Federal assistance is provided under this chapter shall be awarded in the same way as a contract for architectural and engineering services is negotiated under chapter 11 of title 40 or an equivalent qualifications-based requirement of a State adopted before August 10, 2005.

(2) Additional requirements.—When awarding a contract described in paragraph (1), recipients of assistance under this chapter shall comply with the following requirements:

(A) Performance of audits.—Any contract or subcontract awarded under this chapter shall be performed and audited in compliance with cost principles contained in part 31 of title 48, Code of Federal Regulations (commonly known as the Federal Acquisition Regulation).

(B) Indirect cost rates.—A recipient of funds under a contract or subcontract awarded under this chapter shall accept indirect cost rates established in accordance with the Federal Acquisition Regulation for 1-year applicable accounting periods by a cognizant Federal or State government agency, if such rates are not currently under dispute.

(C) Application of rates.—After a firm's indirect cost rates are accepted under subparagraph (B), the recipient of the funds shall apply such rates for the purposes of contract estimation, negotiation, administration, reporting, and contract payment, and shall not be limited by administrative or de facto ceilings.

(D) Prenotification; confidentiality of data.—A recipient requesting or using the cost and rate data described in subparagraph (C) shall notify any affected firm before such request or use. Such data shall be confidential and shall not be accessible or provided by the group of agencies sharing cost data under this subparagraph, except by written permission of the audited firm. If prohibited by law, such cost and rate data shall not be disclosed under any circumstances.

(c) Efficient Procurement.—A recipient may award a procurement contract under this chapter to other than the lowest bidder if the award furthers an objective consistent with the purposes of this chapter, including improved long-term operating efficiency and lower long-term costs.

(d) Design-Build Projects.—

(1) Term defined.—In this subsection, the term “design-build project”—

(A) means a project under which a recipient enters into a contract with a seller, firm, or consortium of firms to design and build a public transportation system, or an operable segment of such system, that meets specific performance criteria; and

(B) may include an option to finance, or operate for a period of time, the system or segment or any combination of designing, building, operating, or maintaining such system or segment.

(2) Financial assistance for capital costs.—Federal financial assistance under this chapter may be provided for the capital costs of a design-build project after the recipient complies with Government requirements.

(e) Multiyear Rolling Stock.—

(1) Contracts.—A recipient procuring rolling stock with Government financial assistance under this chapter may make a multiyear contract to buy the rolling stock and replacement parts under which the recipient has an option to buy additional rolling stock or replacement parts for not more than 5 years after the date of the original contract.

(2) Cooperation among recipients.—The Secretary shall allow at least two recipients to act on a cooperative basis to procure rolling stock in compliance with this subsection and other Government procurement requirements.

(f) Acquiring Rolling Stock.—A recipient of financial assistance under this chapter may enter into a contract to expend that assistance to acquire rolling stock—

(1) based on—

(A) initial capital costs; or

(B) performance, standardization, life cycle costs, and other factors; or

(2) with a party selected through a competitive procurement process.

(g) Examination of Records.—Upon request, the Secretary and the Comptroller General, or any of their representatives, shall have access to and the right to examine and inspect all records, documents, and papers, including contracts, related to a project for which a grant is made under this chapter.

(h) Grant Prohibition.—A grant awarded under this chapter or the Federal Public Transportation Act of 2005 may not be used to support a procurement that uses an exclusionary or discriminatory specification.

(i) Bus Dealer Requirements.—No State law requiring buses to be purchased through in-State dealers shall apply to vehicles purchased with a grant under this chapter.

(j) Awards to Responsible Contractors.—

(1) In general.—Federal financial assistance under this chapter may be provided for contracts

only if a recipient awards such contracts to responsible contractors possessing the ability to successfully perform under the terms and conditions of a proposed procurement.

(2) Criteria.—Before making an award to a contractor under paragraph (1), a recipient shall consider—

(A) the integrity of the contractor;

(B) the contractor's compliance with public policy;

(C) the contractor's past performance, including the performance reported in the Contractor Performance Assessment Reports required under section 5309(l)(2); and

(D) the contractor's financial and technical resources.

(Pub. L. 103–272, §1(d), July 5, 1994, 108 Stat. 825; Pub. L. 104–287, §5(16), Oct. 11, 1996, 110 Stat. 3390; Pub. L. 105–178, title III, §3022, June 9, 1998, 112 Stat. 363; Pub. L. 105–206, title IX, §9009(n), July 22, 1998, 112 Stat. 857; Pub. L. 107–217, §3(n)(2), Aug. 21, 2002, 116 Stat. 1302; Pub. L. 109–59, title III, §3025(a), Aug. 10, 2005, 11

- 49 USC 2323 (j)(1): Compliance with Buy America and Build America, Buy America requirements

§5323. General provisions on assistance
(a) Interests in Property.—

(1) In general.—Financial assistance provided under this chapter to a State or a local governmental authority may be used to acquire an interest in, or to buy property of, a private company engaged in public transportation, for a capital project for property acquired from a private company engaged in public transportation after July 9, 1964, or to operate a public transportation facility or equipment in competition with, or in addition to, transportation service provided by an existing public transportation company, only if—

(A) the Secretary determines that such financial assistance is essential to a program of projects required under sections 5303, 5304, and 5306;

(B) the Secretary determines that the program provides for the participation of private companies engaged in public transportation to the maximum extent feasible; and

(C) just compensation under State or local law will be paid to the company for its franchise or property.

(2) Limitation.—A governmental authority may not use financial assistance of the United States Government to acquire land, equipment, or a facility used in public transportation from another governmental authority in the same geographic area.

(b) Notice and Public Hearing.—

(1) In general.—For a capital project that will substantially affect a community, or the public transportation service of a community, an applicant shall—

(A) provide an adequate opportunity for public review and comment on the project;

(B) after providing notice, hold a public hearing on the project if the project affects significant economic, social, or environmental interests;

(C) consider the economic, social, and environmental effects of the project; and

(D) find that the project is consistent with official plans for developing the community.

(2) Notice.—Notice of a hearing under this subsection—

(A) shall include a concise description of the proposed project; and

(B) shall be published in a newspaper of general circulation in the geographic area the project will serve.

(3) Application requirements.—An application for a grant under this chapter for a capital project described in paragraph (1) shall include—

(A) a certification that the applicant has complied with the requirements of this subsection; and

(B) in the environmental record for the project, evidence that the applicant has complied with the requirements of this subsection.

(c) Fares not Required.—This chapter does not require that elderly individuals and individuals with disabilities be charged a fare.

(d) Condition on Charter Bus Transportation Service.—

(1) Agreements.—Financial assistance under this chapter may be used to buy or operate a bus only if the applicant, governmental authority, or publicly owned operator that receives the assistance agrees that, except as provided in the agreement, the governmental authority or an operator of public transportation for the governmental authority will not provide charter bus transportation service outside the urban area in which it provides regularly scheduled public transportation service. An agreement shall provide for a fair arrangement the Secretary of Transportation considers appropriate to ensure that the assistance will not enable a governmental authority or an operator for a governmental authority to foreclose a private operator from providing intercity charter bus service if the private operator can provide the service.

(2) Violations.—

(A) Investigations.—On receiving a complaint about a violation of the agreement required under paragraph (1), the Secretary shall investigate and decide whether a violation has occurred.

(B) Enforcement of agreements.—If the Secretary decides that a violation has occurred, the Secretary shall correct the violation under terms of the agreement.

(C) Additional remedies.—In addition to any remedy specified in the agreement, the Secretary shall bar a recipient or an operator from receiving Federal transit assistance in an amount the Secretary considers appropriate if the Secretary finds a pattern of violations of the agreement.

(e) Bond Proceeds Eligible for Local Share.—

(1) Use as local matching funds.—Notwithstanding any other provision of law, a recipient of assistance under section 5307 or 5309 may use the proceeds from the issuance of revenue bonds as part of the local matching funds for a capital project.

(2) Maintenance of effort.—The Secretary shall approve of the use of the proceeds from the issuance of revenue bonds for the remainder of the net project cost only if the Secretary finds that the aggregate amount of financial support for public transportation in the urbanized area provided by the State and affected local governmental authorities during the next 3 fiscal years, as programmed in the State transportation improvement program under section 5304, is not less than the aggregate amount provided by the State and affected local governmental authorities in the urbanized area during the preceding 3 fiscal years.

(3) Debt service reserve.—The Secretary may reimburse an eligible recipient for deposits of bond proceeds in a debt service reserve that the recipient establishes pursuant to section 5302(a)(1)(K) from amounts made available to the recipient under section 5309.

(4) Pilot program for urbanized areas.—

(A) In general.—The Secretary shall establish a pilot program to reimburse not to exceed 10 eligible recipients for deposits of bond proceeds in a debt service reserve that the recipient establishes pursuant to section 5302(a)(1)(K) from amounts made available to the recipient under section 5307.

(B) Report.—Not later than July 31, 2008, the Secretary shall submit to the Committee on Banking, Housing, and Urban Affairs of the Senate and the Committee on Transportation and Infrastructure of the House of Representatives a report on the status and effectiveness of the pilot program established under subparagraph (A).

(f) Schoolbus Transportation.—

(1) Agreements.—Financial assistance under this chapter may be used for a capital project, or to operate public transportation equipment or a public transportation facility, only if the applicant agrees not to provide schoolbus transportation that exclusively transports students and school personnel in competition with a private schoolbus operator. This subsection does not apply—

(A) to an applicant that operates a school system in the area to be served and a separate and exclusive schoolbus program for the school system;

(B) unless a private schoolbus operator can provide adequate transportation that complies with applicable safety standards at reasonable rates; and

(C) to a State or local governmental authority if it or a direct predecessor in interest from which it acquired the duty of transporting school children and personnel, and facilities to transport them, provided schoolbus transportation at any time after November 25, 1973, but before November

26, 1974.

(2) Violations.—If the Secretary finds that an applicant, governmental authority, or publicly owned operator has violated the agreement required under paragraph (1), the Secretary shall bar a recipient or an operator from receiving Federal transit assistance in an amount the Secretary considers appropriate.

(g) Buying Buses Under Other Laws.—Subsections (d) and (f) of this section apply to financial assistance to buy a bus under sections 133 and 142 of title 23. However, subsection (f)(1)(C) of this section applies to sections 133 and 142 only if schoolbus transportation was provided at any time after August 12, 1972, but before August 13, 1973.

(h) Grant and Loan Prohibitions.—A grant or loan may not be used to—

(1) pay ordinary governmental or nonproject operating expenses; or

(2) support a procurement that uses an exclusionary or discriminatory specification.

(i) Government's Share of Costs for Certain Projects.—

(1) Equipment for ada and clean air act compliance.—A grant for a project to be assisted under this chapter that involves acquiring vehicle-related equipment or facilities required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) or vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying with or maintaining compliance with the Clean Air Act, is for 90 percent of the net project cost of such equipment or facilities attributable to compliance with those Acts. The Secretary shall have discretion to determine, through practicable administrative procedures, the costs of such equipment or facilities attributable to compliance with those Acts.

(2) Certain state owned railroads.—The Government share for financial assistance under this chapter to a State-owned railroad (as defined in section 603 of the Rail Safety and Service Improvement Act of 1982 (45 U.S.C. 1202)) shall be the same as the Government share under section 120(b) of title 23 for Federal-aid highway funds apportioned to the State in which the railroad operates.

(j) Buy America.—(1) The Secretary of Transportation may obligate an amount that may be appropriated to carry out this chapter for a project only if the steel, iron, and manufactured goods used in the project are produced in the United States.

(2) The Secretary of Transportation may waive paragraph (1) of this subsection if the Secretary finds that—

(A) applying paragraph (1) would be inconsistent with the public interest;

(B) the steel, iron, and goods produced in the United States are not produced in a sufficient and reasonably available amount or are not of a satisfactory quality;

(C) when procuring rolling stock (including train control, communication, and traction power equipment) under this chapter—

(i) the cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components of the rolling stock; and

(ii) final assembly of the rolling stock has occurred in the United States; or

(D) including domestic material will increase the cost of the overall project by more than 25 percent.

(3) Written justification for public interest waiver.—When issuing a waiver based on a public interest determination under paragraph (2)(A), the Secretary shall issue a detailed written justification as to why the waiver is in the public interest. The Secretary shall publish such justification in the Federal Register and provide the public with a reasonable period of time for notice and comment.

(4) In this subsection, labor costs involved in final assembly are not included in calculating the cost of components.

(5) The Secretary of Transportation may not make a waiver under paragraph (2) of this subsection for goods produced in a foreign country if the Secretary, in consultation with the United States Trade Representative, decides that the government of that foreign country—

(A) has an agreement with the United States Government under which the Secretary has waived the requirement of this subsection; and

(B) has violated the agreement by discriminating against goods to which this subsection applies that are produced in the United States and to which the agreement applies.

(6) A person is ineligible under subpart 9.4 of chapter 1 of title 48, Code of Federal Regulations, to receive a contract or subcontract made with amounts authorized under the Federal Public Transportation Act of 2005 if a court or department, agency, or instrumentality of the Government decides the person intentionally—

(A) affixed a “Made in America” label, or a label with an inscription having the same meaning, to goods sold in or shipped to the United States that are used in a project to which this subsection applies but not produced in the United States; or

(B) represented that goods described in clause (A) of this paragraph were produced in the United States.

(7) The Secretary of Transportation may not impose any limitation on assistance provided under this chapter that restricts a State from imposing more stringent requirements than this subsection on the use of articles, materials, and supplies mined, produced, or manufactured in foreign countries in projects carried out with that assistance or restricts a recipient of that assistance from complying with those State-imposed requirements.

(8) Opportunity to correct inadvertent error.—The Secretary may allow a manufacturer or supplier of steel, iron, or manufactured goods to correct after bid opening any certification of noncompliance or failure to properly complete the certification (but not including failure to sign the certification) under this subsection if such manufacturer or supplier attests under penalty of perjury that such manufacturer or supplier submitted an incorrect certification as a result of an inadvertent or clerical error. The burden of establishing inadvertent or clerical error is on the manufacturer or supplier.

(9) Administrative review.—A party adversely affected by an agency action under this subsection shall have the right to seek review under section 702 of title 5.

(k) Participation of Governmental Agencies in Design and Delivery of Transportation Services.—To the extent feasible, governmental agencies and nonprofit organizations that receive assistance from Government sources (other than the Department of Transportation) for nonemergency transportation services—

(1) shall participate and coordinate with recipients of assistance under this chapter in the design and delivery of transportation services; and

(2) shall be included in the planning for those services.

(l) Relationship to Other Laws.—Section 1001 of title 18 applies to a certificate, submission, or statement provided under this chapter. The Secretary may terminate financial assistance under this chapter and seek reimbursement directly, or by offsetting amounts, available under this chapter if the Secretary determines that a recipient of such financial assistance has made a false or fraudulent statement or related act in connection with a Federal transit program.

(m) Preaward and Postdelivery Review of Rolling Stock Purchases.—The Secretary of Transportation shall prescribe regulations requiring a preaward and postdelivery review of a grant under this chapter to buy rolling stock to ensure compliance with Government motor vehicle safety requirements, subsection (j) of this section, and bid specifications requirements of grant recipients under this chapter. Under this subsection, independent inspections and review are required, and a manufacturer certification is not sufficient. Rolling stock procurements of 20 vehicles or fewer made for the purpose of serving other than urbanized areas and urbanized areas with populations of 200,000 or fewer shall be subject to the same requirements as established for procurements of 10 or fewer buses under the post-delivery purchaser's requirements certification process under section 663.37(c) of title 49, Code of Federal Regulations.

(n) Submission of Certifications.—A certification required under this chapter and any additional certification or assurance required by law or regulation to be submitted to the Secretary may be consolidated into a single document to be submitted annually as part of a grant application under this chapter. The Secretary shall publish annually a list of all certifications required under this chapter with the publication required under section 5336(d)(2).

(o) Grant Requirements.—The grant requirements under sections 5307 and 5309 apply to any project under this chapter that receives any assistance or other financing under chapter 6 (other than section 609) of title 23.

(p) Alternative Fueling Facilities.—A recipient of assistance under this chapter may allow the incidental use of federally funded alternative fueling facilities and equipment by nontransit public entities and private entities if—

(1) the incidental use does not interfere with the recipient's public transportation operations;

(2) all costs related to the incidental use are fully recaptured by the recipient from the nontransit public entity or private entity;

(3) the recipient uses revenues received from the incidental use in excess of costs for planning, capital, and operating expenses that are incurred in providing public transportation; and

(4) private entities pay all applicable excise taxes on fuel.

(Pub. L. 103–272, §1(d), July 5, 1994, 108 Stat. 821; Pub. L. 103–429, §6(10), Oct. 31, 1994, 108 Stat. 4379; Pub. L. 104–287, §5(15), Oct. 11, 1996, 110 Stat. 3390; Pub. L. 105–178, title III, §3020, June 9, 1998, 112 Stat. 362; Pub. L. 109–59, title III, §§3002(b)(4), 3023(a)–(i)(3), (j)–(m), Aug. 10, 2005, 119 Stat. 1545, 1615–1619; Pub. L. 110–244, title II, §201(j), June 6, 2008, 122 Stat. 1611.)

OMB "Super Circular" – The Office of Management and Budget (OMB), in its efforts to deliver on the promise of a 21st-Century government that is more efficient, effective, and transparent, has streamlined the OMB Circulars on Administrative Requirements, Cost Principles, and Audit Requirements for all Federal awards into one document, referred to as the Super Circular. The Super Circular combines eight previous federal regulations into comprehensive guidance codified at 2 Code of Federal Regulations (CFR) Part 200 (Subparts A – F). Previous OMB Circulars combined into the new Super Circular include Cost Principles Circulars A-21 for Education Institutions; A-87, for State & Local Governments; and A-122 for Non-Profit Organizations; the Circular A-89, Catalog of Federal Domestic Assistance; the Administrative Requirements Circulars A-102, for State and Local Governments; A-110 for Institutions of Higher Education, Hospitals and Other Non-Profit Organizations; and the Circulars A-133 Single Audit Guidance and A-50 Audit Follow-up. The new Super Circular breaks down into the following subparts: Subpart A–Acronyms and Definitions; Subpart B–General Provisions; Subpart C–Pre-Federal Award Requirements; Subpart D–Post Federal Award Requirements; Subpart E–Cost Principles; and Subpart F–Audit Requirements.

SECTION I. INTERNAL CONTROL

GENERAL

Internal controls are integral to this organization's financial accounting policies and procedures. Internal controls consist of all the measures adopted by SWART for:

- safeguarding its assets and resources against waste, fraud and inefficiency;
- ensuring accuracy and reliability in accounting and operating data;
- contribute to efficient operations;

- securing compliance with the policies of SWART, grant conditions, and applicable laws and regulations; and
- evaluating the level of performance in all organizational units of SWART.

The organization maintains a system of internal controls sufficient to provide reasonable assurance that the above-stated purposes are met and risks to the organization's objectives are assessed and addressed appropriately. These internal controls include various activities, such as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets, and segregation of duties. Internal controls rely on the principle of checks and balances in the workplace and include the following control activity:

- **PERSONNEL** needs to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions and procedures manuals. Organizational charts provide a visual presentation of lines of authority and periodic updates of job descriptions ensure that employees are aware of the duties they are expected to perform.

- **AUTHORIZATION PROCEDURES** need to include a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with SWART policy.

- **SEGREGATION OF DUTIES** will reduce the likelihood of errors and irregularities. An individual is not to have responsibility of more than one of the three transaction components: authorization, custody, and record keeping. Duties such as check writing, deposit functions, inventory management, and account reconciliation should be kept separate. Active involvement by officers is critical in areas where staff is small and segregation of duties is not feasible. When the work of one employee is checked by another, and when the responsibility for custody for assets is separate from the responsibility for maintaining the records relating to those assets, there is appropriate segregation of duties. This helps detect errors in a timely manner and deter improper activities; and at the same time, it should be devised to prompt operational efficiency and allow for effective operations.

- **DOCUMENTATION AND RECORD RETENTION** provides reasonable assurance that all information and transactions of value, including receipt and disposition of assets, are fairly and accurately recorded and retained. Records are to be maintained and controlled in accordance with established procedures.

- **PHYSICAL RESTRICTIONS** are protective measures for safeguarding assets, processed and data. Access to checks or petty cash is limited, secured, and documented when used. Access to computer files and databases should be limited to authorized employees.

INTERNAL CONTROL CHECKLIST

Listed below is a suggested checklist for review and analysis of SWART's system of internal control. This checklist is developed to fit SWART's needs and is reviewed periodically. Any weaknesses noted in internal control should be corrected.

1. Maintain a current organizational chart.

2. Employees' duties must be reasonably fixed as to responsibilities.

3. Job descriptions for each position, including employees' duties and responsibilities, are maintained current.

4. The accounting routine is established in an accounting policies and procedures manual.

5. The accounting function must be completely separate from the procurement and receiving process.

6. Internal financial reports will be compiled monthly and will adequately reflect abnormal financial figures and other discrepancies.

7. Sufficient controls will be assigned in order to make collusion improbable.

8. An assigned responsible employee will periodically review insurance coverage.

9. Journal entries must be limited, and should adequately explained and supported by substantial documentation.

SECTION II. FINANCIAL POLICY AND ADMINISTRATIVE RESPONSIBILITY

Everyone within the organization has a role in internal controls. The role varies depending upon the level of responsibility and the nature of involvement by the individual. The Board of Directors, General Manager, Assistant General Manager, and Chief Financial Manager (CFM) establish the presence of integrity, ethics, competence, and a positive control environment. Department Directors have oversight responsibility for internal controls within their units. Managers and supervisory personnel are responsible for executing control policies and procedures at the detail level within their specific unit. Individuals within a unit are to be cognizant of proper internal control procedures associated with their specific job responsibilities.

RESPONSIBILITIES FOR BASIC POLICY MAKING

The governing board will formulate through its appropriate policy-making body the financial policies required to assure proper management in accordance with basic management standards and funding agencies' requirements. Once formulated, these policies are administered by SWART'S executive and administrative staff. However, the appropriate policy-making body reviews regularly the operations and activities, including SWART's financial position, to ascertain that its affairs are properly administered, that policy compliance is achieved, and that policy revisions are promulgated as required.

The Board remains ultimately responsible for adequately administrating SWART's financial position and operations. To fulfill these responsibilities, operations, and activities must be reviewed promptly and comprehensively. Many of these policies are expressed in writing to foster a clear understanding and proper involvement on the part of all concerned with policy-making, advising, and implementing responsibilities.

RESPONSIBILITIES OF THE GENERAL MANAGER

The General Manager has final responsibility for all SWART actions and operations, including those of a financial nature. The General Manager ascertains that the financial operations are adequate, that the principal representative Board is fully informed on all operations, that personnel are adequately trained and efficient, that all grant conditions are complied with; that the entire financial operation complies with SWART funding agencies policies and standards; and that funds expended are for lawful and needed purposes within budgetary limitations.

Even though the General Manager delegates all fund handling, expenditure approval, record keeping, and financial report and budget preparation to subordinates, he/she is personally responsible for them and answerable to the principal representative of the Board in all cases of poor performance, mismanagement, or fraud.

RESPONSIBILITIES OF THE ASSISTANT GENERAL MANAGER

In the absence of the General Manager, the Assistant General Manager is responsible for the day-to-day operations of SWART. The Assistant General Manager is primarily responsible for the human resources function of SWART, including employee wellness, safety, and required training. Assists the General Manager in preparing the Organizational Chart and updating and maintaining staff job descriptions. The Assistant General Manager is responsible for safety and training, information technology, and ensuring the proper insurance coverage of SWART's assets.

RESPONSIBILITIES OF THE CHIEF FINANCIAL MANAGER

The Chief Financial Manager is responsible for the overall management of the fiscal operation of SWART in cooperation with the General Manager. The General Manager approves all expenditures and entries to the general ledger, reviews monthly financial statements for accuracy, and maintains spending within budgetary limits. The Chief Financial Manager is responsible for preparing and assisting the General Manager in budget revisions, reimbursement requests, and financial reports. The Chief Financial Manager is responsible for reviewing and revising financial policies and procedures as needed.

The Chief Financial Manager should advise the General Manager on all matters related to financial operations.

SECTION III. ORGANIZATION AND COMPETENCY OF FINANCIAL PERSONNEL

ORGANIZATIONAL STRUCTURE

A sound financial organization structure is necessary for proper accounting system operations. Each employee must know precisely what his/her duties and responsibilities include and who his/her immediate supervisor is. A major organizational weakness can be the failure to follow the lines of authority. It is essential that reporting responsibility channels be followed. An organizational chart should be developed showing positions and lines of authority. Responsibility for each aspect of financial management should be assigned.

COMPETENCY OF FINANCIAL PERSONNEL

An accounting system is dependent on the people who maintain it. The best accounting system will be worthless if financial personnel are untrained, inexperienced, and unprepared. All employees with financial responsibilities should have training and experience commensurate with such responsibilities. Securing financial personnel trained and experienced to perform their duties adequately cannot be overemphasized.

- The General Manager must have experience administering an agency or entity relative to the assignment. Graduated from an accredited four-year college or university with major coursework in a field relevant to the assignment. Experience and education may be substituted for one another.
- The Assistant General Manager must have an associate's degree (AA) or equivalent from a two-year college or technical school, or two-year related experience and training, or an equivalent combination of education and experience.
- The Chief Financial Manager must have graduated from an accredited four-year college or university with major course work and concentration in a field relevant to finance, accounting, or financial management; or a minimum of five years of experience required in areas of finance, accounting or financial management of governmental affairs or agencies.

SECTION IV. FINANCIAL STATEMENTS AND REPORTS

GENERAL STANDARDS

Internal financial statements and reports are prepared for internal reporting to administrative and management personnel at various levels and the principal representative Board. They provide activity-management information, overall operating management information, and broad policy-level management information. They are prepared and issued as often as necessary to be of maximum use to management officials.

SWART's computerized accounting system is designed to prompt the preparation of all needed financial statements and reports, which disclose all significant financial facts about operations and activities.

Financial statements and reports should meet the following standards:

- Fairness of presentation,
- Compliance with prescribed requirements,
- Timeliness, and

- Usefulness.

A. Fairness of Presentation

The term “fairness of presentation” refers to the full disclosure of financial information in financial reports. Full disclosure of the financial position and the financial result of an operation is a primary accounting objective. Disclosure may be described as the process of communication by which information on financial status, flow of monies, and financial results of operations relating to activities are made known.

The essentials of full disclosure in financial reporting include the following:

1. **Completeness and clarity:**
   All essential financial facts relating to the scope and purpose of each report and the period of time involved are included and displayed.

2. **Accuracy, reliability, and truthfulness:**
   All financial data presented are accurate, reliable, and truthful. The requirement for accuracy does not rule out the inclusion of reasonable estimates when precise measurement is impracticable, uneconomical, unnecessary, or conducive to delay. However, material estimates are identified as such. Obscuring significant facts and presenting misleading information is avoided.

3. **Accounting support:**
   Financial statements and reports are based on official records maintained under an adequate accounting system that produces information objectively, disclosing the financial aspects of all events or transactions. If economic data is based on sources other than the accounting system, this is clearly explained. Financial statement content is traceable directly to the accounting records.

4. **No exclusion of significant costs:**
   The financial statements and reports must include all costs applicable to an activity or program.

5. **Form, content, and arrangement:**
   The form, content, and arrangement of each financial statement and report are as simple as possible and designed to communicate significant financial information clearly to the reader.

6. **Performance under limitations:**
   Financial performance concerning statutory or its limitations is specifically reported.

7. **Consistency:**
   The financial data reported is derived from accounts maintained consistently in all material respects from period to period. Material changes in accounting policies, methods, and treatment, if any, and the effects thereof are clearly explained.

8. **Terminology:**
   Financial statements and reports use consistent, non-technical terminology to promote clarity and usefulness at all levels of management review.

B. Compliance with Prescribed Requirements

Financial statements and reports prepared by SWART comply with the monetary policies and regulations established by funding agencies and are maintained in accordance with established accounting requirements.

C. Timeliness

All financial statements and reports are produced promptly to be of maximum usefulness. The issuance of statements and reports is not delayed to produce minor refinements of data.

D. Usefulness

Financial statements and reports are designed carefully to present information that is needed by and valuable to the people for whom they were proposed. The preparation and distribution of reports that are unnecessary or excessively detailed are avoided. The need is clearly defined before the report is designed. Accounting policies and procedures are periodically reviewed for improvement in the accuracy and efficiency of operations.

EXPLANATION OF BASIC INTERNAL STATEMENTS AND REPORTS

A. Statement of Financial Position (Balance Sheet)

The statement of financial position is a financial statement that shows the nature and balance of all significant assets and all material debts that are owned. It lists the types and amounts of assets, liabilities, and equity (fund balance) as of a specific date. Also called the balance sheet.

First, assets are listed on a balance sheet in order of liquidity, with the most liquid items appearing first. Thus, cash is the first caption listed under the broad category of current assets. This item will include all cash that SWART holds, including balances in local and central checking accounts, money market accounts, and certificates of deposit (CDs).

Second, liabilities are listed to include, if applicable, accounts payable, inter-fund payable, accrued expenses (including escrow funds), and unearned income.

Third, an equity (or fund balance) account holds the difference between an organization's assets and liabilities. It is also called Net Assets. This section includes the beginning fund balance, net change in fund balance, and ending fund balance. The net change in fund balance reflects the difference in revenue and expenses and is updated through the computerized general ledger program.

B. Statement of Activities (Revenues & Expenditures)

The Statement of Activities summarizes the financial operations during the period covered by the report. The Fund can present this report. If applicable, non-operating revenue and expenditure accounts are also included in this report. Also called the Statement of Revenues & Expenditures.

First, the statement lists the program resources (revenue), including resources classified according to the funding source. Second, the expenditures are summarized to reflect the results of operations during the reporting period. Expenditures are grouped to identify the expenses within each budget category.

C. Statement of Cash Flows

The Statement of Cash Flows is a financial statement that shows how changes in the balance sheet accounts and income affect cash and cash equivalents and breaks the analysis down to operating, investing, and financing activities. It includes a section for the balance of cash and restricted cash at the beginning and end of the year.

D. Bank Reconciliations

Bank reconciliations shall be prepared for all bank accounts monthly by the SWART Auditing Manager or their designee and approved by the General Manager or Assistant General Manager. The staff person who prepares checks shall not perform bank reconciliations. Bank statements and electronically cleared check copies will be inspected for irregularities and appropriate endorsements.

1. The SWART Auditing Manager or designee will prepare a monthly reconciliation between the bank and general ledger balances. The reconciliation should be completed within 15 days of receiving the bank statements.

2. The bank reconciliation will include a list of reconciling items such as outstanding checks, deposits in transit, and any other items with an explanation noted on the reconciliation. Bank reconciliations are filed in the current year's accounting files.

3. All state checks written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written or when the expenditure was incurred. For state checks written off in fiscal years after the year the check was written, the credit shall be to other income.

4. All resulting journal entries must be appropriately approved and filed in the current year's accounting files with all supporting documentation.

SECTION V. OVERVIEW OF ACCOUNTING SYSTEM AND INTERNAL CONTROLS

SWART operates on an accrual basis of accounting. Expenditures are booked when the expense is incurred, and the invoice is received in the administrative office. Revenues are booked based on the type of contract. On a reimbursement contract, revenue is booked based on monthly expenditures. In a unit cost contract, revenue is based on the monthly amounts earned through performance or services rendered. Local and in-kind revenues are booked when received. At SWART's contract year-end, all payable and receivable are booked before the applicable contract is closed.

SWART uses the MIP Accounting System, a fund accounting software program. The MIP accounting software records transactions by fund, where each fund is a self-balancing, separate set of books. It allows expenses and revenues to be recorded by the fund and overlapping fund years, which allows financial reports and detailed transaction reports to be generated by the fund on the fiscal year of each fund or by combined funds by fiscal year. SWART's fiscal year begins September 1st and ends August 31st of each year.

A. Chart of Accounts

The chart of accounts encompasses SWART's reporting needs in code type. General Ledger accounts are used for every transaction made, which affects SWART's assets, liabilities, or capital. The accounting system software chart of accounts is set up to allow a fund to represent a contract with a funding source. Account coding in the accounting system software consists of a general ledger, fund, grant year, program, and department.

CHART OF ACCOUNTS CODE STRUCTURE				
1	2	3	4	5
General Ledger	Fund	Grant Year	Program	Department
XXXX (4)	XXX (3)	XXXX (4)	XX (2)	XXX (3)
main coding of organization trial balances	grant code	grant funding year	Program Description	department code
1xxx Assets	505 Federal	2019	50 Transportation	101 Administration
2xxx Liabilities	506 State	2020		120 Operations
3xxx Fund Balance	507 HOGG			900 Undistributed
4xxx Revenue	510 Trans Support			
5xxx Expenses	515 Planning			
	525 Elderly & Disabled			

The accounting system software allows budgets to be entered and compared to actual expenditures and revenues. When budgets are amended, the system enables appropriate line items to be adjusted and corrected.

SWART operates mainly out of a single cash operating account. The accounting system software automatically sets up inter-fund payables and receivables from the operating fund to the other funds when any cash transaction occurs.

Project reports are generated for the SWART General Manager each month. Data from these reports is used for programmatic and financial reporting to funding sources. A copy of each month's expenditure reports is kept on file in the office of the SWART Chief Financial Manager.

The procedures and internal controls for specific accounting areas are explained in the following section of the manual.

B. Cash Receipts – Administrative Office

The SWART Assistant General Manager opens incoming mail and any check(s) received. Finance endorses the check(s) with the "For Deposit Only, Southwest Area Regional Transit District" stamp. He/she logs the receipt of the check(s) in the Incoming Checks Binder, makes copies of the checks to prepare for deposit, and submits the check(s) to the designated person in the SWART finance department.

The SWART CFM or designee prepares the deposit slip, codes the transaction for posting into the accounting system, and takes the deposit slip to the bank. The SWART CFM or designee makes one copy of the deposit slip and check(s). The copy is filed in a monthly deposit folder, and the SWART CFM or their designee makes corresponding entries in the accounting system on a weekly basis.

At the end of each month, the SWART CFM or designee provides the SWART General Manager with a copy of the deposit folder. The SWART Auditing Manager or designated finance department personnel reconciles the deposits against the bank statement each month.

C. Cash Receipts - Operations

Monies collected at transit sites are deposited into locked boxes or safes at the sites, and monies collected on SWART vehicles are deposited into locked boxes either in the vehicles or locked boxes at the sites.

Vehicle operators must submit their daily funds at the end of service and place them in a designated, secure location on the site. To maintain a deposit schedule and control the amount of funds in the boxes at any given time, the SWART General Manager, Assistant General Manager, or Chief Financial Manager will periodically analyze historical data and determine the frequency of deposits for each rural site. The study will be conducted at least every quarter. The Operations Manager and their designee are responsible for counting contributions and fares, and completing the deposit slips according to the deposit schedule established by the Administration. The contribution boxes and fare boxes will remain locked until the money is to be counted and deposited. The people counting the money should complete and sign the Deposits Record form. The Operations Manager or designee must verify that the information is correct and send copies of the Deposits Record forms to the SWART administrative office according to the deposit schedule. The Chief Operations Manager, Dispatcher, or designee will be responsible for depositing funds at least once a week. Separate deposits are made for each location. Once the deposit is made, the deposit slip and supporting documentation are submitted to the SWART CFM or designee for review and posting to the accounting system.

Failure to handle cash receipts properly is grounds for disciplinary action and reprimand. All staff are provided with written policies regarding the handling of cash receipts.

D. Cash Disbursements

SWART operates in numerous sites in eight (8) counties. The SWART General Manager approves all significant purchases. The purchase order procedure applies to all purchases. Staff designated by the SWART General Manager may make small purchases at the local level. All invoices and statements are sent directly to the SWART administrative office, and the office handles all cash disbursements. Listed below are the specific procedures used by SWART for purchasing.

E. Procurement – Procedures

Refer SWART Procurement & Purchasing Policy Manual

~~SWART is regulated by 49 CFR Part 18, specifically Section 18.36 and FTA Circular 4220.1E, "Third Party Contracting Requirements," and will utilize these regulations as standards for the management, procurement, and disposal of property. SWART will also comply with:~~

~~Contract requirements and federal and state regulations control the procedure for major equipment, supplies, or real property purchases. SWART has a Procurement Policy that meets~~

~~federal guidelines. An exception to this process occurs only when a purchase is made with local, non-federal funds, which does not require competitive bids and does not require the process outlined below.~~

~~SWART will adhere to 2 CFR 200.318 (c)(1) & (2):~~

- ~~Preclude any employee, officer, board member, or agent from participating in the selection, award, or administration of a contract supported with FTA assistance if he or she has any real or apparent conflict of interest.~~
- ~~Include a restriction that the recipient's officers, employees, or agents may neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.~~
- ~~Provide for disciplinary action for conflict-of-interest violations by the recipient's officers, employees, or agents.~~
- ~~If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government or Indian tribe, verify the written standards of conduct cover organizational conflicts of interest.~~

F. Purchase Order Procedure

Refer to SWART Procurement & Purchasing Policy Manual

1. ~~Before ordering or purchasing any single item of equipment costing $20,000 or more, an approved Purchase Order must be issued with three formal quotes and the board of directors' approval.~~
2. ~~Any procurement over $50,000 will also need board approval and a formal bid request, request for proposal, or request for qualification to be performed with prior approval from TxDOT to proceed with the procurement process.~~
3. ~~Before ordering or purchasing any single item costing $3,000 to For $19,999, an approved purchase order must be issued with three telephone quotes.~~
4. ~~The PO system will pre-number Purchase Orders consecutively. The designee completes the purchase order and sends it to the SWART General Manager for approval.~~
5. ~~When the SWART General Manager or designee approves the PO in the system, the approval for payment is automatically sent to the Finance Department.~~
6. ~~Approved Purchase Orders will become part of check backup documentation.~~
7. ~~The copies of invoices and approvals are stored in the PO System as backup and audit trail.~~
8. ~~Subcontractors, supplies, and vendors who submit detailed itemized invoices will receive prompt payment.~~
9. ~~Payment will not be made until all services, supplies, and equipment are received.~~

- ~~**Disadvantage Business Enterprise**~~

  ~~SWART will adhere to 43 Texas Administrative Code (TAC) §9.300 on engaging in business with disadvantaged businesses. It is the policy of the SWART to:~~

  ~~(1) Ensure that Small Business Enterprises shall have an equal opportunity to participate in the performance of contracts;~~
  ~~(2) Create a level playing field on which Small Business Enterprises can compete fairly for contracts and subcontracts;~~
  ~~(3) Help remove barriers to the participation of Small Business Enterprises in department contracts;~~

~~(4) Assist in the development of firms that can compete successfully in the marketplace outside the Small Business Enterprise program; and~~
~~(5) Develop and maintain a program to facilitate contracting opportunities for small businesses.~~

~~SWART will adhere to the board-approved SWART DBE Policy Manual, which outlines federal and state regulations and DBE target goals.~~

~~SWART will document its good faith effort of meeting this requirement through the following but is not limited to such:~~

- ~~Mail annual letters to its vendors informing them of SWART's desire to do business with DBE-certified businesses.~~
- ~~Inform vendors of the process in place to apply to become a certified business enterprise.~~
- ~~Assist vendors with technical assistance if requested on the certification program of a disadvantaged business enterprise.~~

- ~~**Historically Underutilized Business**~~
  ~~SWART will adhere to Texas Statutes Government Code, Chapter 216, and the Texas Administrative Code §20.14 regarding minority business. SWART promotes full and equal procurement opportunities for small, minority—and women-owned businesses. Companies interested in doing business with SWART are encouraged to become HUB-certified.~~

- ~~**Other purchases:**~~
  ~~With the permission of the SWART General Manager, SWART staff may make other purchases, such as for emergencies or unexpected expenditures). All invoices and statements must be mailed to the SWART administrative office. Payments will be made through the centralized accounting system.~~

- ~~**Geographic Preference:**~~
  ~~SWART is prohibited from specifying in-state or local geographic preferences, or evaluating bids or proposals in light of in-state or local geographic preferences, even if those preferences are imposed by state or local laws or regulations. In particular, 49 U.S.C. Section 5325(i) prohibits an FTA recipient from limiting its bus purchases to in-state dealers.~~

G. Procedure for cash disbursements:

1. Signed copies of original invoices are mailed to the SWART administrative office by vendors or field staff. The SWART CFM or designee is responsible for entering data into the accounting system. The original invoice number is used when possible, and the system identifies invoices that have been previously entered, thus preventing duplicate payments.

When the invoices are posted into the accounts payable system, the expenditure is charged to the fund and general ledger expense account even though a payment has not been made. The accounting system will track accounts payable balances by fund.

2. Generally, accounts payable checks/vouchers are generated once a week. The SWART CFM or designee submits a log of invoices to the General Manager for approval for payment. The original checks must have an original signature. A list of checks is printed from the accounting software indicating, at a minimum, the check number, check description, vendor name, effective date, and amount. Authorized signatories are the SWART General Manager, SWART Assistant General Manager if needed, SWART Board Chairperson, and SWART Board Treasurer.

3. When the payment is made, and the accounts payable check register is posted, the computer accounting system sets up the appropriate inter-fund payables and receivables for the cash disbursements. All accounts payable checks are issued out of the operating cash account.

4. Once the checks have been printed and the list and original checks have been reviewed and authorized, the original checks with any attachments are mailed to the vendors. The check stubs are attached to the documentation and filed in numerical order.

5. All accounts payable checks are pre-numbered and kept under lock.

6. Void checks are accounted for in the computerized accounting system.

7. The coding and documentation process for manual checks is the same, but the check is typed manually. Manual checks are entered into the accounts payable system, so the check numbers and detailed vendor information will be complete.

8. SWART generally pays suppliers for invoices. The statements received from vendors are checked by the SWART CFM or designee for outstanding or credit balances. If any discrepancies are found, the statements are thoroughly researched.

9. Blank checks are not signed in advance.

10. Checks made payable to “Cash” are prohibited.

11. Payment is not made before merchandise is received. Signed receiving slips or signed Purchase Orders are required before payment of an invoice.

12. Certain recurring expenses for SWART are allocated among several funds (e.g., central office utilities, telephone, supplies, etc.). In this case, the SWART CFM or designee will prepare an Accounts Payable Voucher for approval by the SWART General Manager, Assistant General Manager, or Chief Financial Manager.

13. Consumable supplies are allocated based on actual use when possible. Otherwise, they will be based on the proportion determined by the number of Administration employees versus the number of Operations employees.

14. Bills related to occupied space shared by SWART and other programs, such as utilities, repair/maintenance, janitorial, etc., are split based on the proportion determined by the number of Administrative employees versus the number of Operations employees.

H. PETTY CASH AND CHANGE FUNDS

If contribution monies are available, field staff may use these monies for the purchase of small items or to cover miscellaneous small expenses of less than US$20, such as vehicle washing. For purchases exceeding US$20, a purchase order (PO) must be entered into and approved in the PO system before acquiring the item using funds other than Petty Cash. The cash account is controlled, maintained, and administered by the SWART Assistant General Manager and/or SWART Operations Manager. Upon request, records of the cash account are submitted to the SWART Chief Financial Manager or designee.

I. PROPERTY AND EQUIPMENT

The purpose of financial property accounting and control is to provide reliable and systematically maintained records of investment in property and equipment to protect that investment. Appropriate accounting policies and control procedures are adopted for all property. These controls are established as an integral part of the accounting system. An adequate and reliable system of records and related procedures has been established to ensure proper accounting for the investment.

Property control in general includes the following:

1. The property ledger is maintained so that assets costing more than $1,000 and a useful life of more than one year can be located and identified.

2. A complete physical inventory of the property ledger's property and equipment is performed annually.

3. Proper classifications are made between fixed assets, expendable assets, nonexpendable assets, and donated equipment.

4. Retirements and disposals of equipment are properly approved and recorded.

5. The proceeds of any liquidated property are adequately recorded.

6. Damaged or lost property is treated correctly on the accounting records.

7. Insurance recoveries are adequately recorded.

8. If inventories of consumable supplies exceed $1,000 in value, adequate controls are established.

9. A proper inventory tag will be attached and recorded for fixed assets purchased with federal funds that exceed $5,000 (excluding rolling stock).

10. All fixed assets exceeding $10,000 will be controlled and depreciated on a schedule rather than being recorded in the general ledger.

11. Federal guidelines for the disposition of fixed assets purchased with federal funds will be followed.

J. OTHER

1. Employee loans are prohibited.

2. Investments are adequately recorded and controlled.

3. The financial system is designed so that only one person has access to all financial operations records at the same time.

K. PERSONNEL AND PAYROLL

Personnel

SWART is an equal-opportunity employer. The SWART Board has approved its Employee Handbook, Equal Opportunity Policy, and Policies and Procedures Manual, which are available to all employees. On a day-to-day basis, the General Manager and/or his/her designees are responsible for managing personnel matters.

1. The SWART Assistant General Manager in the SWART Administrative Office maintains personnel files that contain each employee's application, W-4 form, authorization for payment forms, employee evaluations, copies of insurance forms, and other applicable federal and state forms.

2. SWART pay periods are from the 1st through the 15th and the 16th through the end of the month. Each hourly employee completes and submits a Timesheet via the MIPs EWS module or an equivalent system, which reflects the time worked, annual leave, sick leave, holidays, and any other absences from work. Each exempt (FLSA) employee completes and submits an Exempt Employee Leave Usage Form reflecting the leave used. The Assistant General Manager collects and verifies the forms for accuracy. The employee's supervisor or the SWART General Manager or Assistant General Manager signs the forms.

3. Employees are never paid in advance for hours worked. Forms received for the first half of the month are processed but not paid for until the last working day of the month. Paychecks or Direct Deposit are dated the previous day worked by the SWART Administration during the following pay period. Paychecks or Direct Deposits are not released unless an original, signed, and approved Time Sheet or Exempt Employee Leave Usage Form is received in the SWART Administrative Office.

4. The SWART Chief Financial Manager or Assistant General Manager double-checks and processes approved forms. Data from each form is entered into the accounting payroll program, which calculates pay and deductions. A payroll register is analyzed before checks are prepared.

5. The original paychecks are printed and will have one original signature, unless the payment is processed and paid through Direct Deposit. The Direct Deposit process is administered and overseen by the Chief Financial Manager. The General Manager or Assistant General Manager reviews payroll prior to the Direct Deposit transfer being performed. The accounting

software prints a list of paychecks indicating, at minimum, the check number, check description, vendor (employee) name, effective date, and check amount.

6. After paychecks are issued, a distribution checklist by location is generated, and the SWART Chief Financial Manager or SWART Assistant General Manager approves the distribution checklist before mailing or releasing the checks. The SWART CFM or designee distributes the paychecks to the SWART administrative staff. The supervisor at each field site is responsible for ensuring that each employee signs their paycheck.

7. The computerized payroll program transfers the total salary and fringe amounts into the accounting program, summarizing each pay period. The payroll program integrates with the distribution code listing, which informs the accounting program of the funds used to charge each employee's salary and fringe expenses.

8. Paychecks are issued out of the operating fund and reconciled monthly with other cash disbursements.

Staff Payroll

1. Originating Document -Employee Data -Human Resources, complete the Employee Status Form for review of compliance with all personnel policies and procedures. The Assistant General Manager shall then submit the Status Form to the General Manager for approval. After approval, the Status Form is submitted to the Chief Financial Manager. The CFM reviews the Employee Status Form to determine that funds are budgeted and available. Once the CFM approves the form, it is submitted for payroll processing.

2. Originating Documents, Electronic Timesheets, Leave Requests, the approved electronic timesheet, and Leave Request/ Absence forms shall be presented to the CFM on the scheduled date. The Finance Department shall perform the following:

3. Ascertain that an electronic timesheet has been submitted for each employee indicated on the active file.

4. Review electronic timesheets for accuracy.

5. Imports timesheets from the HR module into the Payroll module.

6. Originating Document - Payroll Check. Upon completing the above steps, the Finance Department shall process payroll checks on the computer. The computer payroll module automatically computes the current and cumulative payroll for each active employee on a semimonthly basis. The following reports are generated each pay period:

   a. Check Register -includes the date, employee name, ID code, check number, and net pay amount
   b. The payroll Register includes current and cumulative gross pay and deductions by the employee.
   c. Direct Deposit File Register

Payroll Taxes and End of Year Reporting

The SWART CFM or designee will perform payroll taxes, quarterly reports, timely submission of W-2 forms and 1099-MISC forms, and end-of-year reporting.

L. AUDIT

SWART will have its financial statements audited by an independent Certified Public Accounting firm annually, by generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, 1988 Revision. SWART's audit shall also comply with the auditing requirements mandated by OMB Circular A-133.

Copies of the audited financial statements will be distributed to the General Manager, Assistant General Manager, and Chief Financial Manager. Additional copies will be distributed to the Board of Directors upon completion.

M. TRAVEL

1. Travel will be authorized for SWART purposes only under SWART's officially established travel policies and within the limitations set by the funding agencies. The travel regulations and limitations apply to all SWART employees, consultants, advisors, board members, or other parties whose travel is paid for or reimbursed from SWART funds. All travel will be authorized in advance. Employee travel advances, or other business advances, are accounted for promptly, within five business days after the travel.

2. All reports on employee travel expenditures will be comprehensive, complete, and supported by proper documentation as outlined in this section. Travel expenditures will be audited in detail and must be fully funded and authorized by the SWART General Manager

3. Travel expenditure will not exceed limitations set by SWART financial policies.

4. Travel expenditures will not be paid if the travel is unnecessary or excessive.

5. Travel out of town that requires an overnight stay may be requested and approved in advance by completing a Request for Travel form. Travel funds may be advanced upon request, up to the amount equal to the estimated cost shown on this form. This form will also be used to report actual expenses upon completion of a trip. It will show the following information and be approved by SWART's General Manager or his/her designee.

    - Name of person requesting travel authorization
    - Date of request
    - Purpose of travel (justification)
    - Destination
    - Dates of proposed travel
    - Estimated total cost of the trip and amount of advance requested (Meals as Per Diem approved by the IRS/ GSA rates)
    - Special or unusual items for which approval is requested
    - Signature of the person requesting authorization
    - Signature of the person authorizing travel
    - Signature of the traveler
    - Signature of the supervisor and General Manager

6. After the trip is completed, the actual cost calculation is based on the exact room expenses, with attached receipts for room bills and other significant charges. The additional amount

owed to the employee by SWART or the amount to be reimbursed to SWART by the employee.

7. Any special or unusual requirements, such as auto rental, will be specifically authorized and noted on this form in detail. All information documented on the form will be as specific as possible.

8. Travel advances will be charged to the appropriate account upon receipt of the check. The disposition of travel monies advanced will be reported on the Request for Travel form within five (5) days after the travel is completed, and any unused portion of the travel advance will be returned at this time. Upon receipt of returned travel monies, the funds will be immediately deposited in the checking account, and the appropriate expenses will be reversed accordingly.

9. If an advance for travel expenses is not requested, employees will be reimbursed for actual costs as calculated on a Request for Travel form, which should be submitted within 5 days after completion of travel to the SWART General Manager or his/her designee. This form will include the destination and purpose of the trip and expenditures made. Receipts for hotel bills and other significant charges, such as transportation ticket stubs, should be attached. Any money advanced for travel or direct payment to the hotel will be deducted from the travel report. If a meal is included in registration fees for a specific meeting, one-quarter of the meal allowance will also be deducted from the travel report, according to the IRS/ GSA Per Diem rates.

10. Reports of mileage reimbursement for the local community or routine out-of-town travel must be submitted at least monthly to the SWART General Manager and their designee for reimbursement. A Mileage Sheet will be used to document such travel. All mileage expenditures will be itemized by date. Beginning and ending odometer readings, as well as points visited on each date, will be provided. Mileage directly to and from an employee's residence and designated job site will not be reimbursed. Advances of monies will not be made for mileage reimbursement. SWART expenditures for mileage reimbursement, lodging, and per diem will be subject to funding agency policies and will never exceed the Federal Travel Regulations.

N. DAVIS BACON PROVISION

SWART will ensure all federally funded construction contracts in excess of $2,000 that require compliance with Davis-Bacon provisions, including the prevailing wage rate requirements, as part of a written contract/agreement with a potential vendor.

SWART will ensure that certified payroll is obtained on a weekly basis for all construction projects funded with Federal awards.

The finance department will develop and ensure that agreements are executed between the vendors and the SWART General Manager.

The finance department will be responsible for obtaining the required documents to comply with the Davis-Bacon provisions.

O. JOURNAL ENTRIES

If SWART must perform Journal Entries, the following must occur:

1. The request for such Journal Entries will be submitted by the Chief Financial Manager or Auditing Manager and approved by either the General Manager or Assistant General Manager.
2. The Chief Financial Manager or Auditing Manager will determine the nature of the Journal Entry and which program budgets will be affected by such.
3. The General Manager or Assistant General Manager will approve and assign either the Chief Financial Manager or designee the act of performing the Journal Entry in written form.
4. The assignee will log the Journal Entry in the Journal Entry Log and will post the entry into the accounting system within three days.
5. All supporting documentation for the Journal Entry will be filed with the appropriate transaction function.

P. CREDIT CARD/DEBIT CARD TRANSACTION RECEIPTS

1. The District will utilize a third-party service to process all credit and debit card transactions.
2. Dispatch/Schedulers or designated personnel will process credit card transactions either in person or by telephone.
3. A percentage is charged to each transaction to cover fees charged by credit card institutions.
4. Following each transaction created in the system, Dispatchers/Schedulers or designated personnel will obtain the customer's signature, produce the receipt of purchase, and obtain a copy for their files.
5. Once the transactions are approved and submitted to the third-party service, the General Manager and the finance department will receive an email notice of all transactions depicting the settlement amount for the day. This amount is then deposited electronically to the District's Banking Institution.
6. The finance department will ensure the payment is received in the Bank and record the revenues in the MIP fund accounting system.
7. On the 1st of each month, the 3rd party service will deduct the processing charge fee from the District's Banking Institution.
8. The Finance Department will post the monthly processing charge fees to the MIP fund accounting system.
9. The Finance Department will reconcile collections/transactions, fares collected, and manifest recordings with the Dispatchers/Schedule or designated personnel on a monthly basis for auditing purposes.

Q. SWART BUSINESS DEBIT/ CREDIT CARD USAGE

<u>Procedure</u>

1. The safeguarding of SwART's Business Debit/Credit Card is the responsibility of the SWART CFM or designee, except when an employee signs out for a specific purchase.
2. Before the employee can sign out the debit/credit card, an approved Purchase Order must be presented to the CFM or designee, whose duties include purchasing. Purchases with the debit/credit card must conform to the approved Policies and Procedures set for SWART.

3. Any debit/ credit card purchase must also comply with the Approval Credit Limits and Quote requirements.
4. After the purchase, individuals are responsible for promptly returning the debit/ credit card and receipt to the Finance Department.
5. the employee must have the debit/ credit card signed back into the CFM.
6. The CFM or designee shall reconcile debit/credit card charges with the monthly debit/ credit card statements on a monthly basis.

Debit/ Credit Card Security

The Chief Financial Manager or designee will secure the debit/credit cards and keep them in a safe place. Account numbers should not be posted or left in conspicuous places.

Credit Card Limits

Each purchase will have a limit of $20,000 for authorized purchases.

Acceptable Uses, Limits, and Procedures

Each issued credit card should be used solely for Agency Official Business. The debit/ credit card shall not be used for personnel or private business practice.

Specialty Credit Cards

Specialty Credit Cards may be used to purchase specific items, such as fuel for fixed routes or goods. All purchasing guidelines outlined in this manual are still mandated. Employees who require a long-term Specialty Credit Card must sign a Cardholder Agreement. When mileage money is provided, Specialty credit card usage is prohibited. Misusage of credit cards will be grounds for disciplinary action, up to and including termination of employment.

Lost or Stolen Credit Card

If a credit card is lost or stolen, the cardholder must immediately call the bank that issued the lost or stolen credit card.

SECTION VI. BUDGETARY CONTROL AND CASH MANAGEMENT

GENERAL

SWART's budgets express the plan of operation in financial terms. Budgets show the total amount of money approved for expenditure within object classifications. Budgetary control imposed by the funding agencies restricts expenditures, within certain limitations, to amounts approved by classifications.

1. The budget includes all detailed supporting information and line-item amounts that make up the program account budget approved by the funding agencies. The budget must be comparable with the accounting classification utilized by SWART. If desired, accounting records may be classified into more detailed object line items for internal use. Internal supporting budget papers will show the following:

2. The grant awarded funds will be spent within the project grant agreement period.

3. Projected sources of revenue by type and amount.

4. Projected amount to be spent for each classification, i.e., personnel, fringe, travel, equipment, supplies, contractual, and other, with supporting line-item detail within each classification.

5. Money sources are an integral part of the budget. The four primary sources of funds for SWART are Federal, State, local, and in-kind. The sources of money must equal the total money to be expended in the budget.

6. Budgetary control relates to the continual surveillance that must be maintained to ensure that both sources of money and expenditures are progressing under the financial plan, as expressed in the budget. Any deviations from this plan should be determined as early as possible and either eliminated by a change in the expenditure rate or provided for by budget revision.

7. Budgetary control is the responsibility of the SWART General Manager. To accomplish this, financial operating information, including budgetary comparisons, must be available at the end of each month.

A. BUDGET REVISIONS

Certain internal budgetary revisions or transfers are permissible without prior approval of the funding agencies. Revisions or transfers over limitations must receive prior written authorization. This may be requested by furnishing the funding agencies with an analysis of SWART accounts and other categories for which increases are desired (which also shows those categories to be decreased by corresponding amounts if appropriate), together with a written justification or explanation of the requested budget revision.

B. GRANT / CONTRACT MANAGEMENT

Federal and State Grant/Contract - Reimbursement of Funds

SWART may request grant/contract funds under reimbursement arrangements in which SWART bills the grantor for program costs incurred. Some contracts may provide for advance payments or permit SWART to draw against letters of credit as grant expenditures are accrued. The conditions for an advance payment request cover the anticipated cash needs for all federal awards, such as unexpected time elapsing between transferring funds from the US Treasury or the State and the disbursement to SWART geared to cover our payroll and disbursement cycle. The surprising timing will be described and noted in writing before the CFM's advance request to the General Manager, especially as it relates to payroll and disbursements to vendors and contractors scheduled for payment. SWART will make every effort to minimize the time elapsing between the transfer of funds and disbursement of those funds to carry out the purpose of the approved program or project. Once approved, the advance request will be prepared and submitted via the "Request for Advance/Reimbursement Form" as indicated below.

Under normal circumstances, upon receipt of grant award notification, the General Manager will forward the original instrument to the Chief Financial Manager. The CFM shall then use such a copy to obtain grant draw-down instructions from the grantor agency. In most state grants, draw-down is generally allowed on a combination of reimbursement and advance. Accordingly, the Finance Department will prepare estimates of cash required, as needed. These estimates will consist of both paid program amounts and unpaid invoices.

Upon Completion of the estimate, a "Request for Advance/Reimbursement Form" will be prepared and submitted to the grantor agency. The General Manager approves the form for the final request to be sent to the grantor.

Upon receipt of the cash, internal controls shall be performed on the cash receipts described in Section V of this manual.

Non-Federal and State Grant/Contract - Billing of Funds

The General Manager shall review the grant/contract award documents to determine the type of billing or drawdown procedures and the required information and forms. Upon making this determination, the Billing Clerks shall prepare the necessary information and forms for a drawdown or billing process.

The CFM or designee will prepare and make journal entries to record each grant award or contract.

The CFM and General Manager will review each award or contract to ensure that all financial provisions are complied with.

C. DIRECT AND INDIRECT COSTS

DIRECT COSTS

SWART utilizes direct costs for federal and state grant/contract reimbursement of funds allocated based on time and effort by the department.

INDIRECT COSTS

SWART does not use indirect costs. However, if it does in the future, approval from the FTA is required.

D. CASH MANAGEMENT

Cash management by SWART shall minimize the lapse between receiving funds and disbursing those funds. The Chief Financial Manager shall prepare a cash analysis report at least monthly for review by the General Manager. This report must evaluate cash needs itself by using a cash forecasting tool. The excess cash analysis shall compare amounts advanced with the actual expenditures for the same period. This shall require that the reconciliation of bank accounts occur in a timely fashion so that comparisons can be made against the organization's budgeted and disbursal needs or accruals.

The cash forecasting tool will estimate future cash needs and limit the advance requests to the minimum needed. The Chief Financial Manager will recommend cash advance requests to the General Manager based on the actual, immediate cash requirements for program activities. Thus, the disbursal policy of the SWART is to pay all accounts on a net 30 days from receipt of goods or services unless special terms are negotiated for payment on demand or net 15 days from receipt of goods or services. These terms shall be defined when the purchase order is issued and authorized by the General Manager, verified against the approved budget, and requests for Billing are prepared based on a systematic record of projected disbursal or cash needs.

The CFM shall make a weekly record, or as often as needed, of all obligations/encumbrances processed through the department. This record shall be compared against the known true balances of all accounts maintained in the Finance Department and shall serve as a basis to forecast cash needs by the SWART. Payroll expenses will be paid on a published schedule basis, and the accounts payable shall be ordered for payment by the CFM based on the cash available to cover expenditures. At a minimum, the CFM shall authorize checks to be issued by the 15th and the last working day of each month to ensure sound planning for the Billing of funds from the grantors. Interim checks may be issued if sufficient funds are available and a cash balance over expenses is soundly maintained.

E. LINE OF CREDIT

The amount of SWART's line of credit drawdown shall be determined by the CFM in writing and approved by the General Manager.

SECTION VII. MAINTENANCE OF FINANCIAL RECORDS

GENERAL

All financial records, including source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and all other related documents and records, will be retained in accordance with funding agency regulations. These records will be maintained in an orderly manner. They will be available, for audit purposes, to the funding agencies, the Comptroller General of the United States, or any other authorized representative. SWART will keep all records in order, so any information desired can be easily located.

RECORD STORAGE

SWART will adequately protect all records against fire or other damage. Records will be stored to be accessible during the retention period without great difficulty. SWART accounting records will be maintained for at least six (6) years but may be maintained longer if an unresolved audit is pending.

ATTACHMENT A: PROTEST PROCEDURES/D PROTEST PROCEDURES

1. Statement of Policy

SWART is responsible for resolving all contractual and administrative issues, including protests of evaluations and contract awards, arising from its third-party procurements using good administrative practices and sound business judgment.

In general, the Texas Department of Transportation will not substitute its judgment for that of SWART unless the matter is primarily a federal concern. Nevertheless, TxDOT can become involved in SWART's administrative decisions when a SWART protest decision is appealed to TxDOT or to FTA or when SWART seeks to use FTA assistance to support the costs of settlements or other resolutions of protests, disputes, claims, or litigation.

SWART shall notify its funding source promptly when it receives a third-party procurement protest and will keep TxDOT informed about the status of any such protest. SWART shall disclose all information about any third-party procurement protest to TxDOT upon request.

SWART's procedure for addressing third-party procurement protests is described. SWART shall insert its protest procedure in all solicitation documents for products and services estimated at $50,000 or greater.

2. SWART Staff Responsibilities

a. SWART authorized Procurement representative—Responsibilities include ensuring that the SWART Protest Procedure is included in all solicitation documents for products and services with an estimated value of $100,000 or greater and providing information to and assisting the General Manager with resolving protests.

b. General Manager—Responsibilities include receiving and reviewing all procurement protests and appeals and issuing the official SWART response.

c. Chief Financial Officer – Responsibilities include reviewing all procurement protests and advising and assisting the General Manager as needed with the resolution of all procurement protests.

2. Solicitation Provision

SWART shall insert the following provision in all solicitation documents for products and services having an estimated value of $50,000 or greater:

a. Pre-Proposal Protests – All protests concerning solicitation specifications, criteria, and procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the

General Manager as specified below, not later than 10 business days before the deadline for submission of bids/proposals.

Within his or her discretion, the General Manager may postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days before the deadline for submission of bids/proposals. If the General Manager postpones the deadline for submission of bids/proposals as the result of a protest, the postponement will be announced through an addendum to the solicitation.

The General Manager's decision shall be the final agency decision on the matter, but it shall be subject to judicial review or review by TxDOT or FTA, as specified below.

b. Pre-Award Protests – With respect to protests made after the deadline for submission of bids/proposals but before contract award by SWART, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposal's evaluation and award process, SWART's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the General Manager as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by SWART.

The General Manager may, within his or her discretion, postpone the award of the contract, but in any case, he or she shall provide a written response to all protests not later than three (3) business days before the date that SWART shall announce the contract award.

The General Manager's decision shall be the final agency decision on the matter, but it shall be subject to judicial review or review by TxDOT or FTA, as specified below.

c. Requirements for Protests – All protests must be submitted to SWART in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as true and correct to the best knowledge and information of the Protestor, signed by the Protestor, and notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by SWART.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to:

Southwest Area Regional Transit District

Attn: General Manager – Procurement
713 East Main Street
Uvalde, Texas 78801

d. Protest Response - The General Manager shall issue written responses to all protests received by the required protest response dates. First-class U.S. Postal Service shall transmit all protest responses to the address in the protest letter.

For convenience, SWART will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and electronic mail address are indicated in the protest letter. The protest response transmitted by the U.S. Postal Service shall be the official SWART response to the protest. SWART will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

Review of Protests by TxDOT/FTA – All protests involving contracts financed with federal assistance shall be disclosed to the FTA by FTA Circular 4220.1F. Protesters shall exhaust all administrative remedies with SWART before pursuing protests with TxDOT/FTA. TxDOT/FTA limits its reviews of protests to a grantee's failure to have or follow its protest procedures, a grantee's failure to review a complaint or protest when presented with an opportunity to do so, or violations of Federal law or regulation. Appeals to TxDOT/FTA must be received by the Texas Department of Transportation representative within five (5) working days of the date the Protester has received actual or constructive notice of SWART's final decision, or within five (5) working days of the date the Protester has identified other grounds for appeal to TxDOT/FTA.

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Documentation of Review and Approval of the Accounting Policies & Procedures Manual

On the _____ day of _______________, 2025, at a meeting of the Board of Directors of Southwest Area Regional Transit District, held in the City of Uvalde, Uvalde County, with a quorum of Board of Directors present,

The SWART Accounting Policies & Procedures Manual was revised and adopted on the _____ day of _______________, 2025.

It was duly moved and seconded that the revised SWART Accounting Policies & Procedures Manual be approved.

The motion was passed by a majority of those present and voting, as per the By-Laws.

I certify that the above and the preceding constitute a true and correct copy of part of the minutes of a meeting of the Board of Directors held on the _____ day of _______________, 2025.

____
Judge John Paul Schuster, Board Secretary

New Procurement & Purchasing Policy Manual

Southwest Area Regional Transit District (SWART)

Procurement & Purchasing
Policy and Procedures

May 2025

General Provisions

Purpose

The purpose of this Policy is to ensure the fair and equitable treatment of all persons involved in procurement activities undertaken by the Southwest Area Regional Transit District (SWART), and to maximize the purchasing value of public funds in procurement, to provide safeguards for maintaining a procurement system of quality and integrity, and to give a standard outline of the principles, policies, and practices to be used in performing all purchasing procedures for SWART.

Objectives

The objectives of the purchasing department are:

- To procure commodities and services at a competitive price while conserving funds by reducing costs and improving the quality of materials purchased;
- To attain an elevated level of cooperation and coordination with requesting departments; and
- To improve procedures to efficiently and promptly procure needed items for SWART Public Access to Procurement Information

Procurement information is a public record to the extent provided in Texas Government Code Chapter 551, Open Meetings, and Chapter 552, Public Information, and is available to the public as provided in such statutes.

Definitions

In addition to the definitions below, SWART adopts the definitions used in the glossary of terms provided by the National Transit Database, located at https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary.

Approved Equal. An item or service approved by SWART as equal to the brand name item originally specified.

Architect - Engineer (A&E) and Land Surveying Services. Professional services within the scope of the practice of architecture, professional engineering, or land surveying, as defined by the laws of the State of Texas.

Bid Bond (or Bid Guarantee). A promise from a surety (or a certified or cashier's check given by a bidder) for a supply or construction contract to guarantee that the bidder, if awarded the contract within the time stipulated, will enter into the contract at the price bid and furnish the prescribed performance and/or payment bond. Bid bonds are not usually appropriate for negotiated procurements due to the nature of the process.

Blind Trust. An independently managed trust in which the employee-beneficiary has no management rights and in which the employee-beneficiary is not given notice of alterations in, or other dispositions of, the property subject to the trust.

Brand Name. The name of a product or service is limited to the product or service produced or controlled by one private entity or a closed group of private entities. Brand names may include trademarks, manufacturer names, or model names or numbers associated with only one manufacturer.

Brand Name or Equal Specification. A specification limited to one or more items by manufacturer's names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet the requirements of SWART, and which provides for the submission of equivalent products.

Brand Name Specification. A specification limited to one or more items by the manufacturer's names or catalogue numbers.

Business. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or other private legal entity.

Buyer's Option. A right in a contract by which, for a specified time, SWART may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the agreement through an Option.

Change Order. A written order issued by the Procurement Manager, directing the contractor to make changes, which the "Changes" clause of the contract authorizes the Procurement Manager to order without the consent of the contractor. The General Manager must sign all change orders after the project lead has signed off on them.

Confidential Information. Any information that is available to an employee only because of the employee's status as an employee of SWART and is not a matter of public knowledge or available to the public on request.

Construction. The process of building, altering, repairing, improving, or demolishing any public structure, building, or other public improvements to any public real property. It does not include the routine operation or maintenance of existing structures, towers, or real property.

Contract. All types of agreements between SWART and other parties, regardless of what they may be called, for procuring supplies, services, or construction.

Contract Modification (bilateral change). Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other contract provisions accomplished by mutual action of the parties to the agreement.

Contractor. Any person having a contract with SWART or a using agency thereof.

Cost Analysis. Cost data is evaluated to determine costs incurred or estimates of fees, prices, and expenses to be reimbursed.

Cost Data. Factual information concerning the cost of labor, material, overhead, and other cost elements that are expected or incurred by the contractor in the contract.

Cost-Reimbursement Contract. A contract under which a contract is reimbursed for costs that are allowable and allocable per the contract terms and the provisions of this Policy, as well as a fee or profit, if any.

Design Specifications. Specifications are based on the design of a product or service. Typical design specifications may include dimensions, materials used, commonly and competitively available components, and non-proprietary manufacturing methods.

Direct or Indirect Participation. Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or any other advisory capacity.

Disadvantaged Business Enterprise (DBE). A small business that is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and that has been certified as such through TxDOT's TUCP program. DBEs bidding on a SWART Project must provide documentation certifying their DBE status.

Employee. An individual who SWART compensates as follows: for directly operated services, the labor expense for the individual is reported in object class labor, and for purchased transportation services, the labor expense for the individual meets the same criteria as object class labor. This term applies to transit employees and contractors

Financial Interest. Ownership of any interest or involvement in any relationship with SWART from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, more than $600 per year, or its equivalent; ownership of 25% of any property or business; or holding a position in a business such as officer, director, trustee, partner, employee, or the like, or having any position of management.

Full and Open Competition - All procurement transactions will be conducted in a manner providing full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest. An organizational conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

Gratuity. A payment, loan, subscription, advance, deposit of money, service, or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value is received.

Immediate Family. A spouse, children, parents, brothers, sisters, grandparents, grandchildren, in-laws, adopted, half, and stepfamily are all considered immediate family.

Informal Bid. A request for price quotations for a commodity or service that does not require a sealed bid, public opening, or reading of bids.

Invitation for Bids (IFB). A formal request to prospective suppliers requesting price quotations. The term includes all documents that are attached or incorporated. Utilizing an IFB indicates a low-bid process.

Organizational Conflict of Interest. All SWART procurement transactions funded on the whole or in part by Federal monies must be conducted in a manner that provides for full and open competition. An organizational conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable (or potentially unable) to render impartial assistance or advice to SWART; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage. A situation of this nature restricts full and open competition and SWART will use appropriate contract clauses to preclude any unfair competitive advantage. This would include, for example, using a suitable clause in A&E contracts to preclude the successful awardee from submitting a proposal for any resultant contract for construction.

Person. Any business, individual, union, committee, club, other organization, or group of individuals.

Price Analysis. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, may assist in arriving at prices to be paid and costs to be reimbursed.

Pricing Data. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling and historical and current selling prices. The definition relates to data relevant to both prime and subcontract prices.

Procurement. The buying, purchasing, renting, leasing, or acquiring any supplies, services, or construction. It also includes all functions pertaining to obtaining any supply, service or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Qualified Products List. An approved list of supplies, services, or construction items described by model or catalogue numbers, which, before competitive solicitation, SWART has determined will meet the applicable specification requirements.

Request for Proposal (RFQ). All documents, whether attached or incorporated by reference, are used to solicit proposals.

Responsible Proposer, Bidder, or Offeror. A person with the capability in all respects to perform fully the contract requirement, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit will assure good faith performance.

Responsive Proposer or Bidder. A person who has submitted a bid that conforms in all material respects to the requirements outlined in the invitation for bids.

Services. The labor and other work are provided by outside organizations for fees and related expenses. In most instances, services from an outside organization are procured as a substitute for in-house employee labor, except for independent audits, which employees could not perform in the first place. The substitution is usually made because the skills offered by the outside organization are needed for only a short period of time or are better than internally available skills. The charge for these services is usually based on the labor hours invested in performing the service.

Small Business. A United States business that is independently owned and not dominant in its field of operation, or an affiliate or subsidiary of a business dominant in its field.

Specification. Any description of the physical or functional characteristics or the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Supplies. All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

Using Agency. Any department, commission, board, or public agency requiring supplies, services, or construction procured under this Policy.

Authority and Duties
Except as otherwise provided herein, the Procurement Manager serves as SWART's principal public purchasing official and is responsible for procuring supplies, services, and construction in accordance with this Policy.

Duties: Under this Policy and subject to the supervision of the General Manager, they procure or supervise the procurement of all supplies, services, and construction needed by SWART and establish and maintain programs for specifications development, contract administration, inspection, and acceptance in cooperation with the public agencies using the supplies, services, and construction. For bus procurements, the Procurement Manager shall be present for all Resident Inspections.

Preparing specifications for technical equipment, plans, or designs is usually the responsibility of the requesting departments. The Procurement Manager assists when requested. The Procurement Manager has full authority to question the quality, quantity, competitive nature, and kind of items requisitioned to maintain the best interests of SWART. The Procurement Manager changes or modifies no specifications without coordination with the requesting department.

Delegation to Other District Officials
With the General Manager's approval, the Procurement Manager may delegate authority to purchase certain supplies, services, or construction items to other SWART officials if such delegation is deemed necessary for the effective procurement of those items.

Joint Purchasing Agreements
SWART may enter into agreements with other businesses, state governments, federal governments, and local and city governments for jointly made procurements, so long as the purchases executed are in SWART's best interest. All purchases will comply with this policy and all applicable local, state, and/or federal requirements.

Written Record of Procurement History

Written Procurement Procedures [FTA C 4220.1F, III. 3, d. (1)]. The Common Grant Rules require the recipient to prepare and maintain adequate and readily accessible project performance and financial records, covering procurement transactions and other aspects of project implementation. The Common Grant Rules require the recipient to maintain these records for three years after the recipient and sub-recipients, if any, have made final payment and all other pending matters are closed. The recipient must also prepare, maintain, and distribute the following documents as necessary:

1. Procurement History. The Common Grant Rules require the recipient to maintain and make available to FTA written records detailing the history of each procurement, as follows:

   (a) Procurement Method. A governmental recipient must (and a non-governmental recipient should) provide its rationale for the method of procurement it used for each contract, including a sole source justification for any acquisition that does not qualify as competitive, while a non-governmental recipient need only justify lack of competition when it does not obtain competitive bids or proposals for contracts exceeding the simplified acquisition threshold

   (b) Contract Type. A governmental recipient must (and a non-governmental recipient should) state the reasons for selecting the contract type it used (fixed price, cost reimbursement, and so forth)

(c) Contractor Selection. A governmental recipient must state the reasons for contractor selection or rejection. FTA expects the recipient to include a justification for each non-competitive award. For procurements exceeding the simplified purchase threshold, a non-governmental recipient must state its reasons for contractor selection but need not state its reasons for contractor rejection. Each recipient should include a written responsibility determination for the successful contractor; and

(d) Cost or Price. Each recipient must evaluate and state its justification for the contract cost or price.

(e) Reasonable Documentation. The extent of documentation should be reasonable. Documents included in a procurement history should be commensurate with the size and complexity of the procurement itself. FTA recognizes that these written records will vary significantly for different procurements. For example, a receipt or bill accompanying a $100 credit card purchase might contain the required information to support that procurement. More substantial procurements may require extensive documentation.

Basic Procurement Process

The steps detailed below are undertaken by either the SWART procurement team or a consultant for third-party procurements. SWART has policies and procedures, including written procurement procedures, standards for procurement officials, and protest procedures, on file to assist with creating procurement documentation. SWART requires consultants to use this document when preparing procurements for SWART. SWART follows the procurement process in compliance with the Recipient's Responsibilities in the latest version of Federal Transit Administration (FTA) Circular 4220.1, which is 4220.1F, when federal funds are used, and the PTN-130 Form, when state funds are used.

Procurement Preparation and Planning Activities

SWART starts the procurement process with a request for a procurement from the requesting department. The requesting department will create a written procurement history as required in the FTA Common Grant Rules. The written procurement history includes the rationale for the procurement method, contract type, reasons for contractor selection or rejection, and the basis for the contract price.

SWART will perform a cost or price analysis concerning every procurement action, including contract modifications. The method and degree of analysis depend on the facts and circumstances surrounding each procurement, but as a starting point, SWART will make independent estimates before receiving bids or proposals. The requesting department will also prepare an independent cost estimate (ICE) for each procurement, using one of the following sources: published price list (e.g. catalogs), past pricing, engineering or technical estimate, open marketplace commercial item listing, current published standards (e.g. labor rate, cost per unit), or other justified methods. When federal grant funds are used, the Procurement Manager will forward the request to the General Manager and/or the Chief Financial Manager to ensure the availability of funds.

The Procurement Manager is responsible for verifying the overall Disadvantaged Business Enterprise (DBE) program goal and the method to achieve that goal. If a procurement includes a contract goal, the Procurement Manager ensures the appropriate DBE goal percentage is identified and applied. The Procurement Manager also manages the DBE-related portions of the procurement. He facilitates outreach by including contact information for potential DBE and Small Business Enterprise (SBE) firms to notify them of the upcoming release. SWART documents this outreach in a separate internal DBE Participation memo.

The written procurement history, ICE, and DBE Participation memo form the basis for SWART to develop the solicitation package. Each package is different due to the rationale in the written procurement history. Based on the method of procurement, the solicitation packages can be an Invitation for Bid (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), Sole Source Procurement (other than full and open competition), or a Small Purchase. Elements need to be in any solicitation package, including: background about the procurement, applicable laws and regulations, submittal instructions, scope of work with technical specifications if applicable, inspection and acceptance, invoicing and payment, contact information for the Procurement Coordinator, federally required contract clauses (when federal funds are used), requirements for the DBE Program, indemnification clauses, and the protest procedure, which does not apply to sole source procurements. Solicitation Packages must include federally required contract clauses based on the type of procurement listed in the FTA Circular 4220.1F, when federal funds are used.

For Architectural Engineering (A&E) Services and Other Services procurements, SWART uses qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. Sections 1101 through 1104, to acquire A&E services. Still, also for program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and related services, as stated in the FTA Circular 4220.1F, however SWART is bound by state law to comply with Texas Government Code Chapter 2254, Professional and Consulting Services, for acquiring consulting services with money received from the federal government unless a federal law or regulation conflicts with the application of this chapter. No federal law or regulation conflicts with application of this chapter. SWART does not use price as an evaluation factor. SWART negotiates with the most qualified offeror, and only after disagreeing with a fair and reasonable price may negotiations be conducted with the next most qualified offeror. For all A&E Services and Other Services procurements, SWART states that they comply with Texas Government Code Chapter 2254, Professional and Consulting Services, for all A&E procurements in the solicitation package.

SWART prepares a public notice to be placed in at least one (1) newspaper, the TTA (Texas Transit Association) website, and the SWART website, which follows Title VI regulations. The public notice may include the solicitation number, brief description of work, availability of solicitation package, information about pre-bid or pre-proposal meetings, due date, and/or contact information. The Procurement Manager has prepared the suggested vendor list.

If TxDOT administers funding procurements, SWART submits the above documentation to the appropriate TxDOT Public Transportation Coordinator for review before the procurement is issued.

Pre-Award Activities

SWART documents actions taken during the open solicitation period. Documentation of actions taken may include the affidavit of publication of the notice, sign-in sheets from the pre-bid or pre-proposal meeting, responses to questions, and/or addenda. The open solicitation actions are included in the solicitation's internal documentation. The Procurement Manager and the requesting Department Director(s) or their designees will review the proposals or bids.

SWART updates the written procurement history to include Pre-Award Activities. The procurement history includes descriptions of Full and Open Competition, reviews of Bidder or Proposer Responsiveness, reviews of Bidder or Proposer Responsibility, a Price or Cost Analysis, proposal evaluation results if applicable, and award recommendation. For the review of Responsiveness, SWART creates a checklist of documents listed in the instructions of the solicitation package and compares bids and proposals against the checklist. The checklist also includes the certifications required by the Federally Required Contract Clauses. For the review of Responsibility, SWART reviews requested financial documentation to determine if the Bidder or Proposer has enough assets to complete the project, but to fully verify if a bidder is a responsible contractor, SWART must verify the following:

A recipient may award a contract…only to a 'responsible' contractor capable of successfully performing under the terms and conditions of the contract [FTA C 4220.1F, VI, 8.b.]. To be found responsible, a contractor must fulfill all of the following criteria:

(1) Integrity and Ethics. Have a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).

(2) Debarment and Suspension. Be neither debarred nor suspended from Federal programs under DOT regulations, "Non-procurement Suspension and Debarment," 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.

(3) Affirmative Action and DBE. Be in compliance with the Common Grant Rules' affirmative action and FTA's Disadvantaged Business Enterprise requirements.

(4) Public Policy. Be in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B).

(5) Administrative and Technical Capacity. Have the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).

(6) Licensing and Taxes. Be in compliance with applicable licensing and tax laws and regulations.

(7) Financial Resources. Have, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).

(8) Production Capability. Have, or can obtain, the necessary production, construction, and technical equipment and facilities.

(9) Timeliness. Be able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

(10) Performance Record. Be able to provide:

(a) Current Performance. A satisfactory current performance record, and

(b) Past Performance. A satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

1 Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,

2 Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and

Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. FTA expects the recipient to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

SWART can do reference checks and these other types of verifications through resources such as:

(a) The General Services Administration's System for Award management (SAM) available at www.sam.govThe SAM must always be checked to determine that the contractor has not been suspended or debarred, and the file must be documented that SAM was checked; for TxDOT procurements the Texas debarred vendor list is also checked;
(b) Records and experience data, including verifiable knowledge of your agency's personnel;
(c) Information supplied by the prospective contractor, including bid or proposal information, questionnaire replies, financial data, information on production equipment, and personnel information;
(d) Pre-award survey reports; and
(e) Other sources, such as publications, suppliers, subcontractors, and customers of the prospective contractor, financial institutions, government agencies, and business and trade associations.

When an offer on which an award would otherwise be made is rejected because the prospective contractor is found to be non-responsible, the Procurement Manager should make, sign, and place in the contract file a determination of non-responsibility that states the basis for the determination. Documents and reports supporting a determination of responsibility or non-responsibility, including any pre-award survey reports, should be included in the contract file.
Bidders and Proposers must submit certifications for federal clauses based on the thresholds in the table below. SWART reviews all bids or proposals for certifications deemed necessary. Pre-award certifications for rolling stock include the Federal Motor Vehicle Safety Standards, the Domestic Content Worksheet, and the Transit Vehicle Manufacturer DBE Certification.

If TxDOT administers funding procurements, SWART submits the above documentation to the appropriate TxDOT Public Transportation Coordinator for review before contract award. If TxDOT is not administering funding for the procurement, SWART submits a memo to the General Manager/Assistant General Manager with the recommended vendor selection. The General Manager/Assistant General Managermust sign off on the vendor selection before the written vendor notification of award

Post-Award Activities
SWART finalizes the written procurement history to document Post-Award Activities, which may include: invoicing, deliverables, post-delivery certification, and the PTN-130, if TxDOT administers funds.

The General Manager reviews invoices and pays contractors in acceptance with the contracts. For contracts with DBE subcontracting firms, SWART requires the contractor to complete the Contractor Payment Report Form and submit it along with the Contractor Monthly Reports and invoices. Prompt payment to DBE subcontractors is reviewed on a periodic basis.

SWART inspects all deliverables before acceptance. For vehicle procurements, SWART requires the completion of post-delivery certifications for Buy America, FMVSS, Domestic Content Worksheet and Motor Vehicle Safety Pollution Requirements Certifications and performs Post-Delivery Audits.

If TxDOT administers funding procurements, SWART submits the above documentation to the appropriate TxDOT Public Transportation Coordinator for review prior to contract close out.

Purchasing Policy

According to the FTA's Best Practices Procurement Manual, SWART purchases materials, services, supplies, and equipment and sells declared surplus property.

Before making any purchases or selling any items, the Procurement Manager allows competition under the prescribed rules and regulations. No purchases are made unless the General Manager and the Assistant General Manager verify that sufficient funds are available in the budget to pay for the purchase. No purchases are approved without a purchase order being issued before purchase.

Fair and Reasonable Price. Each purchase made needs to be deemed and documented as a fair and reasonable price. For micro-purchases, a fair and reasonable price determination is made based on price analysis. Some standard price analysis techniques are as follows:

- Comparison of proposed prices received in response to the solicitation.

- Comparison of prices received with prior procurement actions for the same or similar end items. Prior price comparisons may be affected by:

  - ✓ Changes in economic conditions between the two procurements;
  - ✓ Differences in quantities;
  - ✓ Inclusion of non-recurring costs in the prices. Nonrecurring costs can be removed from both prices to make a fair comparison.

- Comparison with competitive published price lists, published market price of commodities, similar indexes, and discount or rebate arrangements.

- Comparison of proposed prices with the cost estimates performed before the solicitation, although this alone is seldom adequate to warrant a determination that the price is fair and reasonable.

Authorization to purchase commodities and services according to dollar limitations are as follows:

Micro-Purchase- Informal
- Amount: $3,000 or Less
- Competitive quotations are not required if it can be determined and documented that the vendor's price is fair and reasonable. Informal quotes (phone, fax, email, or written) may be obtained in certain circumstances to ensure a fair and reasonable price. Purchases shall be distributed equitably among qualified suppliers. A completed Micro purchase form must accompany every micro purchase.

Small Purchase Requiring Informal Bid
- Amount: $3,000.01 up to $49,999.99
- Small Purchase procedures require obtaining price or rate quotations from an adequate (two or more) number of qualified sources. Informal quotes (phone, fax, email or written) are obtained whenever possible for purchases from $3,000.01 up to $49,999.99. A completed Small Purchase form must accompany every small purchase.

Formal Procurements
- Amount: $50,000.00 and above
- Solicitations for purchases estimated at $50,000 or more must be published in a newspaper or general circulation for two consecutive weeks. Therefore, most of SWART's purchases exceeding $50,000.00

are solicited using formal procurement methods: Invitation for Bids (IFB), Request for Proposal (RFP), etc.

Source Selection Methods
Small Purchases
Micro-Purchase. For amounts of $3,000 or less, no competitive bids or quotes are required if the price to be paid is fair and reasonable, and there must be documentation that the price to be paid is fair and reasonable. If the price to be paid is fair and reasonable, a copy of the purchase order and justification is maintained for SWART records. Purchases are distributed equitably among qualified suppliers, including DBE/WBE firms. When practicable, a quotation is solicited from a source other than the previous supplier before placing a repeat order.

Small purchases range from $3,000.01 up to $49,999.99. Must obtain price or rate quotation from an adequate number of qualified sources consisting of two (2) or more informal bids. An informal bid is defined as a bid or quote that is taken over the phone, via fax, email, or by a written quote. Informal bids or quotes must be recorded by agency delegates using the informal bid/quote form. Include the names of the business submitting quotations and the date and amount of each quotation. Bid/quote forms are to be submitted to the Procurement Manager to be kept on file. Awards are to be made to the business offering the lowest acceptable quotation. The price to be paid is fair and reasonable, and there must be documentation that the price to be paid is fair and reasonable.

Selecting the Appropriate Procurement Method
Negotiated Procurements. There are three basic types of negotiated procurement: competitive negotiation, non-competitive negotiation, and small purchase procedures. Although formal advertising (sealed bidding) is the traditional mode of procurement, negotiation is recommended, as allowed, in specific instances.

The negotiated method of procurement should be used if:

- Contracting for services or items not precisely defined, described, or standardized.
- Contracting for research and development where the end product may be conceptual in nature.
- Consider not only price but also factors such as delivery time and quality to determine the most advantageous offer.

Competitive Sealed Bids (IFB)
IFB is the preferred procurement method under the conditions described below. The award will be made on the basis of the lowest, most responsive and responsible bidder. If these conditions are absent, a negotiated procurement method, such as an RFP, would be more appropriate.

- The estimated contract amount is greater than $50,000.
- The purchase requirements or specifications can be defined precisely.
- There is a reasonable expectation that at least three (3) independent bids will be received.
- The award will be made on the basis of price alone.
- There is time to carry out the necessary procedures.
- The contract awarded will be a firm fixed-price or fixed-price with escalation.

Exceptions to competitive sealed bid and award include:

- Small purchase procedures.
- Emergency procurements as determined by the General Manager.
- There is only one source of supply.
- Contracting for designated professional services.
- Contracting for architect/engineer or land surveying services.

- Contracting under a negotiated procurement.
- The purchase requirements or specifications cannot be defined precisely.

Detailed Procedures for IFB.

1. The department requested that the department prepare written specifications, procurement history, and an ICE.

2. The Procurement Manager reviews specifications for completeness and to detect and correct any discrepancies or ambiguities that could unnecessarily limit competition.

3. The Procurement Manager collaborates with the General Manager/Assistant General Manager and the Chief Financial Manager to proactively identify and engage with appropriate DBEs and Small Business Enterprises (SBEs).

4. If the purchase is to be made from grant or capital funds, the requisition is then forwarded to the General Manager or Assistant General Manager to ensure the availability of funds.

5. The grant line-item budget is reviewed to determine whether a budget revision is required prior to purchase. Justified and required revisions are processed at this point. FTA concurrence for a budget revision to a non-construction line must be obtained whenever the Federal share exceeds $100,000 and the cumulative amount of transfers in the proposed revision exceeds 10% of the total grant budget. For construction grants, prior FTA approval is required whenever the revision would transfer funds between construction and non-construction work. These requests are processed by the General Manager, with the appropriate paperwork forwarded to FTA.

6. The Procurement Manager will prepare the bid package.

    a. Bid Opening Date. A bid opening date will be determined. The Procurement Manager conducts formal public bid openings. The bid opening will be a minimum of 30 calendar days after the first public notice.

    b. Bid Quotation Number. A bid quotation number assigned by the Procurement Manager.

    c. Public Notice. The ad runs in a newspaper of general circulation, with the ad appearing at least 20 calendar days prior to the date set for opening bids when procuring standard commercial articles, and at least 30 calendar days before the date set for bid opening in other procurements. If exceptional circumstances require a shorter period, the first ad runs not less than 15 days before the date set for opening bids. The public notice describes the goods or services sought, provides contact information for obtaining the IFB, and specifies the date, time, and location of the bid opening.

    d. Invitation for Bid (IFB) Package. An Invitation to Bid and Bid Quotation Form is prepared and attached to form a complete Invitation for Bid (IFB) Package. The IFB is the complete assembly of related documents (whether attached or incorporated by reference) furnished to prospective bidders. The IFB Package will include specifications and all contractual terms and conditions applicable to the procurement and will consist of the following:

        Invitation to Bid Form
        Bid Specifications
        Attachments & Amendments
        General Contract Provisions

All required Federal, State, and SWART forms and clauses
Bid Protest Policy

e. Distribution of the IFB. The entire bid package will be sent to the vendor list approved by the Procurement Manager. The suggested vendor list is prepared by the requesting department. The bid notice is sent to bidders on the SWART vendor list, and the DBE's listed on TxDOT's website. A bid package, including a vendor mailing list, is sent to the Requesting Department Head.

f. Procurement Manager's Contract File. A complete bid package is retained in the contract file along with the originals of each item in the package. An up-to-date vendor mailing list is kept in the contract file including any packages sent out subsequent to the initial mailing. Evidence of advertising is placed in the contract file when received.

7. Amendment to Invitations for Bid. If after publication of notice and issuance of IFBs, but before the time set for opening of bids, it becomes necessary to make changes in quantities, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous invitation, the Procurement Manager will issue an amendment to the IFB. The amendment is sent to each vendor to whom the IFB has been furnished. Any information given to a prospective bidder concerning an IFB will be furnished promptly to all other prospective bidders and published as an amendment to the invitation if such information is necessary to bidders in submitting bids on the IFB or if lack of such information would be prejudicial to uninformed bidders. Bids are not opened until sufficient time has passed to permit each prospective bidder to consider such information in submitting or modifying its bid based on the Amendment. Amendments will be sequentially numbered and must be acknowledged by each vendor submitting a bid. The changes required will be supplied to the Procurement Manager by the department head requested.

8. Responsiveness of Bids. To be considered for the award, a bid must comply in all material respects with the IFB. Bids must be executed and submitted in accordance with the instructions contained in the IFB. Bidders are required to use the bid form furnished by SWART to assure uniformity in bids.

9. Bid Opening. All bids must be recorded on or before the exact time and date indicated on the invitation for bid. All bid responses are sent to the Procurement Manager who will maintain them until the bid opening. Bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the IFB. The amount of each bid and the name of each bidder are recorded; the record and each bid are open to public inspection. Late bids are considered non-responsive and are not accepted.

10. Late Bids. Bids are "late bids" when they are received by the Procurement Manager after the exact time and date for bid opening. Late bids are considered non-responsive and are returned unopened to the bidder.

11. Modification or Withdrawal of Bids. Bids may be modified or withdrawn by written notice received in the office designated in the IFB not later than the exact time set for opening of bids. No information contained therein is disclosed before the time set for bid opening. A bid may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is prior to the exact time set for opening of bids.

12. Late Modifications and Withdrawals. Modifications of bids and requests for withdrawal of bids which are received in the office designated in the IFB after the exact time set for opening are "late modifications" or "late withdrawals". A late modification or late withdrawal are subject to the rules and

procedures applicable to late bids. A late modification of the otherwise successful bid may be opened at any time.

13. Modification of Specifications and Pre-Bid Appeal. SWART shall, in all purchases of buses, and may, in certain other procurements where the Procurement Manager deems it advisable, provide a formal pre-bid procedure to be implemented as follows:

    a. Amendment to Specifications. SWART may issue amendments to its bid solicitation documents. Amendments, if any, shall be issued as far in advance of the date of bid opening as practicable. If, in the opinion of the Procurement Manager, any amendment issued less than fifteen (15) days prior to the date of bid opening significantly alters the nature of the procurement, it shall contain a provision postponing the date of bid opening to a date that will provide bidders with adequate time to respond to it. Amendment shall be numbered sequentially.

    b. Requests for Clarifications. Bidders and suppliers may submit to the Procurement Manager approved equals and clarifications of specifications provided that such requests for approved equals and clarifications of specifications are:

        (1) submitted in writing and received by the Procurement Manager no later than the date specified in the bid solicitation documents; and

        (2) supported by evidence such as technical data, test results or other pertinent information that demonstrates that the substitute offered is equal to or better than the specifications requirement.

    c. Decision on Requests for Clarifications. The Procurement Manager's decisions on submissions under subparagraph b. above shall be issued as soon as practicable.

    d. Notice of Decision. Any material issued by SWART pertaining to the bid solicitation documents (including clarifications, approved equals, corrections, etc.) shall be set forth in an amendment and sent to all parties who are on record as having obtained a copy of the bid solicitation documents.

    e. Appeal. Should any bidder or supplier choose to appeal SWART's decision, such an appeal shall be in writing and filed with the Procurement Manager no less than seven (7) calendar days before the date of bid opening.

    f. Finality of Decision. The bidder or supplier may withdraw its appeal at any time before SWART issues a final decision. There shall be no further review of the appeal after the final decision is issued.

14. Bids. All bid responses are sent to the Procurement Manager who maintains them until bid opening.

15. Cancellation of Invitation after Opening. Unless a compelling reason exists for rejecting all bids and canceling the IFB after bids have been opened, the award shall be made to that responsible bidder who submitted the lowest, responsive bid. An IFB shall not be cancelled and re-advertised due solely to increased requirements for the items being procured. The award shall be made on the initial 'PB and any substantial additional quantity shall be treated as a new procurement. After opening, but prior to the award, IFBs may be cancelled by SWART and all bids rejected, where the Procurement Manager determines that compelling circumstances justify such action. Complete written documentation of these cases shall be placed in the contract file. When it is determined to reject all bids, the Procurement Manager shall notify each bidder that all bids have been rejected, stating the reasons for such action.

16. Rejection of Individual Bids. The originals of all rejected bids and any written findings with respect to such rejections are preserved with the papers relating to the procurement. Bids may be rejected for the following reasons:

  a. Non-responsive. Any bid which fails to conform to the essential requirements of the IFB, such as specifications, delivery schedule, or any alternatives to these or other requirements which may be specifically provided for in the IFB, may be rejected as non-responsive.

  b. Conditions. A bid may be rejected if the bidder imposes conditions, which would modify requirements of IFB or limit its liability to SWART so as to give him/her an advantage over other bidders. A low bidder may be requested to delete objectionable conditions from its bid if these conditions do not affect the price, quantity, quality, or delivery of the items offered.

  c. Unreasonable Price. Any bid may be rejected if the Procurement Manager determines that the price is unreasonable and the determination is supported by written review and analysis of the action.

  d. Absence of Guarantee. Where a bid guarantee is required and a bidder fails to furnish it in accordance with the requirements of the IFB, the bid may be rejected.

  e. Assignment. The Procurement Manager may reject a bid if, after its submittal, the bidder assigns or transfers the bid during the period between the bid opening and the award or the original bidder may be required to perform.

  f. Not Responsible. Low bids received from firms determined by SWART not to be responsible (or ineligible for any reason) may be rejected.

  g. Restrictions on Disclosure of Descriptive Literature. A bid may be considered non-responsive when it is accompanied by descriptive literature, if the bidder imposes a restriction that such literature may not be publicly disclosed, and such restriction prohibits the disclosure of sufficient information to permit competing bidders to know the essential nature and type of the products offered or those elements of the bid which relate to quantity, price and delivery terms. Descriptive literature restricted by a bidder against public disclosure is not disclosed in a manner, which could contravene the restrictions without permission of the bidder.

17. All or None Qualifications. Unless the IFB so provides, a bid is not rendered non-responsive by the fact that the bidder specifies that award is accepted only on all, or a specified group, of the items included in the IFB. Bidders are not permitted to withdraw or modify "all or none" qualifications after bid opening since such qualifications are substantive and affect the rights of the bidders.

18. Minor Informalities or Irregularities in Bids. The Procurement Manager may, at his option, waive such deficiency resulting from a minor informality or irregularity.

19. Bid Acceptance, Tabulation and Evaluation. Bids are unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids are evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award are objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The IFB is set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the IFB. The Procurement

Manager prepares a tabulation of the bids and performs an evaluation to determine the low responsive and responsible bidder.

20. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids are permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of SWART or fair competition are permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

    The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

    The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, is supported by a written determination made by the Procurement Manager.

21. Award. The Procurement Manager and the department head or their designees, review the bids. The vendor who is the lowest responsive and responsible bidder meeting all requirements and specifications in the IFB is recommended to the General Manager/Assistant General Manager for the award of contract. The General Manager/Assistant General Manager must sign off on the vendor selection prior to the written vendor notification of award. In the event the low responsive and responsible bid for a construction project exceeds available funds as certified by the General Manager/Assistant General Manager, and such bid does not exceed such funds by more than five percent, the Procurement Manager is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. SWART Board of Directors approval is required to award all contracts in which the aggregate amount in the contract is more than $100,000. Contracts of $100,000 or less may be awarded by the General Manager/Assistant General Manager as long as they are within budgeted amounts approved by the SWART Board of Directors. The SWART Board of Directors may transfer approval authority for contracts of $100,000 or less to the General Manager.

Aggregate Amount of Contract	**Approval Required**
-$25,000	General Manager/Assistant General Manager
$25,000+	General Manager/Assistant General Manager
$100,000+	SWART Board of Directors

22. Tie-Bids. In the event two (2) or more vendors have submitted the lowest and best bids, price and service considered, the bids are awarded by a coin toss held in public.

23. Placing Order. Once a purchase order is issued, the vendor copy is mailed or emailed to the vendor.

24. Contract. If the Procurement Manager determines that a SWART contract should be used, then the Procurement Manager ensures that it is prepared and sent to the vendor for signature after the purchase has been approved. All contracts are required to reference the RFP number, purchase order number and are required to include a delivery schedule.

25. Internal Notification of Award. The requesting department head will be advised by the Procurement Manager that the procurement has been approved and a purchase order issued. A copy of the Purchase Order is to be forwarded to the General Manager so that funds may be encumbered.

26. Receipt of Material/Services. Material is received and distributed to the requesting department as required. As the work is completed or the materials received, the receiving/shipping documents is forwarded to the Accounts Payable clerk for payment processing. If the items purchased are for inventory stock, the receiving documents are routed to Accounts Payable. The requesting department head should verify receipt of the goods or services for payment.

Competitive Sealed Proposals (RFP)
When the Procurement Manager determines that the use of RFP is either not practicable or not advantageous to SWART, a contract may be entered into by use of the IFB method. RFPs are used when due to the uniqueness of the need a sealed bid is not appropriate, are created around general guidelines instead of firm specifications, and should only be used when no fixed criteria exist. The quality of competing products or services is compared and trade-offs made between the price and quality of the products or service offered.

Although formal bidding is the traditional mode of procurement, negotiation is strongly recommended, when allowed by federal, state and local law, in specified instances. You should use a negotiated method of procurement if:

- You are contracting for services or items that cannot be precisely defined, described, or standardized.
- You are contracting for research and development where the end product may be conceptual in nature.
- You must consider not only price but also quality and contractual factors in order to determine the most advantageous offer.
- You must weigh artistic or aesthetic values to the extent that price is a secondary consideration.

Basic Steps
The basic steps in competitive negotiated procurement are:

- A request for proposal (RFP) is issued which contains the specifications describing actual minimum needs.
- Qualified offerors submit sealed proposals.
- The proposals are opened in private and evaluated.
- The Procurement Manager decides whether to negotiate with offerors within a competitive range or to award the contract without further discussion.
- If negotiations take place, offerors may modify their proposals accordingly and submit their "best and final" offer.
- Best and final offers are evaluated and a contract is awarded.

Detailed Procedures for RFP.
Procedures for Competitive Negotiation Procurement by RFP include, but are not limited to, the following:

1. Requesting department prepares written specifications, written procurement history, and an ICE.

2. Specifications are reviewed by the Procurement Manager for completeness and to detect and correct any discrepancies or ambiguities, which could unnecessarily limit competition.

3. The Procurement Manager works with the General Manager/Assistant General Manager and the Chief Financial Manager to provide proactive outreach to appropriate DBEs and Small Business Enterprises

(SBEs).

4. If the purchase is to be made from a grant or capital funds, requisition is then forwarded to the General Manager/Assistant General Manager and to the Chief Financial Manager to ensure the availability of funds.

5. The grant line-item budget is checked to determine whether a budget revision is required prior to purchase. Justified and required revisions are processed at this point. FTA concurrence for a budget revision to a non-construction line must be obtained whenever the Federal share exceeds $100,000 and the cumulative amount of transfers in the proposed revision exceeds 10% of the total grant budget. For construction grants, prior FTA approval is required whenever the revision would transfer funds between construction and non-construction work. These requests are processed by the General Manager, with the appropriate paperwork forwarded to FTA.

6. The Procurement Manager will prepare the RFP package.

   a. Proposal deadline date. A deadline date for the submission of proposals has been established by the Procurement Manager consulting with the requesting department. The Proposals are opened by the Procurement Manager on the determined date. The deadline established should be set so that the requirement can be advertised and mailed or emailed at least 30 calendar days in advance of that date. The date established is in no case be less than 15 calendar days from advertising and mailing.

   b. Request for Proposal Number. An RFP number is assigned by the Procurement Manager, this RFP number must be referenced on all documentation including the final executed contract.

   c. Advertisement. An advertisement is placed in the local newspaper "Legal Notice" section of the classified ads. The ad runs once at least 30 calendar days prior to the date set for opening proposals. If special circumstances require a shorter time period, the first ad is not less than 15 days before the date set for opening proposals. If the Procurement Manager determines that wider coverage is needed for advertising, then an ad is placed in Passenger Transport (or other appropriate trade publication). An ad in Passenger Transport normally runs one time. Passenger Transport is published once a week on Monday with the deadline for advertising copy (written only) one week prior to publication (Monday at noon). The ad placed in Passenger Transport should meet the same time requirements stated above. Therefore, to meet the 15-day minimum, the ad has to be mailed to Passenger Transport not less than four weeks before the scheduled proposal opening.

   d. Distribution of the RFP. A suggested vendor list is prepared by requesting department. The proposal notice is sent to proposers on the SWART vendor list, and the DBEs listed on TxDOT's website. A proposal package, with a vendor mailing list included, is sent to the requesting department head.

   e. RFP Package. The RFP package is the complete assembly of related documents (whether attached or incorporated by reference) furnished to prospective proposers for the purpose of submitting proposals. The RFP package includes specifications and all contractual terms and conditions applicable to the procurement and will consist of the following:

      Proposal Specifications
      Attachments & Amendments
      General Contract Provisions

All required Federal, State, and SWART forms and clauses
Proposal Protest Policy

g. Contract File. A complete RFP package is retained in the contract file along with the originals of each item in the package. An up-to-date vendor mailing list is kept in the contract file including any packages sent out subsequent to the initial mailing. Evidence of advertising is placed in the contract file when received.

7. Amendment to RFP. If after publication of notice and issuance of an RFP, but before the time set for opening of proposals, it becomes necessary to make changes in quantities, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous request, the Procurement Manager issues an amendment. The amendment is sent to each vendor to whom the RFP has been furnished. Any information given to prospective offerors concerning an RFP is furnished promptly to all other prospective offerors, and published as an amendment, if such information is necessary for submitting proposals or if lack of such information would be prejudicial to uninformed prospective offerors. No award is made unless such amendment has been issued in sufficient time to permit each prospective offeror to consider such information in submitting or modifying its proposal. Amendments are sequentially numbered and each vendor submitting a proposal should acknowledge receipt. The method of acknowledgment is specified in the amendment and/or the RFP. The changes required are supplied to the Procurement Manager by the requesting department.

8. Submission of Proposals. The proposals are sent to the Procurement Manager who will maintain them, unopened, until the date set for the opening.

9. Opening of Proposals. At the date and time specified in the RFP, the Procurement Manager opens the proposals. This opening is NOT opened to the public. At least one other SWART staff person is present at the opening. The Procurement Manager maintains a register of proposals received. This register will contain the name of each offeror, the number of modifications received, if any, and a descriptive title of the requirement. This register of proposals is open for public inspection only after the contract award.

10. Receipt of Proposals. No proposal is handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A list of proposals is prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals is open for public inspection only after the contract award. Proposals arriving before the opening date and time are filed until the proposal opening. All proposals received are date stamped.

11. Late Proposals. Proposals are late when they are received by the Procurement Manager after the exact time for proposal opening. Late proposals received after the actual proposal opening are not considered.

12. Evaluation Factors. The RFP identifies that price and other evaluation factors are considered.

(a) All evaluation factors will be identified in the procurement documents along with their relative importance; numerical or percentage ratings or weights, however, need not be disclosed.
(b) SWART will have a method in place for conducting technical evaluations of the proposals received and for selecting awardees.

13. Discussion with Responsible Offerors and Revisions to Proposals. As provided in the RFP, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of;

and conformance to, the solicitation requirements. Offerors are afforded fair and equal treatment concerning any opportunity for discussion, or revision of the identity of competing offerors, or of any information derived from proposals submitted by competing offerors.

14. Award. The award is made to the responsible offeror, whose proposal is determined in writing to be the most advantageous to SWART, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria are used in the evaluation

15. Contract File. The contract file contains the basis on which the award is made. The SWART Board of Directors is required to award all contracts with an aggregate amount exceeding $100,000. Contracts of $100,000 or less may be awarded by the General Manager or Assistant General Manager, provided they are within the budgeted amounts approved by the SWART Board of Directors. All contracts are required to reference the RFP number and purchase order number and include a delivery schedule.

Circumstances Permitting Negotiation. Specific conditions must exist to allow negotiated procurement in lieu of competitive sealed bidding.

Emergency and Public Exigency. Purchase contracts may be negotiated without formal advertising if the General Manager/Assistant General Manager, along with the SWART Board of Directors, has determined an emergency exists and the public exigency does not permit delay due to advertising.

Application. This emergency authority is used only when the need is compelling and of unusual urgency, irrespective of whether that urgency could or should have been foreseen.

Limitations. Every contract negotiated under this authority is supported by written documentation justifying the use of the authority. This documentation is prepared and signed by the Procurement Manager.

Oral Offers. When a purchase is made under this authority based on telephone or other oral offers, a written confirmation of the accepted offer is obtained and included in the contract file.

Purchases not over $50,000. Contracts for the construction of improvements or the purchase of material, machinery, equipment, supplies, and other property may be negotiated without formal advertising if the aggregate amount involved does not exceed $50,000. Such procurements are Small Purchases.

Professional Consulting Services. Purchases and contracts are negotiated without formal advertising when they involve professional consulting services. If the procurement for such services exceeds $50,000, adequate public notice of the request for proposals is given.

Services of Educational Institutions. Contracts are negotiated without formal advertising if they involve any service to be rendered by a university, college, or other educational institution.

Real Property. A contract for the purchase of real property may be negotiated without formal advertising.

Types of Negotiation. Negotiation is non-competitive or competitive as follows:

Noncompetitive negotiation. Noncompetitive negotiation is authorized when thoroughly justified. This type of negotiation is to be used if:

- The item is available only from a single source (sole source). The existence of a sole-source situation should be a matter of fact, not one dependent on the relative and limited knowledge of sources known to the project or contracting officers. It is not sufficient merely to conclude generally that a certain source is uniquely qualified or is the only company that can meet a specific delivery requirement. If a unique capability is claimed, particulars and details must be furnished on how the source is solely qualified (mere preferability or desirability is not sufficient). General conclusions and statements as to capability, experience, personal know-how, and so forth are not acceptable.
- There is a public exigency or emergency that does not allow time for competitive solicitation.
- FTA authorizes a non-competitive negotiation.

Competitive Negotiation. Competitive negotiation is a procurement method in which proposals are solicited from multiple sources and the process is publicly advertised. Negotiations are conducted with one or more sources that submit offers, and either a fixed-price or a cost-reimbursement type contract is awarded, as appropriate.

- Solicitation of Proposals. Proposals are solicited from the maximum number of qualified sources, including certified DBEs, to permit reasonable competition consistent with the nature and requirements of the procurement. The RFP is also publicized, and reasonable requests by other sources to compete are honored to the maximum extent practicable. Proposals are supported by statements and analyses of such information concerning other vital matters as is deemed necessary by the Procurement Manager.
- Confidentiality. Information is not conveyed to one or more proposers, which would give them a competitive advantage.
- No Ceiling Price. The RFP does not disclose a ceiling or budget price.
- Evaluation factors. The RFP identifies all significant evaluation factors and their relative importance in descending order.
    - All evaluation factors will be identified in the procurement documents along with their relative importance; numerical or percentage ratings or weights, however, need not be disclosed.
    - SWART will have a method in place for conducting technical evaluations of the proposals received and for selecting awardees.
- Discussions. Written or oral discussions are conducted with all responsible proposers who submit proposals within a competitive range, price, and other factors considered, except that the discussions may be omitted when inappropriate, unnecessary, or impracticable and when the RFP provides that award may be made without discussion.
- Revision. Each proposer with whom negotiations are conducted is given a reasonable opportunity (with a common cutoff date) to support, clarify, correct, improve, or revise its proposal.
- Notification to Unsuccessful Proposers. Unsuccessful proposers are notified at the earliest practicable time that their proposals have not been selected for the award.
- Award. The award is given to the proposer responsible for the proposal that is most advantageous to SWART, considering price, technical factors, and other relevant aspects. Upon written request, unsuccessful proposers are informed in general terms only of the reasons for non-acceptance of their proposals without disclosing other proposers' proprietary data.

General Requirements for Negotiation. No contract is entered into as a result of negotiation unless or until the following requirements have been satisfied.

- Negotiation Permitted. The contemplated procurement falls within one of the circumstances that permit negotiation.
- FTA Approval. Any clearance or approval prescribed by FTA has been obtained.

- Responsible Contractor. The proposer has been deemed responsible.
- Competition. When a proposed procurement appears to be non-competitive, the Procurement Manager assures us that competitive procurement is not feasible. The Procurement Manager documents the reasons for any non-competitive procurement. He takes steps to foster competitive conditions for subsequent procurements, particularly regarding the availability of complete and accurate data, the reasonableness of delivery requirements, and the possible breakout of components for competitive procurements.

Types of Contracts. The type of negotiated contract is determined by the Procurement Manager appropriate for the procurement, with consideration to (i) the responsibility assumed by the contractor for the costs of performance and (ii) the amount and type of profit incentive offered by the contractor to achieve or exceed specified standards or goals. The cost-plus-a-percentage-of-cost system of contracting is expressly prohibited.

The following types of contracts are authorized.

1. Fixed-price Contracts. Fixed-price type contracts provide for a firm price or, under appropriate circumstances, may provide for an adjustable price for the supplies or services provided.

    a. Firm-Fixed-Price Contracts. A firm-fixed-price contract provides for a price that is not subject to any adjustment due to the contractor's cost experience during the performance of the contract.

    b. Fixed-Price Contract with Escalation. A fixed-price contract with escalation allows for the upward or downward revision of all or part of the stated contract price upon the occurrence of specific contingencies defined in the contract. A reasonable ceiling limits upward adjustments. Downward adjustments are made in instances where prices or rates fall below the base levels specified in the contract. In the establishment of the base level from which escalation will operate, contingency allowances are eliminated to the extent that escalation is provided for any particular contingency.

2. Cost Reimbursement Contract. A cost-reimbursement type of contract provides for the payment of allowable costs incurred by the Contractor in performing the contract.

    a. Cost Contract. A cost contract is a cost-reimbursement type of contract under which the contractor receives no fee. This type of contract may be suitable for research and development work, particularly with non-profit educational institutions or other non-profit organizations, as well as for facilities contracts and initial small quantity procurements or new items with anticipated subsequent large production runs.

    b. Cost-Sharing Contract. A cost-sharing contract is a cost-reimbursement type of contract under which the contractor receives no fee but is reimbursed only for a portion of its allowable costs that have been agreed upon.

    c. Cost-Plus-A-Fixed-Fee Contract. A cost-plus-a-fixed-fee contract is a type of cost-reimbursement contract that provides for the payment of a fixed fee to the contractor. The fixed fee, once negotiated, remains unchanged regardless of the actual cost.

    d. Time and Materials Contract. A time and materials contract provides for the procurement of property or services based on (i) direct labor hours at specified fixed hourly rates which include direct and indirect labor, overhead, and profit and (ii) materials at cost.

e. Labor-Hour Contract. A labor-hour contract is a variant of the time and material type contract in which the contractor does not supply materials.

3. Letter Contract.

a. Definition and Application. A letter contract is a written preliminary contractual instrument that authorizes the immediate commencement of the manufacture of property or the performance of services. Letter contracts are reviewed and approved by the FTA before being awarded. Letter contracts are used only in emergency situations where the interests of SWART require that the contractor be given a binding commitment so that work can commence immediately, and negotiation of a definitive contract in sufficient time to meet the requirement is not possible.

b. Content. Letter contracts are specifically negotiated, and as a minimum, provide for the following:

(1) Contract Provisions. As many definitive contract provisions, such as termination, payment, approval of subcontracts, and protection of SWART furnished property, as practicable.

(2) Immediate Performance. The immediate commencement of performance of the contract by the contractor, including the procurement of necessary materials.

(3) Payment Method. The extent and method of payments in the event of termination.

(4) Maximum Expenditure. The contractor is not authorized to expend monies or incur obligations beyond the maximum.

(5) Contract Type. A definitive contract of this type is anticipated.

(6) Price/Cost Information. The contractor must provide such price and cost information as determined to be required by the Procurement Manager.

(7) Agreement to Execute. The prompt entry into "good faith negotiations" by both parties to reach an agreement upon and execute a definitive contract.

c. Limitations

(1) Determination of Suitability. A letter contract is used only after the Procurement Manager has determined that no other type of contract is suitable. Such determination is fully documented.

(2) Competition. A letter contract is not entered into without competition when competition is practicable. Where a letter contract award is based on price competition, an overall price ceiling must be included in the letter contract.

(3) Definitive Contract. A letter contract includes an agreement between SWART and the contractor regarding the date by which the definitive contract may be agreed upon. This date is before the expiration of 80 days from the date of the letter contract or the completion date of forty percent (40%) of the production of the supplies, or the performance of the work called for under the contract, whichever comes first. In extreme cases, the

Procurement Manager may authorize an extension of the additional period.

(4) SWART's Liability. The maximum liability of the SWART stated in the letter contract is the amount estimated to be necessary to cover the contractor's requirements for funds before the execution of the definitive agreement. This maximum amount does not exceed fifty percent (50%) of the total estimated cost of the procurement.

(5) Cost Commitment. The total estimated cost must not exceed the funds available for obligation and commitment in the appropriate allotment account of the FTA grant. Therefore, the letter contract must not describe, refer to, or otherwise commit SWART to a definite contract in excess of the funds available for obligation and commitment at the time the letter contract is executed.

(6) Amendments. Amendments to letter contracts to accomplish a new procurement may be used only if the new procurement is inseparable from the procurement covered by the existing letter contract. Such amendments are subject to the same limitations as new letter contracts.

d. Definitive Contract. A letter contract is superseded by a definitive contract at the earliest practicable date, but no later than the target date established. In the event SWART and the contractor, after exhausting all reasonable efforts, cannot negotiate a definite contract because of failure to reach agreement as to price or fee, the contractor may, if authorized by the Procurement Manager, proceed with the work and the SWART Procurement Manager, with the approval of FTA, determines a reasonable price or fee, subject to a disputes clause.

Price Negotiation Policies and Techniques.

1. Scope. This subsection outlines the price negotiation procedures applicable to the negotiation of prime contracts and modifications thereto, including those to formally advertised contracts, as well as to subcontracts subject to approval or review by FTA.

2. General. To further SWART's policy of procuring property and services from responsible sources at fair and reasonable prices, all proposals that are properly subject to negotiation are analyzed for price and cost prior to awarding the contract to ensure that the price is fair and reasonable.

4. Selection of Contract Type.

a. Appropriateness. SWART negotiates a price and contract type appropriate to the procurement. Such a contract provides the contractor with the most significant incentive for efficient and economical performance.

When negotiations indicate the need for using a contract other than a firm fixed-price contract, SWART ensures that the type of contract selected and the contractor's accounting system are compatible.

b. Selection of Cost-Reimbursement Type Contracts. A cost-reimbursement contractor is required to have an acceptable cost accounting system, which will reflect allowable costs allocable to the contract work.

The requesting department will prepare "Evaluation of Proposals" criteria for each cost reimbursement contract. The evaluation factors are included in the RFP and meticulously followed by those who are selected to evaluate the offers. Among the factors to be considered are the following:

(1) Quality of similar work known to have been performed.

(2) Depth of experience in the field.

(3) Competence of technical personnel.

(4) Quality of the responses to the REP.

(5) Ability to meet contract schedules.

(6) Total cost.

c. Monitoring. The SWART Procurement Manager monitors each procurement program to determine if the circumstances that initially dictated the selection of a specific type of contract have changed, making a different kind of contract more suitable.

4. Conduct of Negotiations. All SWART personnel involved in procurement evaluate offerors' or contractors' proposals, including price revision proposals, and conduct subsequent negotiations. Thoroughly documented oral discussions and written communications are conducted with proposers to the extent necessary to resolve uncertainties relating to the procurement or the price to be paid. Basic questions are not left for later agreement during price revision or other supplemental proceedings. During negotiation, cost and profit figures of one offeror are not revealed to other offerors.

5. Selection of Offerors for Negotiation Award. After receipt of initial proposals, written or oral discussion is conducted with all offerors who submitted proposals within a competitive range, price, and other factors considered, except that this requirement is not necessarily applied to:

a. $25,000 or under Exception. Procurements not over $25,000 by Small Purchase procedures.

b. Certified Cost or Pricing Data Exception. Procurements for items or services for which rates or prices are fixed by law or regulations.

c. Fair Prices Exception. Procurements in which it can be clearly demonstrated that acceptance without discussion of the most favorable initial proposal would result in a fair and reasonable price.

6. Confidentiality of Negotiations. Whenever negotiations are conducted with more than one offeror, no indication is given to any offeror of a price that must be met to obtain further considerations. No offeror is advised of his relative standing with other offerors as to price, nor is he furnished information as to the prices proposed by others.

7. Cost and Pricing Techniques.

a. Pricing Objective. SWART develops a pricing objective before the negotiations that includes, as appropriate, the following pricing appraisal methods:

(1) An accounting projection of trends based on cost or pricing data;

(2) An engineering appraisal of the need for the estimated labor and material costs and the cost of tooling and facilities, as well as the reasonableness of scrap and spoilage factors;

(3) Independent estimates by competent technical personnel;

(4) Audit reports or pricing recommendations from others will be considered advisory only.

b. Pricing Decision. The Procurement Manager is solely responsible for the final pricing decision. In instances where the Procurement Manager does not adopt audit or other specialist recommendations that have particular significance regarding the contract price, appropriate comments are included in the contract file.

c. Proposal Revisions. All offerors selected to participate in negotiations must be offered an equitable opportunity to submit such price, technical, or other revisions in their proposals as may result from the negotiations. All such offerors are informed of the specified date and time desired for the closing of the talks, and that any revisions to their proposals must be submitted by that date. All offerors are informed that, after the specified closing date for negotiations, no written or oral discussions will be conducted with any offeror.

d. Change in Requirements. When a substantial change occurs in the requirements or a decision is made to modify the scope of the work or statement of requirements during negotiations, such change or modification must be documented in writing as an amendment to the RFP, and a copy will be provided to each prospective contractor. A contract change that falls outside the scope of the original contract is considered a sole-source procurement.

e. Cost, Profit, and Price Relationships. The objective of the Procurement Manager is to negotiate fair and reasonable prices, taking into account all relevant factors.

8. Pricing Techniques. Price competition exists when at least two independent offers are received that are responsive to the expressed requirements of the solicitation.

9. Requirements for Price or Cost Analysis. A price or cost analysis is made in connection with every negotiated procurement action. The method and extent of the cost analysis are necessary to ensure the reasonableness of the pricing result. The amount of the proposed contract, the associated costs, and the time required to gather the data needed for analysis are considered. Price Analysis is used in all other instances to determine the reasonableness of the proposed contract price.

a. Price Analysis. Price analysis is the process of examining and evaluating a prospective price without considering the separate cost elements and the proposed profit of the individual supplier whose price is being evaluated. Price analysis is performed in a manner appropriate to the procurement by comparison of the price quotations submitted with each other, with other current quotations, with published price lists, or with other available yardsticks.

b. Cost Analysis. Cost analysis involves reviewing and evaluating a contractor's cost or pricing data, as well as the factors applied in projecting costs from such data, to form an opinion on the degree to which the contract should cost, assuming reasonable economy and efficiency. It includes the appropriate verification of cost data, the evaluation of specific elements of costs, and the projection of these data to determine the effect of prices on such factors as the following:

(1) The necessity for certain costs;

(2) The reasonableness of amounts estimated for the necessary costs;

(3) Allowances for contingencies:

(4) The basis used for allocations of particular overhead costs to the proposed contract;

(5) The appropriateness of allocations of particular overhead costs to the proposed contract.

A memorandum is included in the contract file reflecting how the cost analysis was conducted, the factors considered in the analysis, and the judgment made.

10. Evaluation and Pricing of Individual Contracts. Each contract is priced separately and independently, and no considerations are given to losses or profits realized or anticipated in the performance of other contracts.

11. Subcontracting Considerations in Cost Analysis. Contractor's "make-or-buy" programs and proposed subcontractors is reviewed for sufficiency and economy, and the information from such review will, where appropriate, obtain the following information from the proposer or contractor:

a. The purchasing practices of the contractor.

b. The principal components to be subcontracted and the identities of the contemplated subcontractors, including (i) the degree of competition obtained (ii) cost or price analysis or price comparisons accomplished, including accurate, complete, and current cost or pricing data, and (iii) the extent of subcontract supervision;

c. The types of subcontracts;

d. The estimated total extent of subcontracting, including procurement of purchased parts and materials.

The review of subcontracting confirms that the contractor obtained competition, if available, from qualified sources in awarding subcontracts to the extent consistent with the procurement. Contractors are required to conduct an appropriate price analysis in all significant subcontract transactions and to undertake a cost analysis if competition is not available or does not yield reasonable subcontract prices. Where the Procurement Manager's consent to subcontract, price, or cost analysis is required as a condition for such permission.

12. Overhead Rate Considerations. Negotiators utilize audited overhead data or overhead rates, where available, in connection with negotiating all types of contracts. The purpose of such data or rates is to ensure a reasonable and equitable allocation of indirect costs to individual contracts. The Procurement Manager examines such data or rates to determine whether they include elements of cost that individually are not allocable to the contract under consideration.

13. Profit/Fee. The provision for profit or fee is determined only after the dollar amount of the cost has been established for negotiation purposes and not by applying a predetermined percentage.

14. Amount of Profit. The amount of profit on a cost-plus-fixed-fee type contract does exceed ten percent (10%) of estimated cost.

15. Factors for Determining Fee or Profit. The following factors are considered in determining profit or fee in all negotiated contracts.

    a. Effect of Competition. Unless competition is effective and proposals are on a firm, fixed-price basis, the Procurement Manager carefully considers the amount of estimated profit included in the price.

    b. Degree of Risk. Unless otherwise specified, the degree of risk assumed by the contractor will affect the amount of profit or fee to which the contractor is entitled.

    c. Nature of Work to be performed. A significant consideration in determining the amount of profit or fee, particularly in connection with experimental, developmental, or research work, is the difficulty or complexity of the work to be performed, as well as any unusual demands of the contract.

    d. Extent of Assistance. Any extraordinary assistance rendered by SWART is considered in determining what constitutes a fair and reasonable profit or fee.

    e. Extent of Contractor's Investment. The extent of a contractor's total investment, including both equity and borrowed capital, in the performance of the contract is taken into consideration when determining the amount of the fee or profits.

    f. Character of Contractor's Business. Recognition is given to the type of business typically carried on by the contractor, the complexity of manufacturing techniques, the amount of research involved, the rate of capital turnover, and the impact of each individual procurement on the business.

    g. Subcontracting. In negotiating the profit or fee, subcontracting is evaluated separately. Generally, where subcontractors perform a substantial amount of the work, the prime contractor receives a lower profit.

Source-Selection Memorandum. The Procurement Manager prepares a source selection memorandum for the file detailing how the successful proposer is selected for each negotiated procurement by these procedures.

Contracting for Designated Professional Services
Authority. Professional or personal services, except architects, engineers, and land surveyors, are procured by the selection procedures specified in this Section. No contract for the services of legal counsel may be awarded without the approval of the Executive Committee.

Selection Procedures

a. Conditions for Use. Except as provided under Sole Source Procurement, Negotiated Procurement, or Emergency Procurement, the professional services designated in Subsection (1) of this Section are procured under this Subsection.

b. Statement of Qualifications. Individuals engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in offering such services.

SWART may specify a uniform format for statements of qualifications. Individuals may amend these statements at any time by filing a new statement.

c. Public Announcement and Form of Request for Proposals. SWART gives adequate notice of the need for such services through an RFP. The RFP describes the services required, list the types of information and data required of each offeror.

d. Discussions. SWART may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualification for further consideration. Discussion discloses any information derived from proposals submitted by other offerors.

e. Award. The award is made to the offeror, as determined in writing, to be the best qualified based on the evaluation factors outlined in the RFPS, and negotiation of compensation is conducted to determine what is deemed fair and reasonable. If compensation cannot be agreed upon with the best-qualified offeror, then negotiations are formally terminated with the selected offeror. Suppose proposals were submitted by one or more other offerors determined to be qualified. In that case, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification rankings, and the contract may be awarded to the offeror then ranked as the best qualified if the amount of compensation is determined to be fair and reasonable. The SWART Board of Directors' approval is required to award all contracts with an aggregate amount exceeding $100,000. Contracts of $100,000 or less may be awarded by the General Manager or Assistant General Manager, provided they are within the budgeted amounts approved by the SWART Board of Directors. All contracts awarded are required to reference the RFP number, purchase order number, and include a delivery schedule

Sole Source Procurement
A contract may be awarded without competition when the Procurement Manager, in writing, determines after conducting a good-faith review of available sources, that there is only one source for the required supply, service, or construction item. The Procurement Manager conducts negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements is maintained as a public record, listing each contractor's name, the amount and type of each contract, a description of the item(s) procured under each contract, and the identification number of each contract file.

Negotiated Procurement
The Procurement Manager may negotiate contracts without competitive sealed bids or proposals, if the contract is for construction for which no more than one bid or proposal is received or the contract, whether in the form of bonds, notes, other obligations, loan agreements, or otherwise, is to borrow money or is a part of a transaction relating to the borrowing of money, including credit support agreements, such as lines or letters of credit or other debt guaranties, bond, note, debt sale or purchase, trustee, paying agent, remarketing agent, indexing agent, or similar agreements, agreements with securities dealers, brokers, or underwriters, and any other contracts or agreements considered by the Executive Committee to be appropriate or necessary in support of the authority's financing activities.

Emergency Procurement
Notwithstanding any other provisions of this Policy, the Procurement Manager may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements are made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor is included in the contract file. As soon as practicable, a record of each emergency procurement is made and sets forth the contractor's name, the amount and type of contract, a listing of the item(s) procured under the agreement, and the identification number of the contract files.

Cancellation of Invitations for Bids or Requests for Proposals
An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected as a whole or in part as may be specified in the solicitation, when it is for the good cause and in the best interest of SWART. The reason, therefore, is documented in the contract file. Each solicitation issued by SWART states that the solicitation might be cancelled and that any bid or proposal may be rejected as a whole or in part for good cause when in the best interest of SWART. Notice of cancellation will be sent to all businesses solicited. The notice identifies the solicitation, explains the reason for cancellation, and, where appropriate, explains that an opportunity is given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection are provided upon request by unsuccessful bidders or offerors.

Change Order Procedures
Definitions

Contract Modification: Any written change in the terms of the contract.

Bilateral Contract Modification: A modification that the Contractor and the Procurement Manager sign**;** also referred to as a *supplemental agreement*. They are used to (1) make negotiated equitable adjustments to the contract price, delivery schedule, and other contract terms resulting from the issuance of a change order, (2) definitive letter contracts, and (3) reflect other agreements of the parties modifying the terms of the contract.

Unilateral Contract Modification: A contract modification that is signed only by the Contracting Officer. They are used to make administrative changes, issue change orders, make changes authorized by clauses other than a *Changes clause* (e.g., *Options clause*), and issue termination notices.

Administrative Change: A unilateral contract change, in writing, that does not affect the substantive rights of the parties (e.g., changes of address for submittals of documents, reports, etc.).

Changes Clause: A clause which permits the grantee Procurement Manager to make unilateral changes, in designated areas, *within the general scope of the contract*, to be followed by such equitable adjustments in the price and delivery schedule as the change makes necessary. Although the grantee has unilateral rights, two general principles are essential:

> *The right exists only because the terms of the contract specifically confer it*, and
> when such unilateral rights are exercised, the grantee must adjust the price and/or other provisions to compensate for the alteration in the contractor's obligations.

Change Order: A written order, signed by the Procurement Manager, directing the Contractor to make a change that the *Changes clause* authorizes the Procurement Manager to order without the Contractor's consent.

Cardinal Change: A contract change which is "**outside the scope**" of the original contract, and thus not within the authority of the Changes clause to order. Such changes are sole-source procurements and must be processed accordingly.

Constructive Contract Change: A change to a contract resulting from the conduct of the grantee's officials that has the effect of requiring the Contractor to perform additional work. A *constructive change* results from the acts, written or oral, or from the omissions of the grantee's officials, which have the same effect as if the

Procurement Manager had issued a formal, written change order. Actions giving rise to constructive changes should, of course, be avoided. Such changes represent actions that usually exceed the authority of the individual responsible for them, e.g., improper technical direction by the Technical Officer, which constitutes a change to the contract. When these actions occur, contractors must be advised, as part of the terms of their contracts, to bring any such actions to the immediate attention of the Procurement Manager. This will enable the appropriate grantee officials to make an official determination and provide written directions under the Changes clause. Some common examples are:

- Specifications or contract provisions that are "impossible to perform."
- Specifications are ambiguous.
- Drawings that contain errors, omissions, or inconsistencies.
- Grantee-provided information that is late, defective, etc.
- Technical direction by personnel that modifies the expressed terms of the contract.
- Acceleration of work, where the grantee insists that the contract delivery schedule be met despite the Contractor's valid claims of excusable delays.
- An inspector's interpretations of test specifications, procedures, methods, conditions, and results that go beyond a reasonable interpretation of the specification.

Deductive Change: A change resulting in a reduction in the contract price because of a net reduction in the Contractor's work.

Equitable Adjustment: An adjustment in the contract price, delivery schedule or other terms of the contract arising out of the issuance of a *change order*.

Procedures

Verification of Change Order Contents
Before issuing or approving a change order, the original solicitation and contract will be reviewed to determine if the change falls within the scope of work. A change order may only be issued if the change is found to be within the general scope of work and falls under one of the types of changes described in the change clause.

If the change is not within the scope of the original solicitation and contract, it constitutes a cardinal change and is considered a sole-source procurement, handled accordingly.

Non-emergency changes: If time permits,, a cost and technical proposal is requested from the contractor before the change is issued, and an equitable adjustment to the contract price, delivery schedule, etc., is negotiated. A bilateral supplemental agreement is then issued, outlining the changes in work and the corresponding adjustments to the contract price, among other details.

Emergency changes: When time is not permitted for negotiating the change before issuance, a "not-to-exceed" price is obtained from the Contractor prior to commencing work. A bilateral contract Change Order is then issued, defining the changed work, with a maximum or ceiling price that is to be negotiated at a later date, but only downward. The Change Order is issued as a two-party modification because it contains a "not-to-exceed" maximum or ceiling price for the change, and SWART cannot unilaterally impose a ceiling price commitment on the Contractor. The Contractor then submits a formal proposal within thirty days and negotiations will take place. A bilateral contract modification (supplemental agreement) is then issued reflecting the equitable adjustment to the price, etc.

Change Order Contents

Description of Proposed Change: Describe completely and definitively the change or changes proposed.

Origin and Originator of Proposed Change: Name the originator of the proposed change and identify the original proposer, i.e., design professional, contractor, inspector.

Justification for Proposed Change: State in the change proposal the condition, circumstance, or occasion that makes the change proposal necessary. Be precise and specific. Indicate precisely what change has been made, what condition was encountered, or what error or omission exists.

Reason of Proposed Change:

a) Error in the contract documents.

b) Omission from the contract documents.

c) Unforeseeable job site conditions such as rock, expansive soil, unrecorded utility lines, or similar circumstances.

d) Change in the requirements of a regulatory agency, such as revisions in building codes, safety or health regulations.

e) The change originated by SWART.

f) Changes in specified work due to the unavailability of specified materials.

g) Other, describe when applicable.

Independent Cost Estimate

A cost or price analysis is required for every procurement action, including change orders. The ICE is a price or cost estimate developed by SWART or SWART's consultant, based on the project requirements (i.e., statement of work, other specifications, or change order conditions), without the influence of potential contractors' efforts, prior to receiving contractor proposals.

Changes in scope do not always result in increased costs. Elimination or reduction of contract work may result in a decrease in the contract price. Regardless of the direction of the price change, these modifications require cost analysis using the cost principles to determine that the price change is fair and reasonable.

Cost Analysis: A cost analysis must be carried out when the offeror is required to submit the elements (i.e., Labor Hours, Overhead, Materials, etc.) of the estimated cost, such as under professional consulting and architectural and engineering services contracts.

A cost analysis is necessary whenever adequate price competition is lacking, and for sole-source procurements, including contract modifications or change orders, unless price reasonableness can be established based on a catalog or market price of a commercial product sold in substantial quantities to the general public, or based on prices set by law or regulation.

Price Analysis: A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price.

Profit: SWART negotiates profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed.

Federal Cost Principles: Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles.

Execution of Change Order
The contractor shall review and sign contract change order and send all copies, each with back-up materials, to SWART for signature. The original signed change order is maintained with the original contract and solicitation.

Each change order is numbered sequentially and added to the change order log. If a change order is voided or not used, then the change order log shall reflect that status.

Professional Services Contract

When seeking a Professional Services Contract, SWART releases a Request for Proposal (RFP) outlining the scope of work and services being requested. The RFP notice is placed in the newspaper, trade magazines, and on the vendor list.

The RFP is conducted in a manner that provides complete and open competition. The selection is made based on "Best Value," where proposals contain both price and qualitative components, and a combination of price and qualitative considerations determines the award.

The Contract Term Limit is set at the estimated time required to complete the project(s).

Status Reports: The contractor must provide monthly progress reports. Monthly reports are to list the grant number, the ALI code, the progress that was completed during the month, and the percent remaining to complete.

Completing and finalizing a scope: The final invoice for each ALI must state "Final Invoice for ALI #__". No further invoices may be submitted on that scope as the contractor is thereby stating that the work on the scope is complete and paid in full with payment of that invoice. A copy of the final invoice is sent to the Procurement Office after the invoice has been paid.

Change Orders: Prior to a change order being issued or approved the original solicitation and contract is reviewed to determine if the change is within the scope of work. A change order may only be issued if the change is found to be within the general scope of work and falls under one of the types of changes described in the change clause. If the change falls within the scope of work, then the Change Order Procedures must be followed.

If the change is not within the scope of the original solicitation and contract, it is a cardinal change and is considered sole-source procurement and handled accordingly.

Qualifications and Duties

Responsibility of Bidders and Offerors
Award to Responsible Contractor. A recipient may award a contract…only to a 'responsible' contractor capable of successfully performing under the terms and conditions of the contract [FTA C 4220.1F, VI, 8.b.]. To be found responsible, a contractor must fulfill all of the following criteria:

(11) Integrity and Ethics. Have a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).

(12) Debarment and Suspension. Be neither debarred nor suspended from Federal programs under DOT regulations, "Non-procurement Suspension and Debarment," 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.

(13) Affirmative Action and DBE. Comply with the Common Grant Rules' affirmative action and FTA's Disadvantaged Business Enterprise requirements.

(14) Public Policy. Comply with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B).

(15) Administrative and Technical Capacity. Have the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).

(16) Licensing and Taxes. Comply with applicable licensing and tax laws and regulations.

(17) Financial Resources. Have, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).

(18) Production Capability. Have, or can obtain, the necessary production, construction, and technical equipment and facilities.

(19) Timeliness. Be able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

(20) Performance Record. Be able to provide:

(a) Current Performance. A satisfactory current performance record, and

(b) Past Performance. A satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:

1 Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,

2 Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and

Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder's or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. FTA expects the recipient to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

Determination of Non-responsibility. If a bidder or offeror who would otherwise have been awarded a contract is found to be non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, is prepared by the Procurement Manager. The unreasonable failure of a bidder or offeror to provide prompt information in response to an inquiry regarding their responsibility may be grounds for determining non-responsibility concerning such bidder or offeror. A copy of the determination is sent promptly to the non-responsible bidder or offeror. The final determination is to make part of the contract file and be made a public record.

Right of Disclosure. Information furnished by a bidder or offeror pursuant to this Section is not disclosed by SWART outside of the office of the Procurement Manager or the using agency without prior written consent by the bidder or offeror.

Cost or Pricing Data
Required Submissions Relating to the Award of Contracts. A prospective contractor submits cost or pricing data when the contract is expected to exceed $50,000 and is to be awarded by competitive sealed proposals, or by sole source procurement authority.

Exceptions. The submission of cost or pricing data relating to the award of the contract is not required when:

- The contract is based on adequate price competition;
- The contract price is based on established catalogue prices or market prices;
- The contract price is set by law or regulation; or
- It is determined in writing by the Procurement Manager that the requirement of Cost of Pricing Data; Required Submissions Relating to the Award of the Contracts may be waived, and the determination states the reasons for such a waiver.

Required Submissions Relating to Change or Contract Modifications. A contractor submits cost or pricing data before the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or pricing data was required in connection with the initial pricing of the contract, when the change or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed $25,000 or 25% of the aggregate contract amount.

Exceptions. The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when:

- Unrelated and separately priced adjustments for which cost, or pricing data would not be required are consolidated for administrative convenience; or
- It is determined in writing by the Procurement Manager that the requirements of Cost or Pricing Data; Required Submissions Relating to Change Orders or Contract Modifications may be waived, and the determination states the reasons for such waiver.

Certification Required. A contractor, actual or prospective, required to submit cost or pricing data under this Section, certifies that, to the best of its knowledge and belief the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.

Price Adjustment Provision Required. Any contract award, change order, or contact modification under which the submission and certification of cost or pricing data are required contains a provision that the price to SWART, including profit or fee, will be adjusted to exclude any significant sums by which SWART finds that such price was increased because the contractor furnished cost or pricing data was inaccurate, incomplete, or not current as of the date agreed upon between SWART and the contractor.

Cost or Price Analysis

A cost analysis or a price analysis, as appropriate, is conducted before the award of the contract other than one awarded under Competitive Sealed Bidding. A written record of the cost analysis is included in the contract file. SWART will perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis depend on the facts and circumstances surrounding each procurement. As a starting point, SWART will make independent estimates before receiving bids or proposals.

Bid and Performance Bonds on Supply or Service Contracts

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Procurement Manager deems it advisable to protect SWART's interests. Any such bonding requirements are outlined in the solicitation. Bid or performance bonds are not used as a substitute for a determination of a bidder's or offeror's responsibility.

Types of Contracts and Contract Administration

Types of Contracts

General Authority. Subject to the limitations of this Section, any contract which is appropriate to the procurement, and which will promote the best interests of SWART may be used, provided that the use of the cost-plus-a-percentage-of-the-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such a contract is likely to be less costly to SWART than any other type or that it is impracticable to obtain the supply, service, or construction item required except under such a contract.

Multi-Term Contracts

Specified Period. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of SWART, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of funds therefor.

Determination Prior to Use. Before the utilization of a multi-term contract, it is determined in writing:

- That estimated requirements cover the period of the contract and are reasonably firm and continuing; and
- That such a contract serves the best interests of SWART by encouraging effective completion or otherwise promoting economies in SWART procurement.

Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods. When funds are not appropriated or otherwise made available to support the continuation of performance in a subsequent fiscal period, the contract is cancelled, and the contractor is reimbursed for the reasonable value of any non-recurring costs incurred but not authorized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any available appropriations for such purposes.

Multiple Source Contracting
General. A multiple-source award is an award of an indefinite-quantity contract for one or more similar supplies or services to more than one bidder or offeror. The provisions of the Uniform Commercial Code Section limit the obligation to order SWART's actual requirements.

Limitations On Use. A multiple source award may be made when an award to two or more bidders or offerors for similar products is necessary for adequate delivery, service or product compatibility. Any multiple source award is made under the provisions of Competitive Sealed Bidding, Competitive Sealed Proposals, Small Purchases, Negotiated Procurements, and Emergency Procurements, as applicable. Multiple source awards are not made when a single award meets SWART's needs without compromising economy or service. Awards are not made to divide the business, making available products or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards are limited to the least number of suppliers necessary to meet the valid requirements.

- SWART reserves the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement, or an amount specified in the contract; and;
- SWART reserves the right to take bids separately if the Procurement Manager approves a finding that the supply of service available under the contract does not meet a nonrecurring special need of SWART.

Intent to Use. If a multiple source award is anticipated before issuing a solicitation, SWART reserves the right to make such an award and the criteria for the award will be stated in the solicitation.

Determination Required. The Procurement Manager makes a written determination, setting forth the reasons for a multiple-source award, which is included in the procurement file.

Time and Materials Contracts
Time and Materials contracts are used when no other contract type is applicable. This type of contract employs a firm ceiling price that the contractor cannot exceed, except at their own risk. As the grantee, SWART must document the contract file to confirm that no other type of contract is applicable for the particular contract being awarded. Additionally, it must be documented that there is a ceiling price for funds available and that they may not be exceeded without SWART's authorization.

Revenue Contracts

"A revenue contract is a contract in which the recipient or sub recipient provides access to public transportation assets for the primary purpose of either producing revenues in connection with an activity related to public transportation, or creating business opportunities with the use of FTA assisted property. The recipient has broad latitude in determining the extent and type of competition appropriate for a particular revenue contract. Nevertheless, to ensure fair and equal access to FTA assisted property and to maximize revenue derived from such property, the recipient should conduct its revenue contracting as follows:

(a) <u>Limited Contract Opportunities</u>. If there are several potential competitors for a limited opportunity (such as advertising space on the side of a bus), then the recipient should use a competitive process to permit interested parties an equal chance to obtain that limited opportunity.

(b) <u>Open Contract Opportunities</u>. If, however, one party seeks access to a public transportation asset (such as a utility that might seek cable access in a subway system). The recipient is willing and able to provide contracts or licenses to other parties similarly situated (since there is room for a substantial number of such cables without interfering with transit operations). Competition would not be necessary because the opportunity to obtain contracts or licenses is open to all similar parties."

Contract Clauses and their Administration **Contracting Clauses.**
All SWART contracts for supplies, services, or construction include provisions necessary to define the responsibilities and rights of the parties to the agreement. The Procurement Manager, after consultation with the General Counsel, may issue clauses appropriate for supply service, or construction contracts, addressing, among others, the following subjects:

a. The unilateral right of SWART to order in writing changes in the work within the scope of the contract;
b. The unilateral right of SWART to order in writing the temporary stopping of the work or delaying performance that does not alter the scope of the contract;
c. Variations occurring between estimated quantities of work in contract and actual quantities;
d. Defective pricing;
e. Liquidated damages;
f. Specified excuses for delay or nonperformance;
g. Termination of the contract for default;
h. Termination of the contract in whole or in part for the convenience of SWART;
i. Suspension of work on a construction project ordered by SWART; and
j. Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
    I. When the contract is negotiated;
    II. When the contractor provides the site or design, or
    III. When the parties have otherwise agreed concerning the risk of differing site conditions.

Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section are computed in one or more of the following ways:

- By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable.
- By unit prices specified in the contract or subsequently agreed upon;
- By the costs attributable to the events or situations under such clauses, with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
- In such other manner as the contracting parties may mutually agree; or
- In the absence of agreement by parties, by a unilateral determination by SWART of the costs attributable to the events or situations under such clauses, with adjustment or profit or fee as computed by SWART and subject to the provisions of Appeals and Remedies.

A contractor is required to submit cost or pricing data if any adjustment in the contracting price is subject to the provisions of Cost or Pricing Data.

Standard Clauses and Their Modification. The Procurement Manager, after consultation with the SWART Board of Directors, may establish standard contract clauses for use in SWART contracts. Suppose the Procurement Manager establishes any standard clauses addressing the subjects outlined in Subsection (1) of this Section. In that case, such clauses may be varied provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

Contract Term Limitations for Rolling Stock
Contract terms, including options, for rolling stock and replacement parts shall not exceed the recipient's needs for five years on buses and seven years on railcars. FTA interprets the five-year and seven-year periods as covering the recipient's rolling stock and replacement parts needs from the first day the contract becomes effective to the end of the fifth year. This means that the contract may not encompass more rolling stock and replacement parts than the recipient needs within a five- or seven-year period. The five-year and seven-year rule does not mean that delivery, acceptance, or even fabrication must be completed within those years; it only means that a contract is limited to purchasing no more than the recipient's rolling stock or replacement park's needs for five or seven years, based on the effective date of the contract. For all other types of contracts, the contract file must contain evidence that the contract term is based upon sound business judgment.

Tag-Ons
The use of tag-ons is prohibited and applies to both the original buyer and others. Tag-on is defined as the addition of work (supplies, equipment, or services) that is beyond the scope of the original contract that amounts to a cardinal change. These actions are considered non-competitive procurements and require sole-source approval procedures.

Contract Administration
A contract administration system is designed to ensure that a contractor is performing per the solicitation under which the contract was awarded, and the terms and conditions of the contract, is maintained. All contracts must reference the RFP or IFB number and the purchase order number, and they are required to include a delivery schedule.

Contract Administration for Construction Projects
Pre-Construction Meeting
- A pre-construction meeting shall be held on-site.
- Proof that bonding and insurance requirements have been met shall be supplied by the contractor at the pre-construction meeting.
- Official Notice to Proceed shall be supplied by SWART and presented to the contractor at the pre-construction meeting.

Site Visits
- The Contract Administrator shall visit all construction projects for a minimum of twice per month. Weekly construction meetings are encouraged. Upon each visit the Contract Administrator shall:
- Make note of progress made since the previous site visit.
- Take pictures of any work that has been done.
- Discuss any problems or concerns with the Project Superintendent.

Payment Applications
- The contractor shall submit payment applications on the 5th of the month for the previous month.
- The project engineer shall approve all payment applications before being submitted to SWART's accounts payable department.
- Payment shall be made upon receipt of Federal or State funds.
- Davis-Bacon Compliance (on projects over $2,000)
- Certified payrolls are due with each payment application for the previous month.
- On-site interviews shall be conducted weekly. Interviews shall cover at least 20% of the workforce used on the project.

Interviews shall be compared to on-site interviews.

Payments

- Advance Payments - FTA does not authorize or participate in funding payments to a contractor prior to the contractor incurring costs, unless prior written concurrence is obtained from FTA.
- Progress Payments – Progress payments may only be made based on costs incurred (or, in the case of construction contracts only, based on percent of completion) and the grantee must obtain adequate security for which progress payments are made. Adequate protection may include taking title, letters of credit or equivalent means to protect the grantee's interest.

Liquidated Damages

- Liquidated damages assessment must be at a specific rate per day for each day of overrun and must be specified in the contract. Any damages recovered shall be credited to the project involved unless the FTA permits otherwise.

Approval of Accounting System

Except to firm fixed-price contracts, no contract type is used unless it has been determined in writing by the Procurement Manager that:

- The proposed contractor's accounting system permits the timely development of all necessary cost data in the form required by the specified contract type contemplated; and
- The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.

Right to Inspect Plant

SWART may, at reasonable times, inspect the part of the plant, place of business, or worksite of a contractor or subcontractor at any tier, which is pertinent to the performance of any contract awarded or to be awarded by SWART.

Right to Audit Records

Audit of Cost or Pricing Data. SWART may, at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data according to Cost of Pricing Data to the extent that such books, documents, papers, and records are pertinent to such cost or pricing data. Any person who receives a contract, change order, or contract modification for which cost or pricing data is required, maintains such books, documents, papers, and records that are pertinent to such cost or pricing data for three years from the date of final payment under the contract.

Contract Audit. SWART is entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed price contract to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. The contractor maintains such books and records for a period of three years from the date of final payment under the prime contract and by the subcontractor for three years from the date of final payment under the subcontract.

Reporting of Anti-Competitive Practices

When, for any reason, collusion or other anti-competitive practices are suspected among any bidders or offerors, a notice of the relevant facts is transmitted to the State Attorney General.

SWART's Procurement Records

Contracting File. All determinations and other written records on the solicitation, award, or performance of a contract are maintained for SWART in a contract file by the Procurement Manager.

Retention of Procurement Records. All procurement records are retained and disposed of by SWART under records retention guidelines and appropriate regulations.

Contractor Records

If a contract is funded as in whole or in part by assistance from a federal agency, then the contract includes provisions:

- Requiring the contractor and subcontractors at any tier to maintain for three years from the date of final payment under the contract all books, documents, papers, and records pertinent to the contract; and
- Requiring the contractor and subcontractor at any tier to provide to SWART, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives access to such books, documents, papers, and records to examine, auditing, and copy them.

Options

An option is a unilateral right in a contract that allows a grantee, for a specified time, to elect to purchase additional equipment, supplies, or services specified in the contract, or to extend the contract's term. If SWART chooses to use options, the requirements below apply:

Price – The recipient may not exercise an option unless it has determined that the option price is better than prices available in the market, or when it intends to exercise the option, the choice is more advantageous.

Awards – Treated as Sole Source Procurements. The following actions constitute sole-source awards:

1. Failure to evaluate options before awarding the underlying contract. If a contract has one or more options and those options were not assessed as part of the original contract award, exercising those options after contract award will result in a sole-source award.
2. Negotiating a lower option price. Exercising an option after the recipient has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonable determined from the terms of the original contract, or that price results from Federal actions that can be reliable measured, such as changes in Federal prevailing labor rates for example.
3. An option may not be exercised unless the SWART has determined that the option price is better than prices available in the market, or that when SWART intends to exercise the option, the option is more advantageous.

All options and their terms should be stated clearly in any/all executed contracts, including quantities, periods, etc.

Specifications

All specifications are drafted to promote overall economy for the intended purposes and encourage competition in satisfying SWART's needs, without being unduly restrictive. The policy enunciated in this Section applies to all specifications, including but not limited to those prepared for SWART by architects, engineers, designers, and draftsmen. Specifications should be written in a manner that achieves open completion. Specifications should not be made in a manner that narrows the completion field down to only one vendor.

(a) "Each solicitation must provide a clear and accurate description of the technical requirements for the property or services to be procured." [FTA C 4220.1F, VI, 2.a.]

(b) “In competitive procurements, the description may not contain features that unduly restrict competition.” [FTA C 4220.1F, III, 3.a..(1) (b)]

(c) “The Common Grant Rule … advises the recipient to describe technical requirements in terms of ‘functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.’” [FTA C 4220.1F, III, 3.a.(1) (d)]

(d) “In order for sealed bidding to be feasible, the following conditions should be present: A complete, adequate, and realistic specification or purchase description is available.” [FTA C 4220.1F, VI, 3.c. (1) (a)]

(e) “If this procurement method is used... the invitation for bids will include any specifications and pertinent attachments... in order for the bidder to properly respond.” [FTA C 4220.1F, VI, 3.c. (2) (c)]

Definition of Specification. Specifications are a clear and complete description of the ESSENTIAL requirements that the items being procured should meet. Well-written specifications ensure that the correct item is purchased and that maximum value is obtained for the expenditure of public funds. Also, specifications should be written so that all qualified vendors, large and/or small, may compete on an equal basis. Specifications should be written in a manner that achieves open completion. Specifications should not be made in a manner that narrows the completion field down to only one vendor.

Responsibility. The department head requesting the goods or services is responsible for preparing the specifications. The procedures contained in this section govern the writing of specifications for SWART.

Heading. The specification's heading or title will be “SWART” for all FTA grant and operating budget procurements.

Brand Name Specification Use. Since the use of a brand name is restrictive of product competition, it may be used only when the Procurement Manager makes a written determination that only the identified brand name item or items will satisfy SWART’s needs.

Competition. The Procurement Manager seeks to identify sources from which the designated brand-name item or items can be obtained. He solicits such sources to achieve the maximum degree of price competition practicable. If only one source can supply the requirement, the procurement is made under Sole Source Procurement.

Geographic Preferences

Prohibition against Geographic Preferences. SWART will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Preparing the Specifications

The following items are provided for guidance in writing specifications:

Specifications have the characteristics of one or more of the following types:

Desirable Specifications:

- Open Specifications -A description of all the PHYSICAL and functional features required. Engineering design should be avoided as long as the required functions are described.
- Design Specifications - Describes in detail a precise configuration measurement, tolerance, material, or standard.
- Performance Specification - Describes a result of capability to be achieved by an item, such as speed, output, maintainability, or reliability.

Less Desirable Specifications:

- Sample Specifications -Requires match of sample submitted to vendors; sometimes entails substantial inspection and testing to determine actual match;
- Equal Product Specification -Uses brand name or trade name as a descriptive term or definition as a requirement, with a phrase "or approved equal." This opens the way to controversy as to what is equal and who will determine equality; and

Undesirable Specifications:

- Single Product Specification - Designates only one manufacturer brand, trade name, or catalog number, which restricts competition. On rare occasions, this may be unavoidable, as in the case of highly technical or specialized products.

Brand Name or Equal Specification:
Using a brand name as a purchase description without specifying an "or equal" is an example of a situation that impermissibly restricts competition: "Specifying only a 'brand name' product instead of allowing an 'or equal' product to be offered or failing to specify the brand name product's salient characteristics" [FTA C 4220.1F, VI, 2.a. (4) (f)]. Further,

(a) "Detailed product specifications should be avoided if at all possible, in favor of performance specifications." [FTA C 4220.1F, VI, 2.a. (1)]

(b) "When it is impractical or uneconomical to make a clear and accurate description of the technical requirements of the property… a 'brand name or equal' description may be used as a means to define the performance or other salient characteristics of a specific type of property. The recipient, however, must state the salient characteristics of the named brand that offerors must provide. [FTA C 4220.1F, VI, 2.a. (3)]

Use. Brand name or equal specifications may be used when the Procurement Manager determines in writing that:

- No other design or performance specifications or qualified products list is available.
- Time does not permit the preparation of another form of purchase description, not including a brand name specification;
- The nature of the product or the nature of SWART's requirements makes use of a brand name or equal specification suitable for the procurement; or
- Use of a brand name or equal specification is in SWART's best interest.

Designation of Several Brand Names. Brand names or equal specifications seek to designate as many different brands as are practicable, as "or equal" references and furthers state that substantially equivalent products to those designated will be considered for award.

Required Characteristics. Unless the Procurement Manager determines that the ESSENTIAL characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications include a description of the particular design, function, or performance characteristics that are required.

Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, it contains explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Brand Name Specification.
Use. Since the use of a brand name specification is restrictive of product competition, it may be used only when the Procurement Manager decides that only the identified brand name item or items satisfy SWART's needs.

Competition. The Procurement Manager seeks to identify sources from which the designated brand name or item (s) can be obtained and will solicit such sources to achieve the maximum degree of price competition practicable.

The technical specifications should describe the minimum standards acceptable for the equipment or service to be purchased. This section requires sufficient detail to provide the prospective bidder with a clear picture of the item and its expected performance.

Some questions to answer in writing specifications:

Description of goods and services:
- Does the specification clearly describe the materials, equipment, or service?
- Are the specifications complete?
- Is the quantity clearly stated?
- Must the provider furnish drawings or proofs? Is such a drawing subject to approval and by whom?
- Must the provider install equipment?
- Which services will the vendor furnish, such as training, maintenance, manuals, etc.

Price and payment terms:
- Have the terms, conditions and items been detailed clearly and concisely?
- Is the price definite? If not, is the method for ascertaining the price clear?
- Is the price subject to adjustment?
- Does price adjustment work both ways?
- Is the date of price basis stated?
- What is the length of time for advance notification of price adjustment?
- Is there an escape clause on price increases?

Packaging, Delivery and Insurance Factors:
- Is the required delivery date stated?

Time and Termination Factors:
- If for services, what period of time does the requisitioned expect the contract cover (one month, six months, one year, two years, etc.)?

Performance Guarantees and Warranties of Quality:

- Should the supplier guarantee performance?
- Should the supplier guarantee quality?
- Warranties?
- Are inspection, test and engineering requirements clearly stated?

Legal Requirements (these questions to be answered by Purchasing):

- Does the specification meet all legal requirements? (Federal law, State of Texas statues)?
- Is the solicitation ethical and does it meet business standards or practices?

Emergency Purchases

- Only allowed on a case-by-case basis.
- Must be approved by the appropriate manager.
- Contact Purchasing for necessary confirmation of purchase.
- Purchase in the direction of the Procurement Manager.
- Complete paperwork and follow standard procurement guidelines in this manual.

Procurement of Construction, Architect-Engineer & Land Surveying Services

Responsibility for Selection of Methods of Construction Contracting Management
The Procurement Manager and the department head responsible for the construction project have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the department head will consider SWART's requirements, its resources, and the potential contractor's capabilities. The department head executes and includes in the contract file a written statement setting forth the facts that led to the selection of a particular method of construction contracting management for each project.

Procurement of Construction Services
The procedures detailed in Competitive Sealed Bidding are followed for the procurement of construction services with the following additions:

Bid security.
Required for all construction requirements with an estimated cost over $25,000. For bids that do not exceed $25,000, this requirement may be added at the discretion of the Procurement Manager.

Bid security is a minimum of 5% of the total bid amount.

The accounting office maintains the bid security.

The Procurement Manager fills out the Invitation to Bid form with the type and amount of bid security provided by the bidder. This information is included on the bid tabulation sheet.

All bids that do not comply with the bid security requirement are rejected.

The bid securities of unsuccessful bidders are released upon award of the contract.

Contract Performance and Payment Bonds
Required in all solicitations for construction services that are expected to exceed $25,000. Bonding requirement for construction contracts above $100,000 must meet the following minimums:

(a.) 5% bid guarantee
(b.) 100% performance bond, and
(c.) Payment bonds as follows:

50% on contracts under $ 1Million,
40% on contract between $ 1 Million and $ 5 Million, or
$2.5 Million on contracts over $ 5 Million.

Both the performance and payment bonds or letters of credit satisfactory to SWART, executed by a surety company authorized to do business in Texas or otherwise secured in a manner acceptable to SWART, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract will be in an amount equal to 100% of the contract price.

When the contract is executed and the above bonds are delivered to SWART, then the Procurement Manager will release the bid security for the contractor.

The Procurement Manager can reduce the amount of performance and payment bonds to 50% after providing notice to the SWART Executive Committee, accompanied by a written determination that it is in the best interests of SWART to do so. This written determination will be placed in the contract file.

The Procurement Manager releases the performance and payment bonds 91 days after the satisfactory completion of the contract. A copy of this written determination will be included in the contract file.

Information on the suits on payment bonds brought by suppliers to contractors is contained in SWART Policy SUITS ON PAYMENT BONDS-RIGHT TO INSTITUTE AND SUITS ON PAYMENT BONDS-WHERE AND WHEN BROUGHT.

Copies of bond forms. The Procurement Manager furnishes a copy of a bond upon the written request of any interested party. Payment of the cost of reproduction and postage, if any, is made by the requestor. A copy of a bond is prima facie evidence of the original.

Fiscal Responsibility.
The Procurement Manager is the SWART staff contact for the contract modifications, change orders and contract price adjustments in construction contracts. When these results in a price adjustment exceeding $25,000, prior approval by the Executive Committee is required. The SWART Board approves changes of less than $25,000 for Directors if sufficient funds exist within the budget of the relevant projects.

The Procurement Manager furnishes the information regarding the contract modification, change order or contract price adjustment to the SWART Board of Directors.

Suppose the price adjustment exceeds $25,000 of the contract amount. In that case, the SWART Board of Directors reports to the Executive Committee the effect this change has on the total project budget or the total contract budget.

The Procurement Manager includes the written determination of the SWART Board of Directors/Executive Committee in the contract file.

Procurement of Architect, Engineer, and Land Surveying Services
The Procurement Manager advertises all requirements for architect/engineering and land surveying services in the local newspaper and/or Passenger Transport.

The Procurement Manager formally requests firms to submit qualifications and performance data for evaluation.

The SWART Board of Directors appoints a selection committee to review all the qualifications statements and determine the most qualified firms. This committee reduces the list of firms to no more than five (5) and continues the evaluation. The committee may conduct technical discussions with these firms to help determine the three most qualified firms. The committee lists the three (3) firms in order of preference based on criteria established and published by the selection committee.

Negotiation.
The Procurement Manager negotiates a contact with the firm considered to be most qualified by the selection committee for architect/engineer or land surveying services.

If the Procurement Manager is unable to negotiate a satisfactory contract with the firm considered most qualified at a price determined to be fair and reasonable to SWART, negotiations with that firm will be terminated. A written record of this termination is included in the contract file, and the firm is notified.

If negotiations are terminated with the most qualified firm, then the Procurement Manager undertakes talks with the next most qualified firm. Failing to accord with the second firm, the Procurement Manager then undertakes negotiations with the third most qualified firm.

Procurement of Design-Bid-Build
The design-bid-build procurement method requires separate contracts for design services and construction. For design services, SWART will use qualifications-based procurement procedures, in compliance with applicable Federal, State, and local laws and regulations. For Construction, SWART will use competitive negotiation procurement methods, as appropriate.

Procurement of Design-Build
SWART must procure design-built services through means of qualifications-based competitive proposal procedures based on the Brooks Act as set forth by FTA when the preponderance of the work to be performed is considered to be for Architectural and Engineering (A & E) services as defined in the circular. Qualifications-based competitive proposal procedures should not be used to procure design-build services when the preponderance of the work to be performed is not of an A & E nature as defined in the circular unless required by State law adopted before August 10, 2005.

Bid Security and Performance Bonds

Bid Security
Requirement for Bid Security. Bid security is required for all competitive sealed bidding for construction contracts when the estimated price exceeds $25,000, as determined by the Procurement Manager. Bid security is a bond provided by a surety company authorized to do business in Texas, or the equivalent, or otherwise supplied in a form satisfactory to SWART. Nothing herein prevents the requirement of such bonds on construction contracts under $25,000 when the circumstances warrant.

Amount of Bid Security. Bid security is in the amount of at least 5% of the bid amount.

Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, noncompliance requires that the bid be rejected unless it is determined that the bid fails to comply only in a non-substantial manner with the security requirements.

Withdrawal of Bids. Suppose a bidder is permitted to withdraw its bid before award as provided in Competitive Sealed Bidding, Correction or Withdrawal of Bids, and Cancellation of Awards. In that case, no action will be taken against the bidder or the bid security.

Contract Performance and Payment Bonds

When Required Amounts. When a construction contract is awarded in excess of $25,000, the following bonds or security will be delivered to SWART and will become binding on the parties upon the execution of the contract:

- A performance bond satisfactory to SWART, executed by a surety company authorized to do business in Texas or otherwise secured in a manner acceptable to SWART, in the amount equal to 100% of the price specified in the contract; and
- A payment bond satisfactory to SWART, executed by a surety company authorized to do business in Texas or otherwise secured in a manner acceptable to SWART, for the protection of all people supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond is in an amount equal to 100% of the price specified in the contract.

Reduction of Bond Amounts. After notice to the SWART Board of Directors, the Procurement Manager is authorized to reduce the amount of performance and payment bonds to 20% of the contract price for each bond when a written determination is made that it is in the best interest of SWART to do so.

The Procurement Manager may waive the bonding requirements if the following conditions exist:

- The contract is for $100,000 or less.
- Progress payments are not made.
- One lump sum payment is made after the project is complete.

Authority to Require Additional Bonds. Nothing in this Section is constructed to limit the authority of SWART to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Subsection (1) of this Section.

Suits on Payment Bonds- Right to Institute. Unless otherwise authorized by law, any person who has furnished labor or material to the contractor or subcontractors for the work provided in the contract, for which a payment bond is furnished under this Section, and who has not been paid in full within 90 days from the date on which that person performed the last of the labor or supplied the material, has the right to sue on the payment bond for any amount unpaid at the time the suit is instituted and to prosecute the action for the amount due that persons. However, any person having a contract with a subcontractor of the contractor, but no express or implied contract with the contractor furnishing the payment bond, has the right of action upon the payment bond upon giving written notice to the contractor within 90 days from the date on which that person performed the last of the labor or supplied the material. That person states in the notice the amount claimed and the name of the party to whom the material was provided or for whom the labor was performed. The notice is served personally or by registered or certified mail, postage prepaid, in an envelope addressed to the contractor at any place where the contractor maintains an office or conducts business.

Suits on Payment Bonds - Where and When Brought. Unless otherwise authorized by law, every suit instituted upon a payment bond will be brought in a court or competent jurisdiction for the county or district in which the construction was to be performed.

Copies of Bond Forms

Any person may request and obtain a certified copy of a bond from SWART upon payment of the cost of reproducing the bond and postage, if applicable. A certified copy of a bond is prima facie evidence of the contents, execution, and delivery of the original.

Fiscal Responsibility

Every contract modification, change order, or contract price adjustment over 10% of the contract amount under a construction contract with SWART is subject to prior approval by the Executive Committee after receiving a report from the SWART Board of Directors as to the effect of the contract modification, change order, or contract price adjustment on the total project budget or the total contract budget. The SWART Board may approve changes of less than 10% of Directors if sufficient funds are available within the relevant project's budget. The SWART Board of Directors may transfer approval authority for change orders of less than 10% to the Procurement Manager.

Architect - Engineer and Land Surveying Services

Public Announcement. It is the policy of SWART to announce publicly all requirements for architect-engineer and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of architect-engineer and land surveying services, the Procurement Manager requests firms to submit a statement of qualifications and performance data.

Selection Process. A selection committee appointed by the SWART Board of Directors conducts discussions with at least three firms regarding the proposed contract and the relative utility of alternative methods for furnishing the required services, and selects from among them at least three firms deemed most qualified to provide the required services. The selection is made in order of preference, based on criteria established and published by the selection committee.

Negotiation. The Procurement Manager negotiates a contract with the firm considered to be the most qualified for architect-engineer or land surveying services at compensation, which the Procurement Manager determines in writing to be fair and reasonable to SWART. When making this decision, the Procurement Manager considers the estimated value, scope, complexity, and professional nature of the services to be rendered. Should the Procurement Manager be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at that price the Procurement Manager determines to be fair and reasonable to SWART, negotiations with that firm are formally terminated. The Procurement Manager then undertakes negotiations with the second most qualified firm. Failing to accord with the second most qualified firm, the Procurement Manager formally terminates negotiations. The Procurement Manager then undertakes negotiations with the third most qualified firm. Should the Procurement Manager be unable to negotiate a contract at a fair and reasonable price with any of the selected firms, the selection committee selects additional firms in order of their competence and qualifications, and the Procurement Manager continues negotiations in accordance with this Section until an agreement is reached.

Debarment or Suspension
Authority to Debar or Suspend
After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the General Manager, after consulting with the General Manager, is authorized to debar a person for cause from consideration for award of contracts. The debarment is for not more than three years. After consultation with the SWART Board of Directors, the General Manager is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity that might lead to debarment. The suspension is for a period not to exceed three months. The causes of debarment include:

Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicates a lack of business integrity or business honesty, which currently, seriously, and directly affects responsibility as a SWART contractor;

Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

Violation of contract provisions, as set forth below, of a character which the Executive Vice President regards to be so serious as to justify debarment action:

- Deliberate failure without good cause to perform by the specifications or within the time limit provided in the contract; or
- A recent record of failure to perform or of unsatisfactory performance by the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor is not considered to be the basis for debarment;

Any other cause the General Manager determines to be so serious and compelling as to affect responsibility as a contractor, including debarment by another governmental entity for any cause listed in this Policy; and

For violation of the ethical standards outlined in Ethics in Public Contracting.

Decision to Debar or Suspend
The General Manager issues a written decision to debar or suspend. The decision states the reasons for the action taken and informs the debarred or suspended person involved of their rights concerning judicial or administrative review.

Notice of Decision
A copy of the decision required by the Decision to Debar or Suspend is mailed or otherwise furnished immediately to the debarred or suspended person.

Finality of Decision
A decision under the Decision to Debar or Suspend is final and conclusive unless fraudulent, or the debarred or suspended person, within 10 days after receipt of the decision, takes an appeal to the Executive Committee or commences a timely action in court under applicable law.

Appeals and Remedies
Bid Protests

Protests resulting from the award of a contract through the RFP procedure must be made in writing to SWART's Procurement Manager within three working days of the letter of non-selection to the bidder or proposer. The protest must outline the specific portion of the specification or proposal procedure that has been violated.

As an FTA funding recipient, SWART is required to notify and keep FTA updated about the status of the protest when it receives a third-party contract protest to which this circular applies an award given by SWART.

The protester must exhaust its administrative remedies by pursuing the recipient's protest procedures to completion before appealing the recipient's decision to FTA.

Protests by an interested party, as in a party that is an actual or prospective bidder whose direct economic interest would be affected by the award or failure to award the third-party contract at issue, regarding this procurement shall be made under Chapter 2155 of the Texas Government Code. After all administrative remedies have been exhausted, an interested party may file a protest with the Federal Transit Administration (FTA) or the U.S. Department of Transportation, pursuant to the procedures outlined in 2 CFR 200.318. Alleged violations of specific federal requirements provide a separate complaint procedure. See, for example, Buy America Requirements, 49 CFR 661 and Participation by Disadvantaged Business Enterprise in Department of Transportation Programs, 49 CFR 23.

The non-Federal entity must be solely responsible, under good administrative practices and sound business judgment, for settling all contractual and administrative issues arising from procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a federal concern. Violations of law will refer to the local, state, or Federal authority having proper jurisdiction.

The protester must deliver its appeal to the FTA Regional Administrator within (5) five working days of the date when the protestor has received actual or constructive notice of the recipient's final decision or when the protestor has identified other grounds for appeal to FTA, such as, the recipient's failure to have or failure to comply with its protest procedures or failure to review the protest.

Failure to comply with the above protest procedures renders a protest untimely and/or inadequate, and it shall be rejected.

In the event of a timely protest received by the Procurement Manager, the following steps are performed:

The Procurement Manager effects a stay of procurement during the protest.

- If the contract has not been awarded, the award is delayed until all administrative and judicial remedies are exhausted. All bidders or proposers on the vendor mailing list are advised of the protest and the resulting delay in the procurement process.
- The SWART Board of Directors may decide, in writing, that the award of a contract without delay is necessary to protect the interests of SWART. This written determination is made part of the contract filed by the Procurement Manager.

The Procurement Manager notifies the SWART Board of Directors and the affected department head that a bid or proposal protest has been received.

The Procurement Manager investigates the protest, assisted by SWART staff or other personnel as required.

The Procurement Manager may meet with the protesting vendor or request additional information from the vendor during the investigation.

The Procurement Manager issues the findings of the investigation in writing to all interested parties, and the written report, including the original protest, is incorporated into the contract file.

In the event of a timely protest received by the SWART Board of Directors, the following steps is performed:

Upon receiving notification of a protest, the Procurement Manager issues a stay of procurement pending the outcome of the protest.

- If the contract is not awarded, then the award is not made until all administrative and judicial remedies have been exhausted.
- The SWART Board of Directors may decide, in writing, that the award of a contract without delay is necessary to protect the substantial interests of SWART. This written determination is made part of the contract filed by the Procurement Manager.

The Grants and Budget Department acts as the direct liaison with FTA. The Procurement Manager supplies any records or documents requested by the Grants and Budget Department for FTA.

The Procurement Manager makes any necessary changes to the procurement process, as they pertain to the protested bid/proposal, resulting from the FTA's decision.

The Procurement Manager includes the written report on FTA, along with all related correspondence, as part of the contract file.

Contract Claims

Decision of the Procurement Manager. All claims by a contractor against SWART relating to a contract, except bid protests, will be submitted in writing to the Procurement Manager for decision. The contractor may request a conference with the Procurement Manager on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification.

Notice to the Contractor of the Procurement Manager's Decision. The Procurement Manager's decision is promptly issued in writing and immediately mailed or otherwise furnished to the contractor. The decision states the reasons for the decision reached and informs the contractor of its appeal rights under Subsection (3) of this Section.

Finality of Procurement Manager's Decision; Contractor's Right to Appeal. The Procurement Manager's decision is final and conclusive unless, within five (5) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the SWART Board of Directors.

Failure to Render a Timely Decision. Suppose the Procurement Manager does not issue a written decision regarding any contract controversy within 10 days after a written request for a final decision, or within such more extended period as may be agreed upon between the parties. In that case, the aggrieved party may proceed as if an adverse decision had been received.

Under the SWART Policy, the Procurement Manager is responsible for addressing all written claims by a contractor against SWART related to a contract.

If a claim is made against a SWART contract, the following steps are taken:

- The Procurement Manager meets with the contractor, if required or requested, to gather any needed information to settle the claim presented.
- The Procurement Manager effects an investigation into the claim as required, utilizing other SWART staff or SWART legal counsel as needed.
- The Procurement Manager issues a written decision regarding any contract controversy within 10 days after a written request for final decision, or within such more extended period as may be agreed upon between the parties. The decision states the reasons for the decision reached and informs the contractor of its appeal rights under the SWART Policy. This written response is included in the contract file, along with any other relevant documentation concerning the claim.

The Procurement Manager's decision is final and conclusive unless, within five (5) calendar days from the receipt of the decision, the contractor mails or otherwise delivers a written appeal to the SWART Board of Directors.

Authority of the Procurement Manager to Settle Bid Protests and Contract Claims
The Procurement Manager is authorized to settle any protest regarding the solicitation or award of a contract, or any claim arising out of the performance of a contract, before an appeal to the SWART Board of Directors.

Solicitations or Awards in Violations of Law
If the Procurement Manager of the Procuring Agency, after consultation with the General Counsel, determines that solicitation or award of a contract violates federal, state, or municipal law, then the following steps are performed.

If prior to bid opening or the closing date for receipt of proposals, then the Procuring Agency Procurement Manager cancels the solicitation or modifies it to comply with the applicable law. A written notice of this action is sent to all vendors on the mailing list. The written determination is made a part of the contract file.

If, after the bid opening or the closing date for receipt of proposals, the Procuring Agency Procurement Manager cancels the solicitation or proposed award. A written notice to that effect is sent to those on the vendor mailing list and included in the contract file.

If after the award of the contract, the following applies:

- The Procuring Agency Procurement Manager determines the action of the contractor related to the violation within the solicitation or contract. This determination is whether the contractor acted in good faith or in a fraudulent manner. A written record of this determination is made as a part of the contract file.
- The Procuring Agency Procurement Manager determines what action concerning the contract would be in the best interests of the SWART. A written record of this determination is made as a part of the contract file.
- If the contractor acted in good faith in the solicitation and award, and it is in the best interests of SWART, then the Procuring Agency Procurement Manager ensures that the contract is ratified and affirmed. Otherwise, the contract is terminated, and the contractor is compensated for actual costs reasonably incurred under the agreement, plus a reasonable profit, before the termination.
- If the contractor acted fraudulently, the contract may be declared null and void or voidable, if such action is in the best interests of SWART.

In all cases, the Procuring Agency Procurement Manager includes all documentation and determines as part of the contract file. The contractors or bidders affected are notified, in writing, by the Procuring Agency's Procurement Manager of all actions taken in regard to the proceeding.

Remedies for Solicitations or Awards in Violation of Law
Prior to the Bid Opening or Closing Date for Receipt of Proposals. If, before the bid opening or the closing date for receipt of proposals, the Procurement Manager, after consultation with the General Counsel, determines that a solicitation violates federal, state, or municipal law, then the solicitation is cancelled or revised to comply with applicable law.

Prior to the Award. If after bid opening or the closing date for receipt of proposals, the Procurement Manager, after consultation with the General Counsel, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award is cancelled.

After the Award. If after an award, the Procurement Manager, after consulting with the General Counsel, determines that a solicitation or award of a contract violated applicable law, then:

If the person awarded the contract has not acted fraudulently or in bad faith:

- The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of SWART; or
- The contract may be terminated, and the person awarded the contract will be compensated for the actual costs reasonably incurred under the agreement, plus a reasonable profit, before the termination.

If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of SWART.

Disadvantaged Business Enterprise (DBE) Program

SWART has established a DBE program in accordance with regulations of the U.S. DOT, 49 CFR Part 26. SWART has received Federal financial assistance from the Department of Transportation. As a condition of receiving this assistance, SWART has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SWART to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT assisted contracts by creating a level playing field for DBEs so that they can compete fairly for DOT assisted contracts, to help remove barriers for DBEs, and to ensure nondiscrimination in the award and administration of DOT-assisted contracts. SWART ensures that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs and to have a DBE Program that is narrowly tailored under applicable law.

SWART assists, upon request, to DBEs by offering guidance on preparing bid specifications, complying with procurement policies, and fulfilling general bid requirements. Additionally, SWART provides information on job performance requirements, procurement opportunities, and bidding prerequisites for contracts.

To the extent legally practicable, SWART ensures that contractors furnishing services, materials, or supplies to SWART provide employment opportunities to socially and economically disadvantaged individuals equal to those offered all other groups or individuals. Such contractors are expected to take positive steps toward utilizing DBEs as subcontractors or suppliers, consistent with sound procurement principles and applicable law.

SWART seeks and uses its best efforts to ensure that DBEs are informed of current and future procurement activities through newspapers as well as direct notification to the DBE's listed on the TxDOT DBE website. Shirley Richards has been delegated as the DBELO for DOT related projects. In that capacity, Mrs. Richards is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by SWART in its financial assistance agreements with the Department of Transportation (DOT).

Compliance Requirements
Failure to achieve DBE contract goals. Suppose the contractor fails to carry out the contract utilizing the same percentage of DBE participation shown on its successful bid or proposal. In that case, the contract payments may be reduced at SWART's option as a liquidated damage, and not as a penalty, by the amount equal to the mathematical dollar difference between the total contract amount multiplied by the DBE percentage goal and the actual dollar amount of documented DBE participation in the contract. However, any authorized adjustment in the percentage of DBE participation approved by SWART may be substituted in this formula for the DBE percentage goal as established initially.

Breach of Contract. All subcontractors, sub-recipients, or contractors are advised that failure to carry out the requirements set forth in this program constitutes a breach of contract and, after the notification of DOT, may result in termination of the agreement or contract by SWART or such remedy as SWART deems appropriate.

Exception. Where the contract is for procurement of a standard manufactured item or other similar procurement not open to subcontracting opportunities, and no certified DBE has submitted a bid, SWART may consider a bid or proposal that does not fully comply with the DBE requirements.

Compliance with the DBE Policy and Program of SWART is essential for a Bidder to be eligible for the contract under this solicitation. Compliance consists of: (a) meeting or exceeding the DBE percentage participation goals established for this solicitation; or (b) demonstrating good faith efforts to meet such participation goals; or (c) demonstrating that the solicitation comes within the exception to the DBE percentage participation goals as being a procurement for a standard manufactured item, or other similar procurement not open to sub-contracting opportunities.

To demonstrate compliance through its "good faith efforts" to obtain the DBE percentage participation goals, a Bidder or Proposer must submit with its sufficient information to enable SWART to determine that the efforts made by the Bidder or Proposer to obtain DBE participation were such efforts that a Bidder or Proposer actively and aggressively seeking to meet those goals would make. Actions or efforts that are merely "pro forma" or "going through the motions" do not constitute good faith efforts to obtain the participation of DBEs. Similarly, even efforts which are sincerely motivated but which, given all circumstances relevant to the particular solicitation, could not be reasonably expected to produce a level of DBE participation sufficient to meet the goal do not constitute good faith efforts. In determining whether a Bidder or Proposer has made a good faith effort to obtain the DBE participation percentage goal, SWART will look not only at the different kinds of efforts that the Bidder or Proposer has made, but also the quality and intensity of these efforts.

The following kinds of actions would indicate that a Bidder or Proposer has made a good faith effort:

- Bidder or Proposer attended any pre-bid meetings that SWART scheduled to inform DBEs of contracting and sub-contracting opportunities;
- Bidder or Proposer selected portions of the work to be performed by certified DBEs in order to increase the likelihood of meeting the DBE goal (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
- Bidder or Proposer advertised in general circulation, trade association, and/or minority focus medial concerning the sub-contracting opportunities;

- Bidder or Proposer provided written notice to a reasonable number of specified DBEs that their interest in the procurement was being solicited, in sufficient time to allow such DBEs to participate effectively,
- Bidder or Proposer followed up initial solicitations of interest by contracting DBEs to determine with certainty whether the DBEs were interested;
- Bidder or Proposer provided interested DBEs with adequate information about the plans, specifications, and requirements of the solicitation;
- Bidder or Proposer negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on their investigation of the capabilities;
- Bidder made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by SWART or the Bidder or Proposer as prime Contractor;
- Bidder or Proposer effectively used the services of available minority community organizations; minority contractor groups, local, state, and federal minority assistance offices; and other organizations that assist in the recruitment and placement of DBEs.

Compliance Documentation
In order to demonstrate compliance with the SWART DBE Policy and Program, it is essential that full documentation be submitted at the time of the bid. This documentation consists of completing the required forms included in the bid packet and attaching additional relevant documentation and information where specified.

All Bidders or Proposers must complete the SWART DBE Compliance Statement and the SWART Schedule of DEB Utilization. A Bidder must also complete the SWART Schedule of DBE Unavailability or Proposer who does not meet the DBE percentage participation goals established for this procurement but wishes to demonstrate compliance with the policy and program due to having made "good faith efforts" to meet those goals.

Bidders or Proposers who believe that bid/proposal meets the exception to the DBE Policy and Program as being one for the procurement of a standard manufactured item or other similar procurement not open to sub-contracting opportunities must, in addition, fully explain the facts on which it bases its belief that this solicitation meets the terms of that exception.

Ethics in Public Contracting

The Ethical Code of SWART governs the conduct and ethical behavior of SWART employees involved in the procurement process.

The Procurement Manager, as primary Procurement Manager, ensures that this Policy is adhered to in all SWART procurements. The Procurement Manager reports any violations of this policy to the SWART Board of Directors.

SWART Code of Ethics. Employees involved in the procurement process annually sign the following code of ethics.

Veterans Employment
Recipients and sub recipients of Federal financial assistance under this chapter shall ensure that contractors working on a capital project funded using such assistance give a hiring preference, to the extent practicable, to veterans (as defined in section 2108 of title 5) who have the requisite skills and abilities to perform the

construction work required under the contract. This subsection shall not be understood, construed, or enforced in any manner that would require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with a disability, or a former employee.

Criminal Penalties
To the extent that violations of the ethical standards of conduct outlined in this Section constitute violations of this policy, they are punishable as provided therein. Such penalties are in addition to the civil sanctions outlined in this Part. Criminal, civil, and administrative sanctions against employees or non-employees that are in existence on the effective date of this Policy are not impaired.

Employee Conflict of Interest
SWART is committed to the highest ethical standards in the performance of our services to the community. The public is entitled to assurances that its officials are guided by the public good and its agency practice policies of openness and transparency. To this end, Chapter 176 of the Texas Local Government Code may require the public disclosure of certain information concerning the SWART Board of Directors, local government officers, and persons doing business or seeking to do business with SWART.

No employee, officer, agent, or board member, or his or her immediate family member, partner, or organization that employs or is about to utilize any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed has a financial or other interest in the firm selected for the award.

The SWART Board member and other local government officers must file a Conflict of Interest Disclosure Statement disclosing the business relationship with a vendor that SWART has contracted with or is considering contracting with if the Board member or local government officer (or his or her family member) has certain business relationships with that vendor.

Vendors doing business with SWART or seeking to do business with SWART are required to file a completed questionnaire disclosing the vendor's affiliations or business relationship with any Board Member or local government officer (or his or her family member).

As required by Chapter 176 of the Texas Local Government Code, disclosure forms will be available online along with the above clause and are attached to this document as an attachment.

Gratuities and Kickbacks
Gratuities. It will be unethical for any person to offer, give, or agree to give any SWART employee or former SWART employee, or for any SWART employee or former SWART employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

Kickbacks. It will be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section will be conspicuously outlined in each contract and solicitation thereof.

Prohibition against Contingent Fees
It will be unethical for a person to be retained, or to retain a person, to solicit or secure a SWART contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies to secure business.

Contemporaneous Employment Prohibited
It will be unethical for an employee participating directly or indirectly in the SWART procurement process to be employed by any person or firm competing for a contract with SWART. It will also be unethical for an employee who is participating directly or indirectly in SWART's procurement process to become an employee of any person or firm as a result of a firm being awarded a contract with SWART.

Use of Confidential Information
It will be unethical for any employee or former employee to knowingly use confidential information for their own actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Sanctions
Employees. The SWART Board of Directors may impose any one or more of the following sanctions on a SWART employee for violations of the ethical standards in this Section:

- Oral or written warnings or reprimands;
- Suspension with or without pay for specified periods of time; or
- Termination of employment.

Non-employees. The SWART Board of Directors may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards.

- Written warnings or reprimands;
- Termination of contracts; or
- Debarment or suspension as provided in Authority to Debar or Suspend.

Recovery of Value Transferred or Received in Breach of Ethical Standards
General Provisions. The value of anything transferred or received in breach of the ethical standards of this Policy by an employee or a non-SWART employee may be recovered from both a SWART employee and a non-SWART employee.

Recovery of Kickbacks by SWART. Upon showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order hereunder, it will be conclusively presumed that the amount thereof was included in the price of the subcontract or order an ultimately borne by SWART and will be recoverable hereunder from the recipient. Additionally, this amount may also be recovered from the subcontractor that made such kickbacks. Recovery from one offending party will not preclude recovery from other offending parties.

SWART Code of Conduct

Vision

Southwest Area Regional Transit District will continue to involve consumers, families, program staff and other community leaders and neighbors in concerted efforts to:

• Improve the overall quality of services to the general public, including those persons served with mental illness, intellectual and developmental disabilities, and substance use disorders. Expand services to meet the needs of those with mental illness, intellectual and developmental disabilities, and substance use disorders that are unserved or underserved.
• Promote positive work environments in which staff work with pride, integrity, and commitment, and are valued for their worth and contribution.
• Promote effective leadership and management at all levels to improve services and earn public confidence and support.
• Improve public understanding of general public transportation services, and of SWART's responsibility and/or role to persons with these services.
• Build and support positive relationships with consumers, families, advocacy groups, higher education, and other public agencies to better serve persons with mental illness, intellectual and developmental disabilities, and substance use disorders.
• Operate a financially healthy and stable organization for the general public

Values

• Individual Worth: SWART affirms that the individuals served share with all person's common human needs, rights, desires, dignity, and strengths. SWART celebrates cultural and individual diversity.
• Quality: SWART commits itself to the pursuit of excellence in everything it does.
• Integrity: The people of SWART believe that personal and professional integrity is the basis of public trust.
• Dedication: SWART takes pride in its commitment to public service and to the people it is privileged to serve.
• Innovation: SWART is committed to developing an environment that inspires and promotes innovation, fosters dynamic leadership, and rewards creativity among its staff and the people served.

Statement of Purpose

SWART employees will exhibit behavior based on honesty, integrity, and a sense of fairness. It is the responsibility of these individuals to maintain the highest standard of legal and ethical behavior. This includes complying with all local, state and federal laws and regulations designed to ensure adequate and appropriate care and taking timely and responsive positive action to prevent or correct any improper or inappropriate acts. SWART's Board of Directors and Staff are committed to providing avenues through which ethical issues may be raised, reviewed and resolved openly and honestly.

Ethical Standards

The business conducted by SWART will be delivered in an environment with the highest ethical, legal and professional standards. Honesty, integrity and impartiality will be demonstrated when dealing with SWART customers, vendors, community and employees. In addition, any individual who is professionally licensed shall adhere to the code of ethics of that profession. The Board of Directors and employees will make every effort to avoid even the appearance of illegal, unethical or unprofessional conduct.

Leadership Responsibilities

While all SWART employees are obligated to follow the Code of Conduct, we expect our leaders to set the example and be a role model in every respect. They must ensure that those on their team have sufficient information to comply with laws, regulations, and policies, as well as the resources to resolve ethical dilemmas. They must help to create a culture within SWART that promotes the highest standards of ethics and compliance. The culture must encourage everyone in the organization to share concerns when they arise. We must never sacrifice ethical and compliant behavior in the pursuit of business objectives.

Conflict of Interest / Outside Business and Financial Interests

A conflict of interest may occur if outside activities or personal interests influence or appear to influence objective decision-making in the course of SWART-related responsibilities and duties. A conflict may also exist if the demands of any outside activities hinder or distract your job performance or cause you to use SWART resources for anything other than SWART purposes. Employees are expected to exhibit professional loyalty to the SWART. Employees are expected to avoid conflicts of interest and opportunities for personal gain, both individually and for members of their immediate families and others, that may impede their best judgment.

<u>The following are guidelines for the Board of Directors and employees regarding interests outside of the business conducted by SWART:</u>

A. Employees, or members of their respective families, should not have substantial financial or business interest with a competitor, customer, or supplier of SWART without first reviewing the nature of the activity with SWART's legal counsel.

B. Each employee’s employment should be his/her first business priority. Any other employment or business activity will be considered secondary and should not interfere with individual employee job performance and responsibilities. Approval of secondary employment requires the approval of the Swart’s SWART Board of Directors.

Gifts and Favors

The following are expectations of employees: SWART Employees do not accept gifts or gratuities of any kind.

Compliance

The following are guidelines for compliance with this SWART’s Compliance Plan, including the Business Code of Conduct:

A. Employees are committed to complying with all federal and state laws and regulations, with an emphasis on preventing fraud and abuse.

B. SWART will conduct audits and other risk evaluations to monitor compliance and assist in reducing identified problem areas.

C. SWART will maintain processes to:

    1. Detect Medicaid/Medicare or other third-party payer compliance offenses

    2. Initiate corrective and preventive action;

    3. Report to appropriate oversight authorities, both professional and regulatory, when appropriate; and

4. Address consequences for employees for failure to comply with standards, policies and procedures.

D. Employees are committed to ensuring the privacy of our consumers/clients' protected health information. We are committed to compliance with all privacy and security rules relating to the Health Insurance Portability and Accountability Act (HIPAA), along with other federal and state laws that are integral to matters of privacy, medical records, confidentiality of communications, and identity theft protection of those we serve. SWART shall maintain a process to monitor and detect flags for potential identity theft; appropriately notify those affected and/or those required to be notified by law; and initiate corrective action plans or improvement projects as appropriate.

Accounting and Reporting

It is SWART policy to maintain and submit accurate and honest records related to all billing or reporting, including Medicare and Medicaid, and to comply with all laws and regulations relating to Medicare or Medicaid. All employees who document any service shall do so honestly, describing the services actually rendered. Each employee and contract provider will ensure the integrity of SWART by accurately and truthfully recording all appropriate information, accounting and operational data through strict adherence to established accounting and business procedures.

Corporate Resources

Each employee is expected to utilize resources efficiently and safeguard SWART assets at all times. Care should be taken to treat SWART resources as if they were your own, or better. It is the responsibility of each employee to preserve SWART's assets, including time, materials, supplies, equipment, computers, electronic communications devices, and information. SWART's assets are to be maintained for business-related purposes. As a general rule, the personal use of any SWART asset without the prior approval of your supervisor is prohibited. The postage machine is never available to employees for personal use. Specific policies and procedures should be referenced for the proper use of other SWART resources, such as gasoline credit cards, SWART vehicles, and SWART-issued electronic communication devices. Any community or charitable use of SWART resources must be approved in advance by the SWART Board of Directors. Any use of SWART resources for personal financial gain unrelated to the organization's business is prohibited.

Political Activities

As good citizens, each employee is encouraged to participate in the political process. SWART must, however, ensure that the political activities and contributions of its employees and contract providers do not appear to represent the opinion of SWART. Individuals can support political candidates as they so choose, using their own personal resources.

A. Only the members of SWART's Board of Directors may engage in attempting to influence decisions of state and local officials. SWART staff are prohibited from lobbying on behalf of SWART.

B. Staff and SWART's Board of Directors can provide professional opinions, testimony, and input to local and state officials, including State Boards, when invited to participate by the official(s) or participating in political local forums.

C. Any and all expenses associated by SWART to inform or influence should come from unrestricted local funds.

Confidentiality

Confidential information, including SWART strategies, operations, and clinical data, is a valuable asset. Each employee is expected to diligently safeguard all SWART records deemed confidential, including information about SWART consumers and their families, internal operations, and fellow employees and contract providers as described in SWART policy and/or federal and state law (including the Texas Open Records Act). Although you may use confidential information to perform your job, it must not be shared with others unless the individual(s) have a legitimate, within the limits of the law, need to know the information and have agreed to maintain confidentiality or you have a signed authorization for release signed by the person who can invoke the right. Employees may not access the confidential information of relatives, in-laws, friends or acquaintances unless there is both a legitimate need to know and appropriate procedures are followed. When or if your relationship with SWART ends for any reason, you are still bound to maintain the confidentiality of information viewed during your time with SWART.

Employee Relations/Professional Conduct

Each employee is expected to perform assigned tasks in a reliable and cooperative manner and treat each other with mutual respect, dignity and trust. Examples of prohibited behavior include:

A. Threatening or abusive behavior

B. Arguing

C. Fighting

D. Harassment

Each employee has the right to work in an environment free of harassment and disruptive behavior. Harassment will not be tolerated. Degrading or humiliating jokes, slurs, or slander. Intimidation, or other harassing conduct, is not acceptable in our workplace.

1. Harassment could be related to race, creed, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, handicap, and/or disability.

2. Verbal or physical conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment has no place at SWART.

3. As part of SWART's commitment to staff safety, SWART has a No Weapons policy. Individuals who enter SWART facilities and vehicles are banned from carrying weapons, including guns, explosive materials, switchblades, and a host of other items deemed as weapons per the policy.

Each employee is expected to conduct themselves professionally and maintain a professional and businesslike relationship with co-workers, supervisors, and the general public. Examples of professional conduct include, but are not limited to, the following:

A. Appropriate dress (See SWART Dress Code)

B. Punctuality in reporting to work

C. Answering and returning business calls promptly

D. Limiting the use of personal communication devices during work hours

E. Maintaining confidence by not repeating personal or privileged information

F. Completing assigned duties without dishonesty, fraud, deceit, or misrepresentation

Although SWART is not concerned with conduct and actions of employees during non-work hours, off duty conduct may become a legitimate concern when it has the potential of impacting agency operations. Such off-duty conduct may result in appropriate disciplinary action against the employee concerned. Examples of off-duty conduct that may have ramifications at work include inappropriate social media posts, illegal behavior, and other behavior and conduct that are in conflict with the SWART's mission, vision, and values.

Customer Focus / Consumer Client Relations

Because SWART consumers/clients are the primary focus of every activity, each employee will be committed to continually improving our general public transportation services to meet the individual needs of SWART consumers.

All consumers are treated with dignity, respect, autonomy, and self-esteem, and their civil rights are preserved. Each individual has the right to be involved in his/her care. It is the responsibility of each employee to ensure that the rights of consumers and clients are protected. To that end, each employee must familiarize themselves with consumer/client rights outlined in the policy and procedure manual and rider guides. These structures are based on policies and procedures that form the framework for addressing both consumer/client care and organizational ethics issues. Additionally, SWART has established processes for the prompt resolution of consumer/client complaints and grievances, which include informing individuals of whom to contact regarding complaints and providing them with information on the complaint resolution process. SWART employees will receive training on consumer/client rights to ensure a clear understanding of their role in supporting them.

Controlled Substances

To protect the interests of our employees and clients, we are committed to maintaining an alcohol- and drug-free work environment. All employees must report for work free of the influence of alcohol and illegal drugs. Reporting to work under the influence of any illicit drug or alcohol; having an illegal drug in your system; or using, possessing, or selling illegal drugs while on SWART property may result in immediate termination. We may use drug testing as a means of enforcing this policy. The unlawful use or possession of any controlled substance is unacceptable and will not be tolerated. These acts are illegal and jeopardize the safety of employees, contract providers and consumers/clients; and reduce productivity, reliability and trustworthiness.

Reporting Misconduct

To obtain guidance on an ethics or compliance issue or to report a suspected violation, you may choose from several options. We encourage the resolution of issues, including human resources-related issues at the program level whenever possible. It is expected that, when you are comfortable with it and think it appropriate under the circumstances, you will raise concerns first with your supervisor. If this is uncomfortable or inappropriate, another option is to discuss the situation with the General Manager, as appropriate. SWART will make every effort to maintain, within the limits of the law, the confidentiality of the identity of any individual who reports possible misconduct. There will be no retribution or disciplinary action taken against anyone who reports a potential violation in good faith. Any colleague who deliberately makes a false accusation to harm or retaliate against another employee will be subject to disciplinary action up to and including termination.

The following are obligations for reporting misconduct:

A. Each employee is responsible for bringing to the attention of his/her SWART supervisor any situation that appears to violate this Business Code of Conduct. Whether a violation results from an innocent mistake or deliberate planning and intent, it is essential that all employees take responsibility for bringing the breach to the attention of someone who can correct the situation.

B. Supervisors will suggest appropriate action and contact the SWART General Manager under SWART policy.

    1. If it is inappropriate to discuss the issue with an immediate supervisor, the employee may raise the issue directly with the Deputy General Manager or appropriate Executive Management staff.

    2. If necessary, the issue may be brought to the attention of the SWART Board of Directors.

    3. Reporting violations will remain confidential to the extent possible unless otherwise obliged by professional code of conduct, state or federal law. Employees may, however, be required to substantiate any allegations of wrongdoing.

    4. No employee will be punished or subjected to reprisal because he/she, in good faith, reports a violation of this Business Code of Conduct. SWART policy regarding retaliation will be adhered to in all such instances.

    5. Employees who deliberately makes false accusations will be subject to disciplinary action up to and including termination.

Accident/ Incident Reporting

A. Accident/Incident reports will be completed and submitted for all unusual occurrences and incidents. An occurrence is defined as an unusual event that transpires in or on the premises of SWART or in vehicles. The event is considered unusual if the result was unexpected, unintended, undesirable, and/or departs from any other SWART policy and procedure, and/or puts SWART in a position of liability or risk.

B. Accident/Incident reports will be completed and submitted to the Loss Control Officer within:

    1. Twenty-four (24) hours for workers' comp, vehicle accident, or incident.

    2. Abuse, neglect, exploitation, etc., or fatality of a customer or employee is reported immediately.

C. An accident/incident report will be completed by any person involved in or witnessing an incident or unusual occurrence. This incident or occurrence is to be immediately reported to the supervisor or manager of the person(s) completing the RIR.

Conclusion

It is the responsibility of each employee to maintain the highest standards of business ethics. This includes taking positive action to prevent or correct any improper or inappropriate acts. SWART Board of Directors and Staff are committed to providing avenues through which ethical issues may be raised, reviewed and resolved openly and honestly.

The Ethical Code of SWART

PRECEPTS - Employees will never use their authority or office for personal gain and will seek to uphold and enhance the standing of SWART by:

- Maintaining an unimpeachable standard of integrity in all their business relationships both inside and outside SWART;
- Fostering the highest possible standards of professional competence amongst those for whom they are responsible;
- Optimizing the use of resources for which they are responsible to provide the maximum benefit to SWART;
- Complying with both the letter and the spirit of;
    - The laws of the United States, the State of Texas, and the counties located in the Middle Rio Grande Region;
    - Such guidance on professional practice as may be issued by SWART;
    - Contractual obligations; i.e., rejecting any business practice which might reasonably be deemed improper.

GUIDANCE - In applying the precepts, employees should follow the guidance set out below:

Declaration of Interest. Any personal interest which may impinge or might reasonably be deemed by others to impinge on an employee's impartiality in any manner relevant to his or her duties should be declared.

Confidentiality and accuracy of information. The confidentiality of information received in the course of duty should be respected and should never be used for personal gain; information given in the course of duty should be accurate and fair and never designed to mislead.

Competition. While bearing in mind the advantages to SWART of maintaining a continuing relationship with a supplier, any arrangement which might, in the long term, prevent the effective operation of fair competition, should be avoided.

Business gifts. Business gifts, other than items of minimal intrinsic value, such as business diaries or calendars, should not be accepted.

Hospitality. Modest hospitality is a customary courtesy in business relationships. However, the recipient should not allow him or herself to reach a position whereby he or she might be or might be deemed by others to have influenced in making a business decision as a consequence of accepting such hospitality; the frequency and scale of hospitality accepted should not be significantly greater than SWART would be likely to provide in return.

When it is not clear whether a gift or hospitality is acceptable, the offer should be declined or advice sought from the employee's superior.

______________________________ ___________________________

Signature of Employee Date

Bank Account Balances

Cash Flow Analysis

SOUTHWEST AREA REGIONAL TRANSIT
Statement of Cash Flows
Reporting Period: Through August 31, 2025

OPERATING ACCOUNT

MONTH	START	DEPOSITS	CHECKS	FEES	NET CHANGE	ENDING
BEGINNING	$ 370,635.38					$ 370,635.68
SEP 2024	$ 370,635.68	$ 392,439.18	$ 276,089.13	$ -	$ 116,350.05	$ 486,985.73
OCT 2024	$ 486,985.73	$ 74,034.91	$ 290,685.94	$ -	$ (216,651.03)	$ 270,334.70
NOV 2024	$ 270,334.70	$ 239,248.92	$ 358,847.28	$ -	$ (119,598.36)	$ 150,736.34
DEC 2024	$ 150,736.34	$ 317,646.25	$ 303,338.85	$ -	$ 14,307.40	$ 165,043.74
JAN 2025	$ 165,043.74	$ 295,214.40	$ 308,327.42	$ -	$ (13,113.02)	$ 151,930.72
FEB 2025	$ 151,930.72	$ 514,979.02	$ 371,175.34	$ -	$ 143,803.68	$ 295,734.40
MAR 2025	$ 295,734.40	$ 206,931.16	$ 343,847.35	$ -	$ (136,916.19)	$ 158,818.21
APR 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
MAY 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
JUN 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
JUL 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
AUG 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
ENDING	**TOTALS =>**	$ 2,040,493.84	$ 2,252,311.31	$ -		**$ 158,818.21**

EMPLOYEE SAVINGS ACCOUNT

MONTH	START	DEPOSITS	CHECKS	FEES	NET CHANGE	ENDING
BEGINNING	$ 33,725.00					$ 33,725.00
SEP 2024	$ 33,725.00	$ 4,470.00	$ 8,960.00	$ -	$ (4,490.00)	$ 29,235.00
OCT 2024	$ 29,235.00	$ 4,110.00	$ 3,800.00	$ -	$ 310.00	$ 29,545.00
NOV 2024	$ 29,545.00	$ 3,685.00	$ 31,430.00	$ -	$ (27,745.00)	$ 1,800.00
DEC 2024	$ 1,800.00	$ -	$ 1,050.00	$ -	$ (1,050.00)	$ 750.00
JAN 2025	$ 750.00	$ 2,560.00	$ -	$ -	$ 2,560.00	$ 3,310.00
FEB 2025	$ 3,310.00	$ 5,070.00	$ -	$ -	$ 5,070.00	$ 8,380.00
MAR 2025	$ 8,380.00	$ 5,220.00	$ 500.00	$ -	$ 4,720.00	$ 13,100.00
APR 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
MAY 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
JUN 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
JUL 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
AUG 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
ENDING	**TOTALS =>**	$ 25,115.00	$ 45,740.00	$ -		**$ 13,100.00**

SOUTHWEST AREA REGIONAL TRANSIT

Statement of Cash Flows

Reporting Period: Through August 31, 2025

OPERATING ACCOUNT

MONTH	START	DEPOSITS	CHECKS	FEES	NET CHANGE	ENDING
BEGINNING	$ 370,635.38					$ 370,635.68
SEP 2024	$ 370,635.68	$ 392,439.18	$ 276,089.13	$ -	$ 116,350.05	$ 486,985.73
OCT 2024	$ 486,985.73	$ 74,034.91	$ 290,685.94	$ -	$ (216,651.03)	$ 270,334.70
NOV 2024	$ 270,334.70	$ 239,248.92	$ 358,847.28	$ -	$ (119,598.36)	$ 150,736.34
DEC 2024	$ 150,736.34	$ 317,646.25	$ 303,338.85	$ -	$ 14,307.40	$ 165,043.74
JAN 2025	$ 165,043.74	$ 295,214.40	$ 308,327.42	$ -	$ (13,113.02)	$ 151,930.72
FEB 2025	$ 151,930.72	$ 514,979.02	$ 371,175.34	$ -	$ 143,803.68	$ 295,734.40
MAR 2025	$ 295,734.40	$ 206,931.16	$ 343,847.35	$ -	$ (136,916.19)	$ 158,818.21
APR 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
MAY 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
JUN 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
JUL 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
AUG 2025	$ 158,818.21	$ -	$ -	$ -	$ -	$ 158,818.21
ENDING	**TOTALS =>**	$ 2,040,493.84	$ 2,252,311.31	$ -		**$ 158,818.21**

EMPLOYEE SAVINGS ACCOUNT

MONTH	START	DEPOSITS	CHECKS	FEES	NET CHANGE	ENDING
BEGINNING	$ 33,725.00					$ 33,725.00
SEP 2024	$ 33,725.00	$ 4,470.00	$ 8,960.00	$ -	$ (4,490.00)	$ 29,235.00
OCT 2024	$ 29,235.00	$ 4,110.00	$ 3,800.00	$ -	$ 310.00	$ 29,545.00
NOV 2024	$ 29,545.00	$ 3,685.00	$ 31,430.00	$ -	$ (27,745.00)	$ 1,800.00
DEC 2024	$ 1,800.00	$ -	$ 1,050.00	$ -	$ (1,050.00)	$ 750.00
JAN 2025	$ 750.00	$ 2,560.00	$ -	$ -	$ 2,560.00	$ 3,310.00
FEB 2025	$ 3,310.00	$ 5,070.00	$ -	$ -	$ 5,070.00	$ 8,380.00
MAR 2025	$ 8,380.00	$ 5,220.00	$ 500.00	$ -	$ 4,720.00	$ 13,100.00
APR 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
MAY 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
JUN 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
JUL 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
AUG 2025	$ 13,100.00	$ -	$ -	$ -	$ -	$ 13,100.00
ENDING	**TOTALS =>**	$ 25,115.00	$ 45,740.00	$ -		**$ 13,100.00**

Budget Amendments

FUND 505 – Federal Grant
GY 2025

Southwest Area Regional Transit District
PROPOSED BUDGET (amended)
FUND: 505 - FEDERAL
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

BD025-07
BD025-07A
BD025-07A.1
BD025-07A.2

505 - FEDERAL			**FUND 505**
LINE	Code	DESCRIPTION	**PROPOSED BUDGET**
1		**REVENUES**	
2	101		
3	4100	GRANT REVENUE	241,411
4	120		
5	4100	GRANT REVENUE	965,645
6	4102	CLIENT FARES REVENUE	220,000
7		**Total REVENUE**	**1,427,056**
8		**EXPENDITURES**	
9	**101**	**ADMINISTRATIVE**	
10	**SALARY**		
11	5000	GENERAL MANAGER	36,000
12	5001	ASSIST GEN MANAGER	42,000
13	5003	SAFETY & TRAINING TECHNICIAN	11,000
14	5008	FINANCE TECHNICIAN	12,000
15	5010	AUDITING MANAGER	5,750
16	5011	CHIEF FINANCIAL MANAGER	33,000
17	5025	CHIEF OPERATIONS MANAGER	15,000
18		**SALARY**	154,750
19	**FRINGE BENEFITS**		
20	5110	FICA TAXES	9,350
21	5113	TWC	1,241
22	5125	MEDICAL	9,800
23	5137	RETIREMENT COMPANY MATCH	7,000
24		**FRINGES**	**27,391**
25		**SALARY & FRINGES**	**182,141**
26	**EXPENSES**		
27	5211	TRAVEL	10,200
28	5212	LODGING EXPENSE	8,150
29	5300	AUDIT FEES	12,000
30	5321	VEHICLE PREVENTATIVE MAINTENANCE	152
31	5400	OFFICE SUPPLIES	2,286
32	5500	ADVRT/PUB NOTICES /PUBLICITY	42
33	5510	UTILITIES	15,000
34	5565	UNIFORMS	840
35	5570	TRAINING	6,600
36	5571	MEMBERSHIP DUES	2,000
37	5600	EQUIPMENT LEASE	2,000
38		**TOTAL ADMINISTRATIVE EXPENSE**	**59,270**
39		**TOTAL ADMINISTRATIVE**	**241,411**
40	**120**	**OPERATIONS**	0
41	**SALARY**		
42	5003	SAFETY & TRAINING TECHNICIAN	22,050
43	5007	I T TECHNICIAN	25,000
44	5012	VEHICLE OPERATOR	329,732
45	5014	VEHICLE TECHNICIAN SUPERVISOR	17,135
46	5016	MAINTENANCE	17,000
47	5020	OT-OVERTIME	8,600
48	5025	CHIEF OPERATIONS MANAGER	36,383
49	5027	SCHEDULER DISPATCHER	51,253
50	5034	VEHICLE TECHNICIAN I	12,330
51	5035	VEHICLE TECHNICIAN II	18,395
52	5036	OPERATIONS REPORT TECHNICIAN	16,713
53		**SALARY**	554,592
54	**FRINGE BENEFITS**		

St Cuh 4-14-25

Southwest Area Regional Transit District
PROPOSED BUDGET (amended)
FUND: 505 - FEDERAL
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

BD025-07
BD025-07A
BD025-07A.1
BD025-07A.2

505 - FEDERAL			FUND 505
LINE	Code	DESCRIPTION	PROPOSED BUDGET
55	5110	FICA TAXES	40,850
56	5113	TWC	2,500
57	5122	WORKMEN'S COMP	30,566
58	5125	MEDICAL	91,857
60	5137	RETIREMENT COMPANY MATCH	21,500
61		FRINGES	187,273
62		SALARY & FRINGES	741,865
63	EXPENSES		
64	5211	TRAVEL	12,740
65	5212	LODGING EXPENSE	8,600
66	5220	MEETING EXPENSE	258
67	5321	VEHICLE PREVENTATIVE MAINTENANCE	55,260
68	5400	OFFICE SUPPLIES	3,580
69	5402	JANITORIAL SERVICES & SUPPLIES	6,880
70	5415	AUTO SHOP SUPPLIES	10,880
71	5421	POSTAGE	600
72	5500	ADVRT/PUB NOTICES /PUBLICITY	280
73	5510	UTILITIES	32,250
74	5540	FUEL AND OIL	89,756
75	5558	SERVICE CHRG FEE	430
76	5565	UNIFORMS	5,569
77	5570	TRAINING	7,181
78	5571	MEMBERSHIP & ASSOCIATION DUES	4,150
79	5594	EMPLOYEE ENCENTIVES	4,367
80	5598	SOFTWARE ACQUISITION	8,000
81	5600	RENTAL	41,280
82	5611	EQUIPMENT LEASE	10,310
83	5620	BLDG MAINT AND REPAIR	17,169
84	5624	CYBER LIABILITY	100
85	5625	BLDG & VEHICLE INSURANCE	13,590
86	5626	VEHICLE INSURANCE	20,000
87	5627	D & O INSURANCE	2,000
88	5631	EMPLOYEE CREDENTIALING SRVS	5,160
89	5700	AUTOMATION SERVICES	28,000
90	5704	TIRES & TUBES	8,000
91	5705	AUTO MAJOR REPAIR - OUTSOURCE	12,900
92	5706	AUTO LICENSING FEES	1,016
93	5720	OFFICE EQUIP/FURNITURE	2,580
94	5725	HARDWARE ACQUISITION	1,290
95	5726	SOFTWARE FEES	29,605
96		Total OPERATIONS EXPENSE	443,781
97		TOTAL OPERATIONS	1,185,645
98			
99		NET	(0)

FUNDD 506 – State Rural Grant

GY 2025

Southwest Area Regional Transit District
PROPOSED BUDGET (amended)
FUND: 506 - STATE RURAL
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

BD025-08
BD025-08A

LINE	Code	DESCRIPTION	506 FUND 506 PROPOSED BUDGET
	506 - STATE RURAL		
1		**REVENUES**	
2	101		
3	4100	GRANT REVENUE	126,167
4	120		
5	4100	GRANT REVENUE	408,509
6		**Total REVENUE**	**534,676**
7		**EXPENDITURES**	
8	**101**	**ADMINISTRATIVE**	
9	**SALARY**		
10	5000	GENERAL MANAGER	19,440
11	5001	ASSIST GEN MANAGER	22,560
12	5003	SAFETY & TRAINING TECHNICIAN	5,953
13	5008	FINANCE TECHNICIAN	6,480
14	5010	AUDITING MANAGER	3,120
15	5011	CHIEF FINANCIAL MANAGER	19,120
16	5025	CHIEF OPERATIONS MANAGER	5,040
17		**SALARY**	81,713
18	**FRINGE BENEFITS**		
19	5110	FICA TAXES	5,040
20	5113	TWC	715
21	5125	MEDICAL	5,280
22	5137	RETIREMENT COMPANY MATCH	3,668
23		**FRINGES**	**14,703**
24		**SALARY & FRINGES**	**96,416**
25	**EXPENSES**		
26	5211	TRAVEL	3,900
27	5212	LODGING EXPENSE	4,400
28	5300	AUDIT FEES	5,520
29	5321	VEHICLE PREVENTATIVE MAINTENANCE	4,174
30	5400	OFFICE SUPPLIES	810
31	5510	UTILITIES	4,180
32	5565	UNIFORMS	420
33	5570	TRAINING	3,600
34	5571	MEMBERSHIP & ASSOCIATION DUES	2,747
35		**TOTAL ADMINISTRATIVE EXPENSE**	**29,751**
36		**TOTAL ADMINISTRATIVE**	**126,167**
37	**120**	**OPERATIONS**	0
38	**SALARY**		
39	5003	SAFETY & TRAINING TECHNICIAN	11,760
40	5007	I T TECHNICIAN	31,541
41	5012	VEHICLE OPERATOR	92,000
42	5014	VEHICLE TECHNICIAN SUPERVISOR	6,774
43	5016	MAINTENANCE	10,000
44	5020	OT-OVERTIME	3,400
45	5025	CHIEF OPERATIONS MANAGER	25,000
46	5027	SCHEDULER DISPATCHER	20,162
47	5034	VEHICLE TECHNICIAN I	4,875
48	5035	VEHICLE TECHNICIAN II	7,273
49	5036	OPERATIONS REPORT TECHNICIAN	6,540
50		**SALARY**	219,325
51	**FRINGE BENEFITS**		
52	5110	FICA TAXES	10,150

APPROVED
4-14-25

Southwest Area Regional Transit District

BD025-08
BD025-08A

PROPOSED BUDGET (amended)
FUND: 506 - STATE RURAL
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

LINE	Code	DESCRIPTION	506 FUND 506 PROPOSED BUDGET
		506 - STATE RURAL	
53	5113	TWC	102
54	5122	WORKMEN'S COMP	4,500
55	5125	MEDICAL	20,000
57	5137	RETIREMENT COMPANY MATCH	8,500
58		**FRINGES**	**43,252**
59		**SALARY & FRINGES**	**262,577**
60	**EXPENSES**		
61	5211	TRAVEL	3,060
62	5212	LODGING EXPENSE	3,400
63	5220	MEETING EXPENSE	102
64	5321	VEHICLE PREVENTATIVE MAINTENANCE	14,940
65	5400	OFFICE SUPPLIES	1,225
66	5402	JANITORIAL SERVICES & SUPPLIES	2,720
67	5415	AUTO SHOP SUPPLIES	1,530
68	5421	POSTAGE	185
69	5500	ADVRT/PUB NOTICES /PUBLICITY	111
70	5510	UTILITIES	12,750
71	5540	FUEL AND OIL	23,041
72	5558	SERVICE CHRG FEE	170
73	5565	UNIFORMS	1,411
74	5570	TRAINING	2,839
75	5571	MEMBERSHIP & ASSOCIATION DUES	1,785
76	5594	EMPLOYEE ENCENTIVES	2,982
77	5598	SOFTWARE ACQUISITION	2,162
78	5600	RENTAL	10,000
79	5611	EQUIPMENT LEASE	2,890
80	5620	BLDG MAINT AND REPAIR	850
81	5625	BLDG INSURANCE	14,110
82	5626	VEHICLE INSURANCE	7,000
83	5625	D & O VEHICLE INSURANCE	700
83	5631	EMPLOYEE CREDENTIALING SRVS	2,040
84	5700	AUTOMATION SERVICES	8,000
85	5704	TIRES AND TUBES	2,000
86	5705	MAINTENANCE SERVICE	4,100
87	5706	AUTO LICENSING FEES	300
88	5720	OFFICE EQUIP/FURNITURE	1,020
89	5725	HARDWARE ACQUISITION	510
90	5726	SOFTWARE FEES	18,000
91		**Total OPERATIONS EXPENSE**	**145,933**
92		**TOTAL OPERATIONS**	**408,509**
93			
94	**NET**		(0)

FUND 406 – State Urbanized Grant

GY 2025

Southwest Area Regional Transit District

PROPOSED BUDGET (amended)
FUND: 406 STATE UZA
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

BD025-09.1
BD025-09A.1
BD025-09A.2

LINE	Code	DESCRIPTION	FUND 406 PROPOSED BUDGET
	406 - STATE UZA		
1		**REVENUES**	
2	101		
3	4100	GRANT REVENUE	62,838
4	120		
5	4100	GRANT REVENUE	220,627
6		**Total REVENUE**	**283,465**
7		**EXPENDITURES**	
8	**101**	**ADMINISTRATIVE**	
9	**SALARY**		
10	5000	GENERAL MANAGER	10,530
11	5001	ASSIST GEN MANAGER	12,220
11	5003	SAFETY & TRAINING TECHNICIAN	3,225
12	5008	FINANCE TECHNICIAN	3,510
13	5010	AUDITING MANAGER	1,690
14	5011	CHIEF FINANCIAL MANAGER	8,190
15	5025	CHIEF OPERATIONS MANAGER	2,730
16		**SALARY**	42,095
17	**FRINGE BENEFITS**		
18	5110	FICA TAXES	2,730
19	5113	TWC	380
20	5125	MEDICAL	2,860
21	5137	RETIREMENT COMPANY MATCH	2,037
22		**FRINGES**	**8,007**
23		**SALARY & FRINGES**	**50,102**
24	**EXPENSES**		
25	5211	TRAVEL	2,135
26	5212	LODGING EXPENSE	2,400
27	5300	AUDIT FEES	2,900
28	5321	VEHICLE PREVENTATIVE MAINTENANCE	3,351
29	5400	OFFICE SUPPLIES	-
30	5510	UTILITIES	-
31	5565	UNIFORMS	-
32	5570	TRAINING	1,950
33		**TOTAL ADMINISTRATIVE EXPENSE**	**12,736**
34		**TOTAL ADMINISTRATIVE**	**62,838**
35	**120**	**OPERATIONS**	
36	**SALARY**		
37	5003	SAFETY & TRAINING TECHNICIAN	6,370
38	5007	I T TECHNICIAN	-
39	5012	VEHICLE OPERATOR	-
40		VEHICLE OPERATOR	43,343
41	5014	VEHICLE TECHNICIAN SUPERVISOR	-
42	5016	MAINTENANCE	-
43	5020	OT-OVERTIME	-
44	5025	CHIEF OPERATIONS MANAGER	27,745
45	5027	SCHEDULER DISPATCHER	-
46		SCHEDULER DISPATCHER	26,560
47	5034	VEHICLE TECHNICIAN I	-
49	5036	OPERATIONS REPORT TECHNICIAN	17,577
50		**SALARY**	**121,595**
51	**FRINGE BENEFITS**		
52	5110	FICA TAXES	9,500
53	5113	TWC	129
54	5122	WORKMEN'S COMP	6,450
55	5125	MEDICAL	25,336
56	5129	VOLUNTARY INSURANCE	
57	5129	VOLUNTARY INSURANCE	-
58	5137	RETIREMENT COMPANY MATCH	6,880

Steele
4-14-25

Southwest Area Regional Transit District

PROPOSED BUDGET (amended)
FUND: 406 STATE UZA
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

BD025-09.1
BD025-09A.1
BD025-09A.2

406 - STATE UZA			FUND 406
LINE	Code	DESCRIPTION	PROPOSED BUDGET
59		FRINGES	48,295
60		SALARY & FRINGES	169,889
61	EXPENSES		
62	5211	TRAVEL	50
63	5212	LODGING EXPENSE	
64	5215	MEAL REIMBURSEMENT	
65	5220	MEETING EXPENSE	
66	5321	VEHICLE PREVENTATIVE MAINTENANCE	3,500
67	5400	OFFICE SUPPLIES	150
68	5402	JANITORIAL SERVICES & SUPPLIES	100
69	5410	MARKETING SUPPLIES	
70	5415	AUTO SHOP SUPPLIES	200
71	5421	POSTAGE	
72	5500	ADVRT/PUB NOTICES /PUBLICITY	
73	5510	UTILITIES	200
74	5540	FUEL AND OIL	10,000
75	5558	SERVICE CHRG FEE	
76	5565	UNIFORMS	
77	5570	TRAINING	100
78	5571	MEMBERSHIP & ASSOCIATION DUES	
79	5590	MISCELLANEOUS	-
80	5593	HOLIDAY EXPENSE	-
81	5594	EMPLOYEE INCENTIVES	-
82	5598	SOFTWARE ACQUISITION	1,531
83	5600	RENTAL	26,520
84	5611	EQUIPMENT LEASE	
85	5620	BLDG MAINT AND REPAIR	
86	5625	BLDG & VEHICLE INSURANCE	
87	5631	EMPLOYEE CREDENTIALING SRVS	
88	5700	AUTOMATION SERVICES	
89	5704	AUTO PARTS & SUPPLIES - MAJOR REPAIR	801
90	5705	AUTO MAJOR REPAIR - OUTSOURCE	453
91	5706	AUTO LICENSING FEES	4
92	5720	OFFICE EQUIP/FURNITURE	
93	5725	HARDWARE ACQUISITION	
94	5726	SOFTWARE FEES	7,129
95		Total OPERATIONS EXPENSE	50,738
96		TOTAL OPERATIONS	220,627
			0

FUND 507 – State Expansion Grant

GY 2025

Southwest Area Regional Transit District

PROPOSED BUDGET (amended)
FUND: 507 SERVICE EXPANSION
YEAR: 2025
Effective Date: From 9/1/2024 To 08/31/2025
Board Meeting Date:

LINE	Code	DESCRIPTION	FUND 507 PROPOSED BUDGET
	507 SERVICE EXPANSION		
1		**REVENUES**	
2	101		
3	4100	GRANT REVENUE	15,000
4	120		
5	4100	GRANT REVENUE	414,797
6		**Total REVENUE**	**429,797**
7		**EXPENDITURES**	
8	**101**	**ADMINISTRATIVE**	
9	**SALARY**		
10	5000	GENERAL MANAGER	5,000
11	5001	ASSIST GEN MANAGER	4,000
12	5011	CHIEF FINANCIAL MANAGER	3,000
13		SALARY	12,000
14	**FRINGE BENEFITS**		
15	5110	FICA TAXES	1,000
16	5113	TWC	0
17	5125	MEDICAL	1,000
18	5137	RETIREMENT COMPANY MATCH	1,000
19		FRINGES	**3,000**
20		SALARY & FRINGES	**15,000**
21		TOTAL ADMINISTRATIVE	**15,000**
22	**120**	**OPERATIONS**	
23	**SALARY**		
24	5012	VEHICLE OPERATOR	151,397
25	5027	SCHEDULER DISPATCHER	6,200
26		SALARY	157,597
27	**FRINGE BENEFITS**		
28	5110	FICA TAXES	2,000
29	5113	TWC	200
30	5122	WORKMEN'S COMP	2,000
31	5125	MEDICAL	2,000
32	5129	VOLUNTARY INSURANCE	
33	5137	RETIREMENT COMPANY MATCH	3,000
34		FRINGES	**9,200**
35		SALARY & FRINGES	**166,797**
36	**EXPENSES**		
37	5318	CONTRACTUAL SERVICES	248,000
38			
39		Total OPERATIONS EXPENSE	**248,000**
40		TOTAL OPERATIONS	**248,000**
41			
#REF!		**NET**	**0**

☑ APPROVED
Jelle 4-16-2025

Budget
Close Outs

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2024 - 2024
508 - RTAP
From 9/1/2023 Through 3/31/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	10,136.00	10,084.00	10,084.00	(52.00)
	Total OPERATIONS	10,136.00	10,084.00	10,084.00	(52.00)
	Total REVENUES	10,136.00	10,084.00	10,084.00	(52.00)
	EXPENDITURES				
120	OPERATIONS				
5570	TRAINING	10,136.00	10,083.83	10,083.83	52.17
	Total OPERATIONS	10,136.00	10,083.83	10,083.83	52.17
	Total EXPENDITURES	10,136.00	10,083.83	10,083.83	52.17
	NET	0.00	0.17	0.17	0.17

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2023 - 2023
540 - BUS & BUS FACILITY DISCRETIONARY
From 3/1/2025 Through 3/31/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	105,419.00	0.00	105,403.00	(16.00)
	Total OPERATIONS	105,419.00	0.00	105,403.00	(16.00)
	Total REVENUES	105,419.00	0.00	105,403.00	(16.00)
	EXPENDITURES				
120	OPERATIONS				
5705	MAINTENANCE SERVICES	0.00	0.00	2,600.00	(2,600.00)
5709	CAPITAL EQUIPMENT & VEHICLES	105,419.00	0.00	102,803.00	2,616.00
	Total OPERATIONS	105,419.00	0.00	105,403.00	16.00
	Total EXPENDITURES	105,419.00	0.00	105,403.00	16.00
	NET	0.00	0.00	0.00	0.00

Revenue & Expense Reports
Ending Feb 2025

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2024 - 2024
525 - ELDERLY & DISABLED
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	1,114,308.00	560,305.00	965,135.00	(149,173.00)
	Total OPERATIONS	1,114,308.00	560,305.00	965,135.00	(149,173.00)
	Total REVENUES	1,114,308.00	560,305.00	965,135.00	(149,173.00)
	EXPENDITURES				
101	ADMINISTRATIVE				
5025	CHIEF OPERATIONS MANAGER	0.00	0.00	4,534.00	(4,534.00)
5110	FICA TAXES	0.00	0.00	339.93	(339.93)
5113	TWC	0.00	0.00	18.95	(18.95)
5125	MEDICAL	0.00	0.00	329.00	(329.00)
5137	RETIREMENT COMPANY MATCH	0.00	0.00	226.67	(226.67)
	Total ADMINISTRATIVE	0.00	0.00	5,448.55	(5,448.55)
120	OPERATIONS				
5020	OT-OVERTIME	0.00	0.00	197.82	(197.82)
5025	CHIEF OPERATIONS MANAGER	0.00	0.00	9,292.68	(9,292.68)
5037	MOBILITY MANAGEMENT SPECIALIST II	130,383.00	0.00	207,942.52	(77,559.52)
5038	MOBILITY MANAGEMENT SPECIALIST I	72,000.00	0.00	0.00	72,000.00
5110	FICA TAXES	12,867.00	0.00	16,391.41	(3,524.41)
5113	TWC	500.00	0.00	1,117.86	(617.86)
5122	WORKMEN'S COMP	4,000.00	0.00	0.00	4,000.00
5125	MEDICAL	51,840.00	0.00	29,207.45	22,632.55
5137	RETIREMENT COMPANY MATCH	8,410.00	0.00	5,269.30	3,140.70
5321	PARTS & SUPPLIES	30,000.00	0.00	25,765.93	4,234.07
5598	SOFTWARE ACQUISITION	78,908.00	0.00	0.00	78,908.00
5620	BLDG MAINT AND REPAIR	20,000.00	0.00	0.00	20,000.00
5704	TIRES & TUBES	7,700.00	0.00	0.00	7,700.00
5705	MAINTENANCE SERVICES	0.00	0.00	4,179.05	(4,179.05)
5706	AUTO LICENSING FEES	0.00	0.00	33.21	(33.21)
5709	CAPITAL EQUIPMENT & VEHICLES	630,000.00	560,305.00	560,305.00	69,695.00
5725	HARDWARE ACQUISITION	67,700.00	0.00	69,574.02	(1,874.02)
5726	SOFTWARE FEES	0.00	9,750.00	43,658.00	(43,658.00)
5729	MISCELLANEOUS HARDWARE-SECURITY	0.00	0.00	27,699.31	(27,699.31)
	Total OPERATIONS	1,114,308.00	570,055.00	1,000,633.56	113,674.44
	Total EXPENDITURES	1,114,308.00	570,055.00	1,006,082.11	108,225.89
	NET	0.00	(9,750.00)	(40,947.11)	(40,947.11)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
505 - RPT FEDERAL
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	241,411.00	0.00	74,187.00	(167,224.00)
	Total ADMINISTRATIVE	241,411.00	0.00	74,187.00	(167,224.00)
120	OPERATIONS				
4100	GRANT REVENUE	965,645.00	0.00	283,925.00	(681,720.00)
4102	CLIENT FARES REVENUES	220,000.00	18,898.55	119,742.06	(100,257.94)
	Total OPERATIONS	1,185,645.00	18,898.55	403,667.06	(781,977.94)
	Total REVENUES	1,427,056.00	18,898.55	477,854.06	(949,201.94)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	36,000.00	1,357.95	21,006.75	14,993.25
5001	ASSIST GEN MANAGER	42,000.00	3,806.56	22,839.36	19,160.64
5003	SAFETY & TRAINING TECHNICIAN	11,000.00	0.00	0.00	11,000.00
5008	FINANCE TECHNICIAN	12,000.00	0.00	0.00	12,000.00
5010	AUDITING MANAGER	5,750.00	0.00	185.02	5,564.98
5011	CHIEF FINANCIAL MANAGER	33,000.00	2,340.08	14,040.55	18,959.45
5025	CHIEF OPERATIONS MANAGER	15,000.00	0.00	0.00	15,000.00
5110	FICA TAXES	9,350.00	549.60	4,270.16	5,079.84
5113	TWC	1,241.00	7.04	157.69	1,083.31
5125	MEDICAL	9,800.00	582.93	4,185.30	5,614.70
5137	RETIREMENT COMPANY MATCH	7,000.00	380.91	2,900.00	4,100.00
5211	TRAVEL	10,200.00	1,088.61	4,250.60	5,949.40
5212	LODGING EXPENSE	8,150.00	355.57	1,449.64	6,700.36
5300	AUDIT FEES	12,000.00	0.00	3,154.05	8,845.95
5321	PARTS & SUPPLIES	152.00	0.00	152.00	0.00
5400	OFFICE SUPPLIES	2,286.00	0.00	0.00	2,286.00
5500	ADVRT/PUB NOTICES /PUBLICITY	42.00	0.00	41.44	0.56
5510	UTILITIES	17,000.00	1,010.90	6,134.68	10,865.32
5565	UNIFORMS	840.00	0.00	0.00	840.00
5570	TRAINING	6,600.00	805.25	2,268.20	4,331.80
5571	MEMBERSHIP & ASSOCIATION DUES	0.00	0.00	73.39	(73.39)
5600	RENTAL	2,000.00	0.00	0.00	2,000.00
5611	EQUIPMENT LEASE	0.00	0.00	964.64	(964.64)
	Total ADMINISTRATIVE	241,411.00	12,285.40	88,073.47	153,337.53
120	OPERATIONS				
5003	SAFETY & TRAINING TECHNICIAN	22,050.00	1,861.92	11,171.52	10,878.48
5007	I T TECHNICIAN	25,000.00	637.16	4,166.56	20,833.44
5012	VEHICLE OPERATOR	329,733.00	19,883.68	134,977.68	194,755.32
5014	VEHICLE TECHNICIAN SUPERVISOR	17,135.00	1,361.70	8,170.20	8,964.80
5016	MAINTENANCE	17,000.00	1,791.86	9,411.35	7,588.65
5020	OT-OVERTIME	8,600.00	1,296.13	2,041.50	6,558.50
5025	CHIEF OPERATIONS MANAGER	36,383.00	1,783.88	10,703.28	25,679.72
5027	SCHEDULER DISPATCHER	51,253.00	3,021.81	18,332.09	32,920.91
5034	VEHICLE TECHNICIAN I	12,330.00	0.00	500.87	11,829.13
5035	VEHICLE TECHNICIAN II	18,395.00	2,447.56	12,202.28	6,192.72
5036	OPERATIONS REPORT TECHNICIAN	16,713.00	1,532.88	9,530.23	7,182.77
5037	MOBILITY MANAGEMENT SPECIALIST II	0.00	0.00	14.70	(14.70)
5110	FICA TAXES	40,850.00	2,673.09	16,602.02	24,247.98
5113	TWC	2,500.00	427.37	1,362.57	1,137.43

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
505 - RPT FEDERAL
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
5122	WORKMEN'S COMP	30,566.00	0.00	9,057.70	21,508.30
5125	MEDICAL	91,857.00	5,914.31	35,024.66	56,832.34
5137	RETIREMENT COMPANY MATCH	21,500.00	1,394.17	8,820.19	12,679.81
5211	TRAVEL	12,740.00	409.17	1,504.75	11,235.25
5212	LODGING EXPENSE	8,600.00	0.00	647.30	7,952.70
5220	MEETING EXPENSE	258.00	0.00	0.00	258.00
5321	PARTS & SUPPLIES	55,260.00	3,096.34	20,082.78	35,177.22
5400	OFFICE SUPPLIES	3,580.00	105.32	1,823.72	1,756.28
5402	JANITORIAL SERVICES & SUPPLIES	6,880.00	265.85	1,468.87	5,411.13
5415	AUTO SHOP SUPPLIES	10,880.00	303.17	2,021.80	8,858.20
5421	POSTAGE	600.00	45.38	255.43	344.57
5500	ADVRT/PUB NOTICES /PUBLICITY	280.00	0.00	62.20	217.80
5510	UTILITIES	32,250.00	1,632.87	12,433.54	19,816.46
5540	FUEL AND LUBES	89,756.00	3,695.13	33,465.92	56,290.08
5558	SERVICE CHRG FEE	430.00	134.38	219.34	210.66
5565	UNIFORMS	5,569.00	193.05	1,446.01	4,122.99
5570	TRAINING	7,181.00	508.00	508.00	6,673.00
5571	MEMBERSHIP & ASSOCIATION DUES	4,150.00	0.00	1,871.93	2,278.07
5594	EMPLOYEE INCENTIVES	4,367.00	0.00	4,366.50	0.50
5598	SOFTWARE ACQUISITION	8,000.00	0.00	0.00	8,000.00
5600	RENTAL	41,280.00	1,920.00	9,776.00	31,504.00
5611	EQUIPMENT LEASE	10,310.00	483.41	3,382.80	6,927.20
5620	BLDG MAINT AND REPAIR	17,168.00	22.13	692.69	16,475.31
5624	CYBER LIABILITY	100.00	0.00	47.84	52.16
5625	BLDG INSURANCE	13,590.00	0.00	1,488.18	12,101.82
5626	VEHICLE INSURANCE	20,000.00	0.00	10,328.21	9,671.79
5627	D & O INSURANCE	2,000.00	0.00	973.19	1,026.81
5631	EMPLOYEE CREDENTIALING SRVS	5,160.00	1,041.69	2,628.63	2,531.37
5700	AUTOMATION SERVICES	28,000.00	2,108.91	11,366.86	16,633.14
5704	TIRES & TUBES	8,000.00	554.34	3,269.85	4,730.15
5705	MAINTENANCE SERVICES	12,900.00	126.76	2,847.41	10,052.59
5706	AUTO LICENSING FEES	1,016.00	10.87	412.82	603.18
5720	OFFICE EQUIP/FURNITURE	2,580.00	0.00	0.00	2,580.00
5725	HARDWARE ACQUISITION	1,290.00	0.00	0.00	1,290.00
5726	SOFTWARE FEES	29,605.00	2,754.89	29,604.29	0.71
	Total OPERATIONS	1,185,645.00	65,439.18	451,086.26	734,558.74
	Total EXPENDITURES	1,427,056.00	77,724.58	539,159.73	887,896.27
	NET	0.00	(58,826.03)	(61,305.67)	(61,305.67)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
506 - RPT STATE
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	126,167.00	0.00	40,141.00	(86,026.00)
	Total ADMINISTRATIVE	126,167.00	0.00	40,141.00	(86,026.00)
120	OPERATIONS				
4100	GRANT REVENUE	408,509.00	0.00	255,456.00	(153,053.00)
	Total OPERATIONS	408,509.00	0.00	255,456.00	(153,053.00)
	Total REVENUES	534,676.00	0.00	295,597.00	(239,079.00)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	19,440.00	724.24	11,203.58	8,236.42
5001	ASSIST GEN MANAGER	22,560.00	2,030.16	12,180.96	10,379.04
5003	SAFETY & TRAINING TECHNICIAN	5,953.00	0.00	0.00	5,953.00
5008	FINANCE TECHNICIAN	6,480.00	0.00	0.00	6,480.00
5010	AUDITING MANAGER	3,120.00	0.00	98.68	3,021.32
5011	CHIEF FINANCIAL MANAGER	19,120.00	1,248.04	7,488.24	11,631.76
5025	CHIEF OPERATIONS MANAGER	5,040.00	0.00	0.00	5,040.00
5110	FICA TAXES	5,040.00	293.09	2,277.33	2,762.67
5113	TWC	715.00	3.74	80.53	634.47
5125	MEDICAL	5,280.00	310.87	2,232.07	3,047.93
5137	RETIREMENT COMPANY MATCH	3,668.00	203.14	1,546.58	2,121.42
5211	TRAVEL	3,900.00	650.83	2,613.80	1,286.20
5212	LODGING EXPENSE	4,400.00	242.83	989.99	3,410.01
5300	AUDIT FEES	5,520.00	0.00	1,682.16	3,837.84
5321	PARTS & SUPPLIES	4,174.00	0.00	103.81	4,070.19
5400	OFFICE SUPPLIES	810.00	0.00	0.00	810.00
5500	ADVRT/PUB NOTICES /PUBLICITY	0.00	0.00	28.30	(28.30)
5510	UTILITIES	4,180.00	690.37	4,189.53	(9.53)
5565	UNIFORMS	420.00	0.00	0.00	420.00
5570	TRAINING	3,600.00	454.00	1,319.80	2,280.20
5571	MEMBERSHIP & ASSOCIATION DUES	2,747.00	0.00	50.12	2,696.88
	Total ADMINISTRATIVE	126,167.00	6,851.31	48,085.48	78,081.52
120	OPERATIONS				
5003	SAFETY & TRAINING TECHNICIAN	11,760.00	993.02	5,958.12	5,801.88
5007	I T TECHNICIAN	31,541.00	435.12	2,845.38	28,695.62
5012	VEHICLE OPERATOR	92,000.00	11,881.01	83,438.17	8,561.83
5014	VEHICLE TECHNICIAN SUPERVISOR	6,774.00	929.92	5,579.52	1,194.48
5016	MAINTENANCE	10,000.00	1,223.72	6,427.27	3,572.73
5020	OT-OVERTIME	3,400.00	664.47	975.77	2,424.23
5025	CHIEF OPERATIONS MANAGER	25,000.00	3,344.78	20,068.68	4,931.32
5027	SCHEDULER DISPATCHER	20,161.00	1,727.63	11,186.07	8,974.93
5034	VEHICLE TECHNICIAN I	4,875.00	0.00	342.05	4,532.95
5035	VEHICLE TECHNICIAN II	7,273.00	1,671.48	8,333.18	(1,060.18)
5036	OPERATIONS REPORT TECHNICIAN	6,540.00	817.54	5,082.77	1,457.23
5110	FICA TAXES	10,150.00	1,775.72	11,266.74	(1,116.74)
5113	TWC	102.00	257.26	861.48	(759.48)
5122	WORKMEN'S COMP	4,500.00	0.00	5,146.42	(646.42)
5125	MEDICAL	20,000.00	3,887.62	23,114.52	(3,114.52)
5137	RETIREMENT COMPANY MATCH	8,500.00	985.54	6,233.80	2,266.20
5211	TRAVEL	3,060.00	260.58	1,008.79	2,051.21
5212	LODGING EXPENSE	3,400.00	0.00	442.05	2,957.95

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
506 - RPT STATE
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
5220	MEETING EXPENSE	102.00	0.00	0.00	102.00
5321	PARTS & SUPPLIES	14,940.00	2,048.02	12,203.18	2,736.82
5400	OFFICE SUPPLIES	1,225.00	71.93	1,192.02	32.98
5402	JANITORIAL SERVICES & SUPPLIES	2,720.00	181.56	985.44	1,734.56
5415	AUTO SHOP SUPPLIES	1,530.00	177.60	1,296.46	233.54
5421	POSTAGE	185.00	30.98	174.41	10.59
5500	ADVRT/PUB NOTICES /PUBLICITY	111.00	0.00	42.48	68.52
5510	UTILITIES	12,750.00	1,072.37	8,406.48	4,343.52
5540	FUEL AND LUBES	23,041.00	2,523.50	22,854.79	186.21
5558	SERVICE CHRG FEE	170.00	53.13	149.78	20.22
5565	UNIFORMS	1,411.00	131.84	987.51	423.49
5570	TRAINING	2,839.00	320.00	320.00	2,519.00
5571	MEMBERSHIP & ASSOCIATION DUES	1,785.00	0.00	1,784.44	0.56
5594	EMPLOYEE INCENTIVES	2,982.00	0.00	2,982.00	0.00
5598	SOFTWARE ACQUISITION	2,162.00	0.00	0.00	2,162.00
5600	RENTAL	10,000.00	1,040.00	5,376.00	4,624.00
5611	EQUIPMENT LEASE	2,890.00	330.13	3,081.28	(191.28)
5620	BLDG MAINT AND REPAIR	850.00	15.11	473.05	376.95
5624	CYBER LIABILITY	0.00	0.00	32.68	(32.68)
5625	BLDG INSURANCE	14,810.00	0.00	1,016.32	13,793.68
5626	VEHICLE INSURANCE	7,000.00	0.00	7,053.39	(53.39)
5627	D & O INSURANCE	0.00	0.00	664.61	(664.61)
5631	EMPLOYEE CREDENTIALING SRVS	2,040.00	711.40	1,795.16	244.84
5700	AUTOMATION SERVICES	8,000.00	1,440.23	7,762.73	237.27
5704	TIRES & TUBES	2,000.00	295.65	1,818.77	181.23
5705	MAINTENANCE SERVICES	4,100.00	80.51	1,710.24	2,389.76
5706	AUTO LICENSING FEES	300.00	7.42	279.87	20.13
5720	OFFICE EQUIP/FURNITURE	1,020.00	0.00	0.00	1,020.00
5725	HARDWARE ACQUISITION	510.00	0.00	0.00	510.00
5726	SOFTWARE FEES	18,000.00	1,858.15	16,523.31	1,476.69
	Total OPERATIONS	408,509.00	43,244.94	299,277.18	109,231.82
	Total EXPENDITURES	534,676.00	50,096.25	347,362.66	187,313.34
	NET	0.00	(50,096.25)	(51,765.66)	(51,765.66)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
406 - STATE UZA
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	62,838.00	0.00	18,939.00	(43,899.00)
	Total ADMINISTRATIVE	62,838.00	0.00	18,939.00	(43,899.00)
120	OPERATIONS				
4100	GRANT REVENUE	220,627.00	0.00	59,354.00	(161,273.00)
	Total OPERATIONS	220,627.00	0.00	59,354.00	(161,273.00)
	Total REVENUES	283,465.00	0.00	78,293.00	(205,172.00)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	10,530.00	392.29	6,068.60	4,461.40
5001	ASSIST GEN MANAGER	12,220.00	1,099.64	6,597.91	5,622.09
5003	SAFETY & TRAINING TECHNICIAN	3,225.00	0.00	0.00	3,225.00
5008	FINANCE TECHNICIAN	3,510.00	0.00	0.00	3,510.00
5010	AUDITING MANAGER	1,690.00	0.00	53.44	1,636.56
5011	CHIEF FINANCIAL MANAGER	8,190.00	676.04	4,056.17	4,133.83
5025	CHIEF OPERATIONS MANAGER	2,730.00	0.00	0.00	2,730.00
5110	FICA TAXES	2,730.00	158.72	1,233.36	1,496.64
5113	TWC	380.00	2.02	36.84	343.16
5125	MEDICAL	2,860.00	168.42	1,209.12	1,650.88
5137	RETIREMENT COMPANY MATCH	2,037.00	110.04	837.65	1,199.35
5211	TRAVEL	2,135.00	178.85	463.44	1,671.56
5212	LODGING EXPENSE	2,400.00	0.00	0.00	2,400.00
5300	AUDIT FEES	2,900.00	0.00	911.17	1,988.83
5321	PARTS & SUPPLIES	3,351.00	0.00	0.00	3,351.00
5570	TRAINING	1,950.00	185.25	442.65	1,507.35
	Total ADMINISTRATIVE	62,838.00	2,971.27	21,910.35	40,927.65
120	OPERATIONS				
5003	SAFETY & TRAINING TECHNICIAN	6,370.00	537.90	3,227.40	3,142.60
5012	VEHICLE OPERATOR	43,343.00	764.21	8,213.14	35,129.86
5020	OT-OVERTIME	0.00	298.16	298.16	(298.16)
5025	CHIEF OPERATIONS MANAGER	27,745.00	0.00	0.00	27,745.00
5027	SCHEDULER DISPATCHER	26,560.00	632.46	2,460.03	24,099.97
5036	OPERATIONS REPORT TECHNICIAN	17,577.00	442.82	2,753.15	14,823.85
5110	FICA TAXES	9,500.00	200.92	1,270.64	8,229.36
5113	TWC	129.00	32.14	94.02	34.98
5122	WORKMEN'S COMP	6,450.00	0.00	2,007.09	4,442.91
5125	MEDICAL	25,336.00	430.93	2,870.55	22,465.45
5137	RETIREMENT COMPANY MATCH	6,880.00	121.05	800.99	6,079.01
5211	TRAVEL	50.00	36.40	36.40	13.60
5321	PARTS & SUPPLIES	3,500.00	186.18	3,369.43	130.57
5400	OFFICE SUPPLIES	150.00	0.00	103.21	46.79
5402	JANITORIAL SERVICES & SUPPLIES	100.00	0.00	34.20	65.80
5415	AUTO SHOP SUPPLIES	200.00	56.81	162.72	37.28
5510	UTILITIES	199.00	81.87	162.82	36.18
5540	FUEL AND LUBES	10,000.00	787.37	6,190.79	3,809.21
5570	TRAINING	100.00	52.00	52.00	48.00
5598	SOFTWARE ACQUISITION	1,531.00	0.00	0.00	1,531.00
5600	RENTAL	26,520.00	3,600.00	25,472.00	1,048.00
5611	EQUIPMENT LEASE	0.00	0.00	(77.40)	77.40
5704	TIRES & TUBES	801.00	160.14	800.10	0.90
5705	MAINTENANCE SERVICES	453.00	11.70	452.54	0.46

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
406 - STATE UZA
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
5706	AUTO LICENSING FEES	4.00	0.00	3.97	0.03
5726	SOFTWARE FEES	7,129.00	39.65	7,128.55	0.45
	Total OPERATIONS	220,627.00	8,472.71	67,886.50	152,740.50
	Total EXPENDITURES	283,465.00	11,443.98	89,796.85	193,668.15
	NET	0.00	(11,443.98)	(11,503.85)	(11,503.85)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
507 - 507 SERVICE EXPANSION FY25
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	15,000.00	0.00	0.00	(15,000.00)
	Total ADMINISTRATIVE	15,000.00	0.00	0.00	(15,000.00)
120	OPERATIONS				
4100	GRANT REVENUE	166,797.00	0.00	23,478.00	(143,319.00)
	Total OPERATIONS	166,797.00	0.00	23,478.00	(143,319.00)
	Total REVENUES	181,797.00	0.00	23,478.00	(158,319.00)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	5,000.00	0.00	0.00	5,000.00
5001	ASSIST GEN MANAGER	4,000.00	0.00	0.00	4,000.00
5011	CHIEF FINANCIAL MANAGER	3,000.00	0.00	0.00	3,000.00
5110	FICA TAXES	1,000.00	0.00	0.00	1,000.00
5125	MEDICAL	1,000.00	0.00	0.00	1,000.00
5137	RETIREMENT COMPANY MATCH	1,000.00	0.00	0.00	1,000.00
	Total ADMINISTRATIVE	15,000.00	0.00	0.00	15,000.00
120	OPERATIONS				
5012	VEHICLE OPERATOR	151,397.00	5,720.65	24,402.10	126,994.90
5020	OT-OVERTIME	0.00	291.16	1,159.45	(1,159.45)
5027	SCHEDULER DISPATCHER	6,200.00	37.50	261.19	5,938.81
5037	MOBILITY MANAGEMENT SPECIALIST II	0.00	0.00	44.10	(44.10)
5110	FICA TAXES	2,000.00	461.23	2,062.69	(62.69)
5113	TWC	200.00	78.66	243.93	(43.93)
5122	WORKMEN'S COMP	2,000.00	0.00	0.00	2,000.00
5125	MEDICAL	2,000.00	391.39	2,070.90	(70.90)
5137	RETIREMENT COMPANY MATCH	3,000.00	44.39	258.55	2,741.45
	Total OPERATIONS	166,797.00	7,024.98	30,502.91	136,294.09
	Total EXPENDITURES	181,797.00	7,024.98	30,502.91	151,294.09
	NET	0.00	(7,024.98)	(7,024.91)	(7,024.91)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
510 - TRANSIT SUPPORT
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	96,500.00	0.00	0.00	(96,500.00)
4102	CLIENT FARES REVENUES	2,500.00	0.00	0.00	(2,500.00)
	Total ADMINISTRATIVE	99,000.00	0.00	0.00	(99,000.00)
120	OPERATIONS				
4100	GRANT REVENUE	0.00	0.00	4,573.21	4,573.21
4105	DONATIONS	130,000.00	0.00	7,750.00	(122,250.00)
4108	CONTRACT REVENUES	699,000.00	31,949.71	222,909.95	(476,090.05)
4110	SWART EMPLOYEE FUND RAISING	4,000.00	0.00	5,831.50	1,831.50
4113	RTAP SCHOLARSHIPS	15,000.00	0.00	616.76	(14,383.24)
4115	RENTAL INCOME	57,005.00	4,750.43	28,502.58	(28,502.42)
4120	PUBLICITY / ADVERTISING	8,000.00	0.00	0.00	(8,000.00)
4121	LINE OF CREDIT RECEIVABLE	0.00	60,000.00	60,000.00	60,000.00
4130	OTHER REVENUES	30,000.00	14,706.01	18,696.41	(11,303.59)
4160	PROCEEDS FROM DISPOSAL OF ASSETS	25,995.00	0.00	0.00	(25,995.00)
	Total OPERATIONS	969,000.00	111,406.15	348,880.41	(620,119.59)
	Total REVENUES	1,068,000.00	111,406.15	348,880.41	(719,119.59)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	14,725.00	543.18	8,402.67	6,322.33
5001	ASSIST GEN MANAGER	18,025.00	1,522.64	9,135.77	8,889.23
5003	SAFETY & TRAINING TECHNICIAN	4,525.00	0.00	0.00	4,525.00
5008	FINANCE TECHNICIAN	4,925.00	0.00	0.00	4,925.00
5010	AUDITING MANAGER	2,395.00	0.00	74.00	2,321.00
5011	CHIEF FINANCIAL MANAGER	11,525.00	936.04	5,616.24	5,908.76
5025	CHIEF OPERATIONS MANAGER	3,865.00	0.00	0.00	3,865.00
5110	FICA TAXES	3,825.00	219.83	1,707.99	2,117.01
5113	TWC	525.00	2.80	60.35	464.65
5125	MEDICAL	4,025.00	233.21	1,674.16	2,350.84
5137	RETIREMENT COMPANY MATCH	2,455.00	152.10	1,159.62	1,295.38
5211	TRAVEL	2,975.00	4,246.70	7,971.01	(4,996.01)
5212	LODGING EXPENSE	3,360.00	601.23	1,884.74	1,475.26
5300	AUDIT FEES	4,140.00	0.00	1,261.62	2,878.38
5321	PARTS & SUPPLIES	6,000.00	0.00	114.93	5,885.07
5400	OFFICE SUPPLIES	2,550.00	0.00	0.00	2,550.00
5500	ADVRT/PUB NOTICES /PUBLICITY	0.00	0.00	31.33	(31.33)
5510	UTILITIES	1,600.00	764.35	4,638.41	(3,038.41)
5557	INTEREST FEES	0.00	0.00	104.64	(104.64)
5565	UNIFORMS	2,200.00	0.00	0.00	2,200.00
5570	TRAINING	5,360.00	855.50	6,297.30	(937.30)
5571	MEMBERSHIP & ASSOCIATION DUES	0.00	0.00	55.49	(55.49)
5590	MISCELLANEOUS	0.00	0.00	47.88	(47.88)
	Total ADMINISTRATIVE	99,000.00	10,077.58	50,238.15	48,761.85
120	OPERATIONS				
5003	SAFETY & TRAINING TECHNICIAN	8,820.00	744.78	4,468.68	4,351.32
5007	I T TECHNICIAN	10,071.00	481.76	3,150.34	6,920.66
5012	VEHICLE OPERATOR	254,903.00	14,557.01	96,889.68	158,013.32
5014	VEHICLE TECHNICIAN SUPERVISOR	15,940.00	1,029.58	6,177.48	9,762.52
5016	MAINTENANCE	11,858.00	1,354.82	7,115.86	4,742.14

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
510 - TRANSIT SUPPORT
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
5020	OT-OVERTIME	8,000.00	636.09	1,293.67	6,706.33
5025	CHIEF OPERATIONS MANAGER	16,000.00	1,337.90	8,027.40	7,972.60
5027	SCHEDULER DISPATCHER	24,253.00	1,508.23	10,849.68	13,403.32
5034	VEHICLE TECHNICIAN I	11,470.00	0.00	378.71	11,091.29
5035	VEHICLE TECHNICIAN II	17,112.00	1,850.56	9,225.99	7,886.01
5036	OPERATIONS REPORT TECHNICIAN	12,000.00	613.16	3,812.09	8,187.91
5037	MOBILITY MANAGEMENT SPECIALIST II	0.00	0.00	14.70	(14.70)
5110	FICA TAXES	38,000.00	1,809.89	11,273.68	26,726.32
5113	TWC	240.00	289.86	933.02	(693.02)
5122	WORKMEN'S COMP	19,132.00	0.00	4,374.46	14,757.54
5125	MEDICAL	85,448.00	6,787.53	26,162.38	59,285.62
5129	VOLUNTARY INSURANCE	500.00	111.24	(0.78)	500.78
5137	RETIREMENT COMPANY MATCH	20,500.00	907.86	1,773.84	18,726.16
5211	TRAVEL	7,200.00	264.52	2,501.81	4,698.19
5212	LODGING EXPENSE	8,000.00	800.00	5,461.70	2,538.30
5215	MEAL REIMBURSEMENT	12,000.00	600.82	4,194.85	7,805.15
5220	MEETING EXPENSE	240.00	0.00	88.15	151.85
5321	PARTS & SUPPLIES	32,800.00	2,182.71	11,585.46	21,214.54
5400	OFFICE SUPPLIES	2,400.00	79.63	1,251.71	1,148.29
5402	JANITORIAL SERVICES & SUPPLIES	6,400.00	401.01	2,268.45	4,131.55
5410	MARKETING SUPPLIES	300.00	0.00	5,273.76	(4,973.76)
5415	AUTO SHOP SUPPLIES	3,600.00	159.23	1,328.14	2,271.86
5421	POSTAGE	200.00	34.31	193.11	6.89
5500	ADVRT/PUB NOTICES /PUBLICITY	260.00	0.00	47.02	212.98
5510	UTILITIES	30,000.00	1,133.51	9,200.03	20,799.97
5540	FUEL AND LUBES	150,306.00	2,793.88	25,303.49	125,002.51
5557	INTEREST FEES	0.00	68.75	1,185.49	(1,185.49)
5558	SERVICE CHRG FEE	400.00	202.46	(670.53)	1,070.53
5565	UNIFORMS	3,320.00	145.96	1,093.32	2,226.68
5570	TRAINING	6,680.00	1,420.00	1,420.00	5,260.00
5571	MEMBERSHIP & ASSOCIATION DUES	2,000.00	475.00	2,330.63	(330.63)
5590	MISCELLANEOUS	8,000.00	123.03	4,091.02	3,908.98
5593	HOLIDAY EXPENSE	4,000.00	0.00	5,115.70	(1,115.70)
5594	EMPLOYEE INCENTIVES	11,050.00	1,000.00	4,301.50	6,748.50
5598	SOFTWARE ACQUISITION	4,967.00	0.00	0.00	4,967.00
5599	MISCELLANEOUS EQUIPMENT ACQUISITION	0.00	0.00	47.19	(47.19)
5600	RENTAL	38,400.00	1,440.00	7,376.00	31,024.00
5611	EQUIPMENT LEASE	6,800.00	365.50	3,330.78	3,469.22
5620	BLDG MAINT AND REPAIR	2,000.00	16.74	523.75	1,476.25
5624	CYBER LIABILITY	0.00	0.00	36.16	(36.16)
5625	BLDG INSURANCE	30,000.00	0.00	1,125.24	28,874.76
5626	VEHICLE INSURANCE	0.00	0.00	7,809.13	(7,809.13)
5627	D & O INSURANCE	0.00	0.00	735.81	(735.81)
5631	EMPLOYEE CREDENTIALING SRVS	4,800.00	787.61	1,871.48	2,928.52
5700	AUTOMATION SERVICES	11,200.00	1,594.55	8,594.49	2,605.51
5704	TIRES & TUBES	800.00	221.73	1,486.09	(686.09)
5705	MAINTENANCE SERVICES	12,000.00	81.43	4,801.52	7,198.48
5706	AUTO LICENSING FEES	480.00	8.21	307.23	172.77
5720	OFFICE EQUIP/FURNITURE	2,000.00	0.00	0.00	2,000.00
5725	HARDWARE ACQUISITION	1,150.00	0.00	0.00	1,150.00

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
510 - TRANSIT SUPPORT
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
5726	SOFTWARE FEES	11,000.00	2,030.99	13,887.23	(2,887.23)
	Total OPERATIONS	969,000.00	52,451.85	335,417.79	633,582.21
	Total EXPENDITURES	1,068,000.00	62,529.43	385,655.94	682,344.06
	NET	0.00	48,876.72	(36,775.53)	(36,775.53)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
515 - PLANNING
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
101	ADMINISTRATIVE				
4100	GRANT REVENUE	40,000.00	0.00	7,850.00	(32,150.00)
	Total ADMINISTRATIVE	40,000.00	0.00	7,850.00	(32,150.00)
	Total REVENUES	40,000.00	0.00	7,850.00	(32,150.00)
	EXPENDITURES				
101	ADMINISTRATIVE				
5000	GENERAL MANAGER	31,712.00	7,041.26	13,671.92	18,040.08
5110	FICA TAXES	2,414.00	524.72	1,019.45	1,394.55
5113	TWC	0.00	0.00	20.93	(20.93)
5125	MEDICAL	4,297.00	394.29	766.03	3,530.97
5137	RETIREMENT COMPANY MATCH	1,577.00	339.73	671.67	905.33
	Total ADMINISTRATIVE	40,000.00	8,300.00	16,150.00	23,850.00
	Total EXPENDITURES	40,000.00	8,300.00	16,150.00	23,850.00
	NET	0.00	(8,300.00)	(8,300.00)	(8,300.00)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
525 - ELDERLY & DISABLED
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	431,122.00	0.00	266,617.00	(164,505.00)
	Total OPERATIONS	431,122.00	0.00	266,617.00	(164,505.00)
	Total REVENUES	431,122.00	0.00	266,617.00	(164,505.00)
	EXPENDITURES				
120	OPERATIONS				
5020	OT-OVERTIME	0.00	0.00	93.76	(93.76)
5025	CHIEF OPERATIONS MANAGER	0.00	966.26	3,865.04	(3,865.04)
5037	MOBILITY MANAGEMENT SPECIALIST II	165,000.00	23,817.48	98,072.07	66,927.93
5038	MOBILITY MANAGEMENT SPECIALIST I	12,000.00	0.00	0.00	12,000.00
5110	FICA TAXES	13,250.00	1,863.22	7,688.68	5,561.32
5113	TWC	1,000.00	281.97	923.73	76.27
5122	WORKMEN'S COMP	4,000.00	0.00	0.00	4,000.00
5125	MEDICAL	32,462.00	3,991.34	13,144.13	19,317.87
5137	RETIREMENT COMPANY MATCH	8,410.00	702.86	2,511.78	5,898.22
5321	PARTS & SUPPLIES	30,000.00	638.00	10,061.88	19,938.12
5598	SOFTWARE ACQUISITION	55,000.00	0.00	55,000.00	0.00
5704	TIRES & TUBES	0.00	0.00	2,204.00	(2,204.00)
5705	MAINTENANCE SERVICES	0.00	390.00	390.00	(390.00)
5725	HARDWARE ACQUISITION	60,000.00	0.00	26,897.08	33,102.92
5726	SOFTWARE FEES	50,000.00	0.00	50,000.00	0.00
	Total OPERATIONS	431,122.00	32,651.13	270,852.15	160,269.85
	Total EXPENDITURES	431,122.00	32,651.13	270,852.15	160,269.85
	NET	0.00	(32,651.13)	(4,235.15)	(4,235.15)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
425 - ELDERLY & DISABLED
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	532,963.00	0.00	0.00	(532,963.00)
	Total OPERATIONS	532,963.00	0.00	0.00	(532,963.00)
	Total REVENUES	532,963.00	0.00	0.00	(532,963.00)
	EXPENDITURES				
120	OPERATIONS				
5037	MOBILITY MANAGEMENT SPECIALIST II	49,878.00	0.00	0.00	49,878.00
5709	CAPITAL EQUIPMENT & VEHICLES	483,085.00	0.00	0.00	483,085.00
	Total OPERATIONS	532,963.00	0.00	0.00	532,963.00
	Total EXPENDITURES	532,963.00	0.00	0.00	532,963.00
	NET	0.00	0.00	0.00	0.00

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
545 - RURAL DISCRETIONARY-UV EQUIP
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	233,450.00	0.00	74,741.00	(158,709.00)
	Total OPERATIONS	233,450.00	0.00	74,741.00	(158,709.00)
	Total REVENUES	233,450.00	0.00	74,741.00	(158,709.00)
	EXPENDITURES				
120	OPERATIONS				
5321	PARTS & SUPPLIES	0.00	0.00	(5,249.99)	5,249.99
5599	MISCELLANEOUS EQUIPMENT ACQUISITION	148,450.00	7,806.29	87,796.71	60,653.29
5620	BLDG MAINT AND REPAIR	85,000.00	0.00	0.00	85,000.00
	Total OPERATIONS	233,450.00	7,806.29	82,546.72	150,903.28
	Total EXPENDITURES	233,450.00	7,806.29	82,546.72	150,903.28
	NET	0.00	(7,806.29)	(7,805.72)	(7,805.72)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
546 - RURAL DISCRETIONARY 1 CAMERAS
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	117,140.00	0.00	0.00	(117,140.00)
	Total OPERATIONS	117,140.00	0.00	0.00	(117,140.00)
	Total REVENUES	117,140.00	0.00	0.00	(117,140.00)
	EXPENDITURES				
120	OPERATIONS				
5725	HARDWARE ACQUISITION	16,400.00	0.00	0.00	16,400.00
5729	MISCELLANEOUS HARDWARE-SECURITY	100,740.00	0.00	0.00	100,740.00
	Total OPERATIONS	117,140.00	0.00	0.00	117,140.00
	Total EXPENDITURES	117,140.00	0.00	0.00	117,140.00
	NET	0.00	0.00	0.00	0.00

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
547 - RURAL DISCRETIONARY 2 CAMERAS
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	197,860.00	0.00	0.00	(197,860.00)
	Total OPERATIONS	197,860.00	0.00	0.00	(197,860.00)
	Total REVENUES	197,860.00	0.00	0.00	(197,860.00)
	EXPENDITURES				
120	OPERATIONS				
5729	MISCELLANEOUS HARDWARE-SECURITY	197,860.00	0.00	0.00	197,860.00
	Total OPERATIONS	197,860.00	0.00	0.00	197,860.00
	Total EXPENDITURES	197,860.00	0.00	0.00	197,860.00
	NET	0.00	0.00	0.00	0.00

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
516 - PLANNNING-MICROTRANSIT
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	125,000.00	0.00	0.00	(125,000.00)
	Total OPERATIONS	125,000.00	0.00	0.00	(125,000.00)
	Total REVENUES	125,000.00	0.00	0.00	(125,000.00)
	EXPENDITURES				
120	OPERATIONS				
5302	CONSULTANTS	125,000.00	0.00	0.00	125,000.00
	Total OPERATIONS	125,000.00	0.00	0.00	125,000.00
	Total EXPENDITURES	125,000.00	0.00	0.00	125,000.00
	NET	0.00	0.00	0.00	0.00

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
508 - RTAP
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	24,206.00	0.00	0.00	(24,206.00)
	Total OPERATIONS	24,206.00	0.00	0.00	(24,206.00)
	Total REVENUES	24,206.00	0.00	0.00	(24,206.00)
	EXPENDITURES				
120	OPERATIONS				
5570	TRAINING	24,206.00	10,035.91	10,035.91	14,170.09
	Total OPERATIONS	24,206.00	10,035.91	10,035.91	14,170.09
	Total EXPENDITURES	24,206.00	10,035.91	10,035.91	14,170.09
	NET	0.00	(10,035.91)	(10,035.91)	(10,035.91)

Southwest Area Regional Transit District

Statement of Revenues and Expenditures
2025 - 2025
539 - BUS & BUS FACILITY RURAL
From 2/1/2025 Through 2/28/2025

		Total Budget - Original	Actual	Current Year Actual	Total Budget Variance - Original
	REVENUES				
120	OPERATIONS				
4100	GRANT REVENUE	128,936.00	0.00	0.00	(128,936.00)
	Total OPERATIONS	128,936.00	0.00	0.00	(128,936.00)
	Total REVENUES	128,936.00	0.00	0.00	(128,936.00)
	EXPENDITURES				
120	OPERATIONS				
5709	CAPITAL EQUIPMENT & VEHICLES	128,936.00	0.00	0.00	128,936.00
	Total OPERATIONS	128,936.00	0.00	0.00	128,936.00
	Total EXPENDITURES	128,936.00	0.00	0.00	128,936.00
	NET	0.00	0.00	0.00	0.00

Bank Reconciliations

And

Check Registers

Check Register

November 2024 – February 2025

Southwest Area Regional Transit District

Check/Voucher Register

From 11/1/2024 Through 11/30/2024

Document Number	Document Date	Transaction Amount	Payee
18895	11/1/2024	452.00	OFFICE OF THE ATTORNEY
18896	11/1/2024	616.53	OFFICE OF THE ATTORNEY
18897	11/5/2024	6,599.86	AGUILAR'S UNIFORMS AND MORE
18898	11/5/2024	200.00	REFUGIO ALVAREZ MARTINEZ
18899	11/5/2024	34.97	MG BUILDING MATERIALS
18900	11/5/2024	2,112.00	PELOTON
18901	11/5/2024	8,000.00	BENJAMIN RODRIGUEZ III
18902	11/12/2024	2,364.14	ANCIRA FORD
18903	11/12/2024	2,887.19	AUTOZONE INC
18904	11/12/2024	1,223.00	BRAVO GLASS SERVICE
18905	11/12/2024	89.11	SARAH COOK
18906	11/12/2024	1,121.22	THE REINALT-THOMAS COMPANY
18907	11/12/2024	5,836.11	O'REILLY AUTO PARTS
18908	11/12/2024	4.00	SECRETARY OF STATE OF TEXAS
18909	11/12/2024	240.15	VARGAS HARDWARE
18959	11/15/2024	200.00	MAGDALENA A FLORES
18960	11/15/2024	200.00	SANDRA FUENTES
18961	11/15/2024	50,527.00	SHAH SOFTWARE, INC.
18962	11/15/2024	452.00	OFFICE OF THE ATTORNEY
18963	11/15/2024	459.55	OFFICE OF THE ATTORNEY
18964	11/21/2024	227.00	CARLOS MALLEN
18965	11/27/2024	1,269.32	AUTOZONE INC
18966	11/27/2024	2,082.64	THE REINALT-THOMAS COMPANY
18967	11/27/2024	370.00	ELECTRICIAN SERVICE
18968	11/27/2024	4,317.25	O'REILLY AUTO PARTS
18969	11/27/2024	1.00	SECRETARY OF STATE OF TEXAS
18970	11/27/2024	125.00	RS DESIGN & TECHNOLOGY
18971	11/27/2024	127.68	THE FLOWER PATCH
18972	11/27/2024	12,054.69	TML
VOU2025115	11/1/2024	21.64	ADOBE
VOU2025116	11/1/2024	21.64	ADOBE
VOU2025117	11/1/2024	64.95	CHASE BANK CREDIT CARD
VOU2025118	11/1/2024	752.45	EDGE INFORMATION MANAGEMENT IN
VOU2025119	11/1/2024	213.56	SPECTRUM-TIMEWARNER
VOU2025120	11/1/2024	50.00	STAMP.COM
VOU2025121	11/1/2024	3.32	TEXAS DEPARTMENT OF PUBLIC SAFETY
VOU2025122	11/1/2024	58.60	VARGAS HARDWARE
VOU2025123	11/4/2024	15,591.13	INTERNAL REVENUE SERVICES
VOU2025124	11/4/2024	218.66	TEXAS WORKFORCE COMMISSION - TAX DEPARTMENT
VOU2025127	11/1/2024	21.64	ADOBE
VOU2025129	11/5/2024	104.08	CITY OF CRYSTAL CITY
VOU2025130	11/5/2024	652.00	CMI
VOU2025131	11/5/2024	4,044.27	ONE AMERICA
VOU2025132	11/5/2024	227.53	SPECTRUM-TIMEWARNER
VOU2025133	11/6/2024	39.60	GATEWAY SERVICES
VOU2025134	11/6/2024	97.43	MICROSOFT
VOU2025135	11/6/2024	90.61	MICROSOFT
VOU2025136	11/6/2024	541.37	MICROSOFT
VOU2025137	11/6/2024	487.47	RELIANT
VOU2025140	11/7/2024	805.60	CINTAS CORPORATION
VOU2025141	11/7/2024	8,262.04	TEXAS FLEET FUEL
VOU2025142	11/1/2024	1,855.00	SWART EMPLOYEE ECS FUND
VOU2025143	11/25/2024	15,076.94	CHASE BANK CREDIT CARD
VOU2025144	11/7/2024	20.19	STAMP.COM
VOU2025145	11/12/2024	21.64	ADOBE
VOU2025146	11/12/2024	120.72	EAGLE PASS WATER WORKS SYSTEM
VOU2025147	11/12/2024	408.35	MERCHANT CARD
VOU2025148	11/12/2024	278.18	UBISTOR, INC
VOU2025149	11/14/2024	340.29	CMI
VOU2025150	11/14/2024	53.00	RELIANT

Southwest Area Regional Transit District

Check/Voucher Register

From 11/1/2024 Through 11/30/2024

Document Number	Document Date	Transaction Amount	Payee
VOU2025151	11/15/2024	1,503.55	RELIANT
VOU2025152	11/15/2024	1,830.00	SWART EMPLOYEE ECS FUND
VOU2025153	11/15/2024	30.00	TXN BANK
VOU2025156	11/13/2024	8,262.04	TEXAS FLEET FUEL
VOU2025157	11/18/2024	32.46	ADOBE
VOU2025158	11/18/2024	270.38	CITY OF UVALDE
VOU2025159	11/18/2024	1,179.04	DOCUMATION, INC.
VOU2025160	11/18/2024	14,792.87	INTERNAL REVENUE SERVICES
VOU2025161	11/18/2024	101.07	KINNEY COUNTY POST
VOU2025162	11/18/2024	2.50	TXN BANK
VOU2025163	11/19/2024	3,795.64	ONE AMERICA
VOU2025164	11/19/2024	262.89	QUILL
VOU2025165	11/19/2024	24.31	RELIANT
VOU2025166	11/19/2024	3,743.84	TEXAS FLEET FUEL
VOU2025167	11/20/2024	747.66	ALLIED COMMUNICATIONS
VOU2025168	11/22/2024	64.94	ADOBE
VOU2025169	11/22/2024	55.79	WAL-MART
VOU2025170	11/22/2024	30.71	WAL-MART
VOU2025171	11/25/2024	404.61	LUNKER'S GRILL
VOU2025172	11/27/2024	4,389.44	AT&T
VOU2025175	11/27/2024	102.08	CITY OF CRYSTAL CITY
VOU2025176	11/27/2024	1,496.21	EDGE INFORMATION MANAGEMENT IN
VOU2025176	11/29/2024	14,314.47	CHASE BANK CREDIT CARD
VOU2025177	11/27/2024	6,897.32	TEXAS FLEET FUEL
VOU2025180	11/27/2024	102.08	CITY OF CRYSTAL CITY
VOU2025181	11/27/2024	759.16	EDGE INFORMATION MANAGEMENT IN
VOU2025182	11/27/2024	6,897.32	TEXAS FLEET FUEL
VOU2025183	11/29/2024	180.93	SPECTRUM-TIMEWARNER
VOU2025188	11/29/2024	47.19	CHASE BANK CREDIT CARD
VOU2025189	11/29/2024	866.55	QUILL
VOU2025190	11/29/2024	0.99	VARGAS HARDWARE
VOU2025191	11/14/2024	330.00	CMI
VOU2025192	11/26/2024	221.14	SPECTRUM-TIMEWARNER
VOU2025214	11/1/2024	1,780.34	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025215	11/6/2024	18,586.92	UNITED HEALTHCARE SERVICES
VOU2025249	11/1/2024	22.57	EDGE INFORMATION MANAGEMENT IN
VOU2025250	11/13/2024	2,508.60	FIRSTNET
Report Total		251,374.92	

Southwest Area Regional Transit District

Check/Voucher Register

From 12/1/2024 Through 12/31/2024

Document Number	Document Date	Transaction Amount	Payee
19021	12/3/2024	452.00	OFFICE OF THE ATTORNEY
19022	12/6/2024	400.00	MARY AGUERO
19023	12/6/2024	1,000.00	RUBEN ANGUIANO
19024	12/6/2024	400.00	EDUARDO P BALDERAS
19025	12/6/2024	1,000.00	MARIA CAMACHO
19026	12/6/2024	1,000.00	GUILLERMO CANALES
19027	12/6/2024	1,000.00	MANUEL CERVANTES
19028	12/6/2024	1,000.00	SARAH COOK
19029	12/6/2024	200.00	MARIO DELGADO
19030	12/6/2024	400.00	ANNA DIAZ
19031	12/6/2024	1,000.00	ROBERT ENRIQUEZ JR.
19032	12/6/2024	200.00	MAGDALENA A FLORES
19033	12/6/2024	600.00	MANUEL GONZALEZ
19034	12/6/2024	1,000.00	GUTIERREZ, GERARDO
19035	12/6/2024	200.00	RUFINO JAIMES JR
19036	12/6/2024	1,000.00	RAUL MACIAS
19037	12/6/2024	1,000.00	CARLOS MALLEN
19038	12/6/2024	1,000.00	ELIZABETH MARTINEZ
19039	12/6/2024	600.00	MATIAS PARRA
19040	12/6/2024	1,000.00	ROSALIA PARRA
19041	12/6/2024	1,000.00	ROSALEE RAMOS
19042	12/6/2024	1,000.00	REYES, REMIGIO
19043	12/6/2024	800.00	JESUS RODRIGUEZ
19044	12/6/2024	500.00	JUAN RODRIGUEZ-GARZA
19045	12/6/2024	200.00	SUSANNA RODRIGUEZ
19046	12/6/2024	1,000.00	CYNTHIA RODRIGUEZ
19047	12/6/2024	600.00	CARLOS ROSALES
19048	12/6/2024	1,000.00	ALEJANDRO RUIZ
19049	12/6/2024	1,000.00	FRANK VILLALOBOS
19050	12/6/2024	200.00	SABRINA ZAMORA
19051	12/6/2024	900.00	JORGE BRUNO
19052	12/6/2024	3,525.00	EMMANUEL LUNA
19053	12/6/2024	200.00	REFUGIO ALVAREZ MARTINEZ
19054	12/6/2024	8,000.00	BENJAMIN RODRIGUEZ III
19055	12/10/2024	2,150.00	JUAN ANTONIO RODRIGUEZ
19056	12/12/2024	8,000.00	JUAN ANTONIO RODRIGUEZ
19106	12/16/2024	846.83	AGUILAR'S UNIFORMS AND MORE
19107	12/16/2024	943.43	ANCIRA FORD
19108	12/16/2024	442.18	OFFICE OF THE ATTORNEY
19109	12/16/2024	452.00	OFFICE OF THE ATTORNEY
19110	12/16/2024	2,114.99	AUTOZONE INC
19111	12/6/2024	2,368.42	THE REINALT-THOMAS COMPANY
19111	12/16/2024	2,368.42	THE REINALT-THOMAS COMPANY
19112	12/16/2024	145.48	EDGE INFORMATION MANAGEMENT IN
19113	12/16/2024	82.11	O'REILLY AUTO PARTS
19114	12/16/2024	217.68	THE FLOWER PATCH
19115	12/17/2024	60.00	ELIA FERNANDEZ
19116	12/19/2024	9,899.99	AUTOZONE INC
19117	12/19/2024	1,160.28	THE REINALT-THOMAS COMPANY
19118	12/19/2024	275.00	GD CUSTOM WELDING SHOP
19119	12/19/2024	843.44	MODEL 1 COMMERCIAL VEHICLES , INC
19120	12/19/2024	437.83	O'REILLY AUTO PARTS
19121	12/19/2024	12,054.69	TML
19122	12/19/2024	2,409.26	VARGAS HARDWARE
19123	12/31/2024	1,577.57	DOCUMATION OF SAN ANTONIO, INC
19124	12/31/2024	55,000.00	SHAH SOFTWARE, INC.
19125	12/31/2024	54,003.00	TRANSTRACK SYSTEMS INC
19126	12/31/2024	151.70	UVALDE LEADER NEWS
VOU2025184	12/2/2024	21.64	ADOBE
VOU2025185	12/2/2024	21.64	ADOBE

Southwest Area Regional Transit District
Check/Voucher Register
From 12/1/2024 Through 12/31/2024

Document Number	Document Date	Transaction Amount	Payee
VOU2025186	12/2/2024	21.64	ADOBE
VOU2025187	12/2/2024	9.00	WAL-MART
VOU2025193	12/3/2024	13,842.20	INTERNAL REVENUE SERVICES
VOU2025194	12/3/2024	90.61	MICROSOFT
VOU2025195	12/3/2024	97.43	MICROSOFT
VOU2025196	12/3/2024	562.97	MICROSOFT
VOU2025197	12/5/2024	32.82	GATEWAY SERVICES
VOU2025198	12/5/2024	288.66	WAL-MART
VOU2025199	12/6/2024	3,652.94	ONE AMERICA
VOU2025200	12/6/2024	451.12	RELIANT
VOU2025201	12/6/2024	150.00	WAL-MART
VOU2025202	12/9/2024	1,124.97	CINTAS CORPORATION
VOU2025203	12/9/2024	115.30	EAGLE PASS WATER WORKS SYSTEM
VOU2025204	12/9/2024	20.19	STAMP.COM
VOU2025205	12/11/2024	278.18	UBISTOR, INC
VOU2025206	12/12/2024	127.62	WAL-MART
VOU2025207	12/13/2024	2,464.77	FIRSTNET
VOU2025208	12/13/2024	213.56	SPECTRUM-TIMEWARNER
VOU2025209	12/13/2024	2,681.77	TEXAS FLEET FUEL
VOU2025210	12/10/2024	21.64	ADOBE
VOU2025211	12/10/2024	402.00	CMI
VOU2025212	12/10/2024	965.05	LONE STAR EQUIPMENT AND TOOL SOLUTIONS
VOU2025213	12/10/2024	359.36	MERCHANT CARD
VOU2025216	12/16/2024	14,019.55	INTERNAL REVENUE SERVICES
VOU2025217	12/16/2024	21.00	TEXAS DIAMOND GARAGE INC.
VOU2025218	12/17/2024	37.87	WAL-MART
VOU2025219	12/20/2024	747.66	ALLIED COMMUNICATIONS
VOU2025220	12/20/2024	5.10	RMA TOLL PROCESSING
VOU2025221	12/20/2024	21.65	STARBUCKS
VOU2025222	12/20/2024	3,154.17	TEXAS FLEET FUEL
VOU2025223	12/18/2024	32.46	ADOBE
VOU2025224	12/18/2024	272.17	CITY OF UVALDE
VOU2025225	12/18/2024	6.50	DOLLAR GENERAL
VOU2025226	12/18/2024	7.25	KWIK KAR
VOU2025227	12/18/2024	3,592.21	ONE AMERICA
VOU2025228	12/18/2024	136.66	QUILL
VOU2025229	12/18/2024	1,460.55	RELIANT
VOU2025230	12/18/2024	53.00	RELIANT
VOU2025231	12/23/2024	4,679.80	AT&T
VOU2025232	12/23/2024	20.04	RELIANT
VOU2025233	12/23/2024	32.00	UVALDE COUNTY TAX ASSESSOR
VOU2025234	12/24/2024	221.14	SPECTRUM-TIMEWARNER
VOU2025235	12/17/2024	1,179.04	DOCUMATION, INC.
VOU2025236	12/23/2024	64.94	ADOBE
VOU2025237	12/23/2024	104.08	CITY OF CRYSTAL CITY
VOU2025238	12/30/2024	180.93	SPECTRUM-TIMEWARNER
VOU2025246	12/30/2024	18,387.93	CHASE BANK CREDIT CARD
VOU2025251	12/2/2024	1,810.87	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025252	12/5/2024	38,300.32	UNITED HEALTHCARE SERVICES
Report Total		308,947.27	

Southwest Area Regional Transit District

Check/Voucher Register

From 1/1/2025 Through 1/31/2025

Document Number	Document Date	Transaction Amount	Payee
19174	1/3/2025	636.62	OFFICE OF THE ATTORNEY
19175	1/3/2025	452.00	OFFICE OF THE ATTORNEY
19176	1/3/2025	200.00	REFUGIO ALVAREZ MARTINEZ
19177	1/3/2025	8,000.00	BENJAMIN RODRIGUEZ III
19225	1/17/2025	452.00	OFFICE OF THE ATTORNEY
19226	1/17/2025	440.89	OFFICE OF THE ATTORNEY
19227	1/17/2025	88.97	AUTOZONE INC
19228	1/17/2025	75.00	BEE GREEN OIL & FILTER DISPOSAL
19229	1/17/2025	481.90	ELECTRICIAN SERVICE
19230	1/17/2025	7,014.84	O'REILLY AUTO PARTS
19231	1/17/2025	99.00	SIESTA TIRES #2
19232	1/17/2025	868.76	TEXAS BUS SALES
19233	1/17/2025	158.27	TIRES UNLIMITED
19234	1/17/2025	179.98	VARGAS HARDWARE
19235	1/23/2025	268.00	SARAH COOK
19236	1/23/2025	200.00	SARAH COOK
19237	1/23/2025	1,554.82	CRASH COLLISION CENTER
19238	1/23/2025	200.00	MAGDALENA A FLORES
19239	1/23/2025	200.00	CARLOS MALLEN
19240	1/23/2025	200.00	CYNTHIA RODRIGUEZ
19241	1/24/2025	1,015.22	ANCIRA FORD
19242	1/24/2025	75.00	BEE GREEN OIL & FILTER DISPOSAL
19243	1/24/2025	627.59	MG BUILDING MATERIALS
19244	1/24/2025	2,258.02	O'REILLY AUTO PARTS
19245	1/24/2025	13,944.84	SENTRY SECURITY SERVICE
19246	1/31/2025	10,374.07	AUTOZONE INC
19247	1/31/2025	2,309.72	THE REINALT-THOMAS COMPANY
19248	1/31/2025	328.69	IDSECURITY ONLINE
19249	1/31/2025	175.13	O'REILLY AUTO PARTS
19250	1/31/2025	590.81	QUILL
19251	1/31/2025	20,643.67	TML
VOU2025239	1/2/2025	21.64	ADOBE
VOU2025240	1/2/2025	21.64	ADOBE
VOU2025241	1/2/2025	21.64	ADOBE
VOU2025242	1/3/2025	15,320.36	INTERNAL REVENUE SERVICES
VOU2025243	1/3/2025	90.61	MICROSOFT
VOU2025244	1/3/2025	554.45	MICROSOFT
VOU2025245	1/3/2025	97.43	MICROSOFT
VOU2025247	1/6/2025	4,036.19	ONE AMERICA
VOU2025248	1/3/2025	10.80	WAL-MART
VOU2025253	1/7/2025	634.96	DELUXE BUSINESS FORMS
VOU2025254	1/7/2025	29.76	GATEWAY SERVICES
VOU2025255	1/7/2025	20.19	STAMP.COM
VOU2025256	1/7/2025	7,446.29	TEXAS FLEET FUEL
VOU2025257	1/7/2025	109.64	UVALDE COUNTY TAX ASSESSOR
VOU2025258	1/8/2025	879.88	CINTAS CORPORATION
VOU2025259	1/8/2025	386.70	RELIANT
VOU2025260	1/10/2025	242.02	QUILL
VOU2025261	1/10/2025	21.64	ADOBE
VOU2025262	1/10/2025	285.98	MERCHANT CARD
VOU2025263	1/13/2025	75.73	DE BONA BIBB SUPPLY CO, INC
VOU2025264	1/13/2025	120.72	EAGLE PASS WATER WORKS SYSTEM
VOU2025265	1/13/2025	213.56	SPECTRUM-TIMEWARNER
VOU2025266	1/13/2025	73.88	TEXAS DEPARTMENT OF PUBLIC SAFETY
VOU2025267	1/14/2025	2,464.61	FIRSTNET
VOU2025268	1/14/2025	20.54	SECRETARY OF STATE OF TEXAS
VOU2025269	1/16/2025	1,179.04	DOCUMATION, INC.
VOU2025270	1/16/2025	2,560.00	SWART EMPLOYEE ECS FUND
VOU2025271	1/16/2025	755.40	WAL-MART
VOU2025272	1/17/2025	276.70	CITY OF UVALDE

Southwest Area Regional Transit District

Check/Voucher Register

From 1/1/2025 Through 1/31/2025

Document Number	Document Date	Transaction Amount	Payee
VOU2025273	1/17/2025	14,472.77	INTERNAL REVENUE SERVICES
VOU2025274	1/21/2025	1,408.50	RELIANT
VOU2025275	1/21/2025	51.00	RELIANT
VOU2025276	1/22/2025	4,298.15	AT&T
VOU2025277	1/22/2025	3,920.93	ONE AMERICA
VOU2025278	1/22/2025	53.18	QUILL
VOU2025279	1/22/2025	20.18	RELIANT
VOU2025280	1/21/2025	32.46	ADOBE
VOU2025281	1/21/2025	726.04	ALLIED COMMUNICATIONS
VOU2025282	1/22/2025	64.94	ADOBE
VOU2025283	1/22/2025	63.76	QUILL
VOU2025284	1/27/2025	301.60	AATRIX SOFTWARE
VOU2025285	1/27/2025	103.08	CITY OF CRYSTAL CITY
VOU2025286	1/27/2025	232.20	CMI INC
VOU2025287	1/29/2025	8,722.44	CHASE BANK CREDIT CARD
VOU2025288	1/15/2025	861.25	MICROIX
VOU2025289	1/15/2025	1,900.54	TEXAS FLEET FUEL
VOU2025290	1/15/2025	278.18	UBISTOR, INC
VOU2025291	1/28/2025	180.93	SPECTRUM-TIMEWARNER
VOU2025292	1/28/2025	5,525.03	TEXAS FLEET FUEL
VOU2025293	1/2/2025	1,871.34	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025310	1/7/2025	14,081.00	UNITED HEALTHCARE SERVICES
VOU2025338	1/24/2025	10.65	AATRIX SOFTWARE
VOU2025339	1/24/2025	221.14	SPECTRUM-TIMEWARNER
VOU2025344	1/27/2025	829.33	TEXAS WORKFORCE COMMISSION - TAX DEPARTMENT
Report Total		172,316.43	

Southwest Area Regional Transit District

Check/Voucher Register

From 2/1/2025 Through 2/28/2025

Document Number	Document Date	Transaction Amount	Payee
19298	2/3/2025	748.33	SARAH COOK
19299	2/3/2025	280.00	MAGDALENA A FLORES
19300	2/3/2025	280.00	CARLOS MALLEN
19301	2/3/2025	200.00	REFUGIO ALVAREZ MARTINEZ
19302	2/3/2025	8,000.00	BENJAMIN RODRIGUEZ III
19303	2/3/2025	280.00	JESUS RODRIGUEZ
19304	2/3/2025	280.00	CYNTHIA RODRIGUEZ
19305	2/3/2025	470.85	AGUILAR'S UNIFORMS AND MORE
19306	2/3/2025	452.00	OFFICE OF THE ATTORNEY
19307	2/3/2025	476.46	OFFICE OF THE ATTORNEY
19308	2/3/2025	287.93	AUTOZONE INC
19309	2/3/2025	51.56	O'REILLY AUTO PARTS
19310	2/3/2025	305.00	SHAH SOFTWARE, INC.
19311	2/10/2025	415.74	SARAH COOK
19312	2/12/2025	66.99	AUTOZONE INC
19313	2/12/2025	53.98	MG BUILDING MATERIALS
19314	2/12/2025	5,255.63	O'REILLY AUTO PARTS
19315	2/12/2025	312.50	ONE AMERICA
19361	2/14/2025	172.88	SARAH COOK
19362	2/14/2025	440.00	SARAH COOK
19363	2/14/2025	55.50	MAGDALENA A FLORES
19364	2/14/2025	440.00	MAGDALENA A FLORES
19365	2/14/2025	440.00	CARLOS MALLEN
19366	2/14/2025	55.50	CYNTHIA RODRIGUEZ
19367	2/14/2025	440.00	CYNTHIA RODRIGUEZ
19368	2/14/2025	440.00	FRANK VILLALOBOS
19369	2/14/2025	452.00	OFFICE OF THE ATTORNEY
19370	2/14/2025	471.32	OFFICE OF THE ATTORNEY
19371	2/14/2025	780.00	BRAVO GLASS SERVICE
19372	2/14/2025	415.74	SARAH COOK
19373	2/14/2025	200.00	MAGDALENA A FLORES
19374	2/14/2025	3,874.19	HARBOR FREIGHT
19375	2/14/2025	400.00	ALVARADO JULISSA S
19376	2/14/2025	200.00	CARLOS MALLEN
19377	2/14/2025	461.30	MARTHA ALICIA PONCE
19378	2/14/2025	366.84	O'REILLY AUTO PARTS
19379	2/14/2025	200.00	CYNTHIA RODRIGUEZ
19380	2/14/2025	180.00	TEXAS DIAMOND GARAGE INC.
19381	2/14/2025	210.40	TIRES UNLIMITED
19382	2/27/2025	29.96	ANCIRA FORD
19383	2/27/2025	166.25	AUTOZONE INC
19384	2/27/2025	1,231.86	THE REINALT-THOMAS COMPANY
19385	2/27/2025	1,346.38	EDGE INFORMATION MANAGEMENT IN
19386	2/27/2025	3,932.10	DBA DIABLO TOOLS LLC
19387	2/27/2025	1,062.29	O'REILLY AUTO PARTS
19388	2/27/2025	90.00	TEXAS DIAMOND GARAGE INC.
19389	2/27/2025	209.81	VARGAS HARDWARE
VOU2025294	2/12/2025	21.64	ADOBE
VOU2025295	2/12/2025	21.64	ADOBE
VOU2025295	2/13/2025	21.64	ADOBE
VOU2025296	2/12/2025	90.61	MICROSOFT
VOU2025297	2/12/2025	97.43	MICROSOFT
VOU2025298	2/12/2025	542.61	MICROSOFT
VOU2025299	2/12/2025	2,560.00	SWART EMPLOYEE ECS FUND
VOU2025300	2/4/2025	30,360.10	ABILA
VOU2025301	2/4/2025	15,226.40	INTERNAL REVENUE SERVICES
VOU2025302	2/7/2025	696.81	CINTAS CORPORATION
VOU2025303	2/7/2025	20.19	STAMP.COM
VOU2025304	2/10/2025	131.55	EAGLE PASS WATER WORKS SYSTEM
VOU2025305	2/10/2025	316.27	MERCHANT CARD

Southwest Area Regional Transit District

Check/Voucher Register

From 2/1/2025 Through 2/28/2025

Document Number	Document Date	Transaction Amount	Payee
VOU2025306	2/10/2025	503.65	RELIANT
VOU2025307	2/10/2025	2,321.99	TEXAS FLEET FUEL
VOU2025308	2/11/2025	295.57	UBISTOR, INC
VOU2025309	2/11/2025	10.80	WAL-MART
VOU2025311	2/5/2025	34.02	GATEWAY SERVICES
VOU2025312	2/5/2025	4,143.25	ONE AMERICA
VOU2025313	2/6/2025	17.00	UVALDE COUNTY TAX ASSESSOR
VOU2025314	2/10/2025	21.64	ADOBE
VOU2025315	2/5/2025	238.52	WAL-MART
VOU2025316	2/13/2025	4,848.12	AT&T
VOU2025317	2/13/2025	361.77	CITY OF UVALDE
VOU2025318	2/13/2025	213.56	SPECTRUM-TIMEWARNER
VOU2025319	2/13/2025	16.97	WAL-MART
VOU2025319	2/14/2025	16.97	WAL-MART
VOU2025320	2/14/2025	814.53	QUILL
VOU2025321	2/14/2025	2,510.00	SWART EMPLOYEE ECS FUND
VOU2025322	2/14/2025	3.32	TEXAS DEPARTMENT OF PUBLIC SAFETY
VOU2025323	2/18/2025	32.46	ADOBE
VOU2025324	2/18/2025	14,271.33	INTERNAL REVENUE SERVICES
VOU2025325	2/18/2025	2.00	SECRETARY OF STATE OF TEXAS
VOU2025326	2/18/2025	4,094.66	TEXAS FLEET FUEL
VOU2025327	2/19/2025	1,179.04	DOCUMATION, INC.
VOU2025328	2/19/2025	3,846.11	ONE AMERICA
VOU2025329	2/19/2025	48.00	RELIANT
VOU2025330	2/19/2025	1,393.71	RELIANT
VOU2025331	2/20/2025	726.04	ALLIED COMMUNICATIONS
VOU2025332	2/20/2025	37.19	RELIANT
VOU2025333	2/24/2025	64.94	ADOBE
VOU2025334	2/24/2025	4,848.12	AT&T
VOU2025335	2/13/2025	2,465.62	FIRSTNET
VOU2025336	2/3/2025	21.64	ADOBE
VOU2025337	2/10/2025	60,068.75	TXN BANK
VOU2025340	2/25/2025	103.08	CITY OF CRYSTAL CITY
VOU2025341	2/25/2025	221.14	SPECTRUM-TIMEWARNER
VOU2025342	2/25/2025	3,383.23	TEXAS FLEET FUEL
VOU2025343	2/28/2025	180.93	SPECTRUM-TIMEWARNER
VOU2025346	2/26/2025	18,438.00	CHASE BANK CREDIT CARD
VOU2025347	2/26/2025	1,189.00	CMI
VOU2025348	2/26/2025	9.50	UVALDE COUNTY TAX ASSESSOR
VOU2025361	2/3/2025	1,936.60	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025362	2/5/2025	23,092.84	UNITED HEALTHCARE SERVICES
VOU2025406	2/27/2025	79.64	WAL-MART
Report Total		245,193.43	

Bank Reconciliations

Employee Savings
Nov 2024 – Feb 2025

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC. 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Bank Balance	1,800.00
Less Outstanding Checks/Vouchers	1,800.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	0.00
Balance Per Books	0.00
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

01/09/25 SFuentes

STeh APPROVED 1-9-25

Date: 12/31/24 08:36:56 AM

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC. 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1120	10/16/2024	EMPLOYEE SAVINGS REFUND	600.00	JASON P ELIZONDO
1127	11/21/2024	EMPLOYEE SAVINGS REFUND	1,050.00	FRANCISCO RODRIGUEZ
1144	11/21/2024	EMPLOYEE SAVINGS REFUND	150.00	JASON P ELIZONDO
Outstanding Checks/Vouchers			1,800.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC. 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1122	11/1/2024	EMPLOYEE SAVINGS REFUND	100.00	RUFINO JAIMES JR
1123	11/18/2024	EMPLOYEE SAVINGS REFUND	250.00	ERMINIO MONSIVAIZ
1124	11/21/2024	EMPLOYEE SAVINGS REFUND	3,150.00	CARLOS MALLEN
1125	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	CARLOS ROSALES
1126	11/21/2024	EMPLOYEE SAVINGS REFUND	1,050.00	ELIZABETH MARTINEZ
1128	11/21/2024	EMPLOYEE SAVINGS REFUND	840.00	GUTIERREZ, GERARDO
1129	11/21/2024	EMPLOYEE SAVINGS REFUND	575.00	GUILLERMO CANALES
1129	11/21/2024	EMPLOYEE SAVINGS REFUND	1,000.00	GUILLERMO CANALES
1130	11/21/2024	EMPLOYEE SAVINGS REFUND	250.00	JESUS RODRIGUEZ
1131	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	JOSE I. CRUZ
1133	11/21/2024	EMPLOYEE SAVINGS REFUND	400.00	MAGDALENA A FLORES
1134	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	MANUEL CERVANTES
1135	11/21/2024	EMPLOYEE SAVINGS REFUND	1,575.00	MANUEL GONZALEZ
1136	11/21/2024	EMPLOYEE SAVINGS REFUND	840.00	MARIA CAMACHO
1137	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	MARY AGUERO
1138	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	MATIAS PARRA
1139	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	ROBERT ENRIQUEZ JR.
1140	11/21/2024	EMPLOYEE SAVINGS REFUND	1,050.00	ROSALEE RAMOS
1141	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	MATIAS PARRA
1141	11/21/2024	EMPLOYEE SAVINGS REFUND	(2,100.00)	MATIAS PARRA
1141	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	ROSALIA PARRA
1142	11/21/2024	EMPLOYEE SAVINGS REFUND	2,100.00	RUBEN ANGUIANO
1143	11/21/2024	EMPLOYEE SAVINGS REFUND	400.00	SARAH COOK
1132	11/22/2024	EMPLOYEE SAVINGS REFUND	3,150.00	JUAN SALINAS
Cleared Checks/Vouchers			31,430.00	

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC. 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
ECS11052024	11/1/2024	OCT 2024 PAYROLL DEDUCTIONS	1,855.00	
ECS11202024	11/15/2024	NOV 2024 PAYROLL DEDUCTIONS	1,830.00	
Cleared Deposits			3,685.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Bank Balance	750.00
Less Outstanding Checks/Vouchers	750.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	0.00
Balance Per Books	0.00
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Heck 2-3-25

02/03/25
SFuentes

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1120	10/16/2024	EMPLOYEE SAVINGS REFUND	600.00	JASON P ELIZONDO
1144	11/21/2024	EMPLOYEE SAVINGS REFUND	150.00	JASON P ELIZONDO
Outstanding Checks/Vouchers			750.00	

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1127	11/21/2024	EMPLOYEE SAVINGS REFUND	1,050.00	FRANCISCO RODRIGUEZ
Cleared Checks/Vouchers			1,050.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Locked

Bank Balance	3,310.00
Less Outstanding Checks/Vouchers	750.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	2,560.00
Balance Per Books	2,560.00
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

SFuentes

APPROVED

Glen
3-4-25

Date: 3/3/25 03:04:58 PM

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Locked

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1120	10/16/2024	EMPLOYEE SAVINGS REFUND	600.00	JASON P ELIZONDO
1144	11/21/2024	EMPLOYEE SAVINGS REFUND	150.00	JASON P ELIZONDO
Outstanding Checks/Vouchers			750.00	

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Locked

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
ECS01202025	1/16/2025	JAN 2025 PAYROLL DEDUCTIONS	2,560.00	
Cleared Deposits			2,560.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Bank Balance	8,380.00
Less Outstanding Checks/Vouchers	750.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	7,630.00
Balance Per Books	7,630.00
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Sfuentes 03/14/25

APPROVED
4-1-25

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1120	10/16/2024	EMPLOYEE SAVINGS REFUND	600.00	JASON P ELIZONDO
1144	11/21/2024	EMPLOYEE SAVINGS REFUND	150.00	JASON P ELIZONDO
Outstanding Checks/Vouchers			750.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1014 SWART EMPLOYEE SAVINGS CASH ACCT
Reconciliation ID: 1014 BANK REC 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
ECS02052025	2/3/2025	JAN 2025 PAYROLL DEDUCTIONS	2,560.00	
ECS02202025	2/14/2025	FEB 2025 PAYROLL DEDUCTIONS	2,510.00	
Cleared Deposits			5,070.00	

Operating Account
Nov 2024 – Feb 2025

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Bank Balance	150,736.34
Less Outstanding Checks/Vouchers	20,226.30
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	130,510.04
Balance Per Books	130,510.04
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

01/09/25 SFuentes

APPROVED
1-9-25

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16892	7/11/2023	System Generated Check/Voucher	6.40	KENISHA LUCIO
18965	11/27/2024	System Generated Check/Voucher	1,269.32	AUTOZONE INC
18966	11/27/2024	System Generated Check/Voucher	2,082.64	THE REINALT-THOMAS COMPANY
18967	11/27/2024	System Generated Check/Voucher	370.00	ELECTRICIAN SERVICE
18968	11/27/2024	System Generated Check/Voucher	4,317.25	O'REILLY AUTO PARTS
18969	11/27/2024	System Generated Check/Voucher	1.00	SECRETARY OF STATE OF TEXAS
18970	11/27/2024	System Generated Check/Voucher	125.00	RS DESIGN & TECHNOLOGY
18972	11/27/2024	System Generated Check/Voucher	12,054.69	TML
Outstanding Checks/Vouchers			20,226.30	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18837	10/30/2024	System Generated Check/Voucher	8,944.58	AUTOZONE INC
18838	10/30/2024	System Generated Check/Voucher	492.80	AGUILAR'S UNIFORMS AND MORE
18839	10/30/2024	System Generated Check/Voucher	1,635.00	BRAVO GLASS SERVICE
18840	10/30/2024	System Generated Check/Voucher	48.00	CITY OF UVALDE
18841	10/30/2024	System Generated Check/Voucher	4,715.56	THE REINALT-THOMAS COMPANY
18842	10/30/2024	System Generated Check/Voucher	5.00	SECRETARY OF STATE OF TEXAS
18843	10/30/2024	System Generated Check/Voucher	185.33	ONE AMERICA
18844	10/30/2024	System Generated Check/Voucher	1,000.00	RUDY RAMIREZ
18845	10/30/2024	System Generated Check/Voucher	2,600.00	RS DESIGN & TECHNOLOGY
18846	10/30/2024	System Generated Check/Voucher	113.02	TEXAS BUS SALES
18847	10/30/2024	System Generated Check/Voucher	158.27	TIRES UNLIMITED
18848	10/30/2024	System Generated Check/Voucher	12,054.69	TML
18849	11/1/2024	Employee: 109; Pay Date: 11/5/2024	1,623.32	MANUEL CERVANTES
18850	11/1/2024	Employee: 111; Pay Date: 11/5/2024	1,310.15	MARIO A. DELGADO
18851	11/1/2024	Employee: 113; Pay Date: 11/5/2024	1,006.38	EDUARDO P. BALDERAS
18852	11/1/2024	Employee: 117; Pay Date: 11/5/2024	1,044.36	ERIKA DE LA GARZA
18853	11/1/2024	Employee: 122; Pay Date: 11/5/2024	1,363.77	MARIA CAMACHO
18854	11/1/2024	Employee: 125; Pay Date: 11/5/2024	1,217.89	RUBEN ANGUIANO
18855	11/1/2024	Employee: 127; Pay Date: 11/5/2024	1,251.97	JOSE I. CRUZ
18856	11/1/2024	Employee: 128; Pay Date: 11/5/2024	1,504.84	ROBERT ENRIQUEZ JR
18857	11/1/2024	Employee: 137; Pay Date: 11/5/2024	1,652.83	GUILLERMO CANALES
18858	11/1/2024	Employee: 148; Pay Date: 11/5/2024	1,614.67	SANDRA FUENTES
18859	11/1/2024	Employee: 191; Pay Date: 11/5/2024	1,589.44	GERARDO GUTIERREZ
18860	11/1/2024	Employee: 194; Pay Date: 11/5/2024	1,162.57	AIKO M. HERNANDEZ
18861	11/1/2024	Employee: 204; Pay Date: 11/5/2024	1,170.95	MANUEL GONZALEZ
18862	11/1/2024	Employee: 206; Pay Date: 11/5/2024	635.52	RUFINO JAIMES

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18863	11/1/2024	Employee: 210; Pay Date: 11/5/2024	1,670.55	RAUL MACIAS
18864	11/1/2024	Employee: 227; Pay Date: 11/5/2024	1,049.82	JESUS MARTINEZ
18865	11/1/2024	Employee: 244; Pay Date: 11/5/2024	1,689.79	ELIZABETH MARTINEZ
18866	11/1/2024	Employee: 249; Pay Date: 11/5/2024	1,014.84	ERMINIO MONSIVAIZ
18867	11/1/2024	Employee: 259; Pay Date: 11/5/2024	1,108.20	AMANDA I. OLIVO
18868	11/1/2024	Employee: 262; Pay Date: 11/5/2024	1,309.22	MATIAS PARRA
18869	11/1/2024	Employee: 264; Pay Date: 11/5/2024	1,385.83	ROSALIA PARRA
18870	11/1/2024	Employee: 267; Pay Date: 11/5/2024	548.62	FORTINO PATINO
18871	11/1/2024	Employee: 285; Pay Date: 11/5/2024	1,445.05	ROSALEE RAMOS
18872	11/1/2024	Employee: 298; Pay Date: 11/5/2024	1,271.92	SUSANNA RODRIGUEZ
18873	11/1/2024	Employee: 302; Pay Date: 11/5/2024	1,260.74	ALEJANDRO RUIZ
18874	11/1/2024	Employee: 303; Pay Date: 11/5/2024	1,416.66	REMIGIO REYES
18875	11/1/2024	Employee: 304; Pay Date: 11/5/2024	1,361.14	CARLOS ROSALES
18876	11/1/2024	Employee: 308; Pay Date: 11/5/2024	727.89	JUAN M. RODRIGUEZ-GARZA
18877	11/1/2024	Employee: 313; Pay Date: 11/5/2024	1,111.04	JUAN SALINAS
18878	11/1/2024	Employee: 316; Pay Date: 11/5/2024	1,551.33	FRANCISCO RODRIGUEZ
18879	11/1/2024	Employee: 328; Pay Date: 11/5/2024	928.09	JUAN RODRIGUEZ
18880	11/1/2024	Employee: 347; Pay Date: 11/5/2024	259.74	CYNTHIA VALDES
18881	11/1/2024	Employee: 354; Pay Date: 11/5/2024	1,042.36	SARINA M. URRABAZO
18882	11/1/2024	Employee: 356; Pay Date: 11/5/2024	1,036.32	SABRINA N. ZAMORA
18883	11/1/2024	Employee: 358; Pay Date: 11/5/2024	668.16	EMILIA VASQUEZ
18884	11/1/2024	Employee: 367; Pay Date: 11/5/2024	703.90	SERGIO FUENTES
18885	11/1/2024	Employee: 368; Pay Date: 11/5/2024	213.56	GABRIEL MIRELEZ
18886	11/1/2024	Employee: 101; Pay Date: 11/5/2024	1,302.95	MARY AGUERO
18887	11/1/2024	Employee: 105; Pay Date: 11/5/2024	3,745.61	SARAH H. COOK
18888	11/1/2024	Employee: 144; Pay Date: 11/5/2024	1,917.26	MAGDALENA FLORES

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18889	11/1/2024	Employee: 225; Pay Date: 11/5/2024	2,885.89	CARLOS M. MALLEN
18890	11/1/2024	Employee: 231; Pay Date: 11/5/2024	1,442.07	ARMANDO MARTINEZ
18891	11/1/2024	Employee: 315; Pay Date: 11/5/2024	3,356.15	CYNTHIA RODRIGUEZ
18892	11/1/2024	Employee: 318; Pay Date: 11/5/2024	1,012.86	JESUS A. RODRIGUEZ
18893	11/1/2024	Employee: 331; Pay Date: 11/5/2024	1,371.00	MICHAEL L. SANCHEZ
18894	11/1/2024	Employee: 350; Pay Date: 11/5/2024	1,723.48	FRANCISCO VILLALOBOS
18895	11/1/2024	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
18896	11/1/2024	System Generated Check/Voucher	616.53	OFFICE OF THE ATTORNEY
VOU2025115	11/1/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025116	11/1/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025117	11/1/2024	System Generated Check/Voucher	64.95	CHASE BANK CREDIT CARD
VOU2025118	11/1/2024	System Generated Check/Voucher	752.45	EDGE INFORMATION MANAGEMENT IN
VOU2025119	11/1/2024	System Generated Check/Voucher	213.56	SPECTRUM-TIMEWARNER
VOU2025120	11/1/2024	System Generated Check/Voucher	50.00	STAMP.COM
VOU2025121	11/1/2024	System Generated Check/Voucher	3.32	TEXAS DEPARTMENT OF PUBLIC SAFETY
VOU2025122	11/1/2024	System Generated Check/Voucher	58.60	VARGAS HARDWARE
VOU2025127	11/1/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025142	11/1/2024	System Generated Check/Voucher	1,855.00	SWART EMPLOYEE ECS FUND
VOU2025214	11/1/2024	System Generated Check/Voucher	1,780.34	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025249	11/1/2024	System Generated Check/Voucher	22.57	EDGE INFORMATION MANAGEMENT IN
VOU2025123	11/4/2024	System Generated Check/Voucher	15,591.13	INTERNAL REVENUE SERVICES
VOU2025124	11/4/2024	System Generated Check/Voucher	218.66	TEXAS WORKFORCE COMMISSION - TAX DEPARTMENT
18897	11/5/2024	System Generated Check/Voucher	6,599.86	AGUILAR'S UNIFORMS AND MORE
18898	11/5/2024	System Generated Check/Voucher	200.00	REFUGIO ALVAREZ MARTINEZ
18899	11/5/2024	System Generated Check/Voucher	34.97	MG BUILDING MATERIALS

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18900	11/5/2024	System Generated Check/Voucher	1,056.00	PELOTON
18901	11/5/2024	System Generated Check/Voucher	8,000.00	BENJAMIN RODRIGUEZ III
VOU2025129	11/5/2024	System Generated Check/Voucher	104.08	CITY OF CRYSTAL CITY
VOU2025130	11/5/2024	System Generated Check/Voucher	652.00	CMI
VOU2025131	11/5/2024	System Generated Check/Voucher	4,044.27	ONE AMERICA
VOU2025132	11/5/2024	System Generated Check/Voucher	227.53	SPECTRUM-TIMEWARNER
VOU2025133	11/6/2024	System Generated Check/Voucher	39.60	GATEWAY SERVICES
VOU2025134	11/6/2024	System Generated Check/Voucher	97.43	MICROSOFT
VOU2025135	11/6/2024	System Generated Check/Voucher	90.61	MICROSOFT
VOU2025136	11/6/2024	System Generated Check/Voucher	541.37	MICROSOFT
VOU2025137	11/6/2024	System Generated Check/Voucher	487.47	RELIANT
VOU2025215	11/6/2024	System Generated Check/Voucher	18,586.92	UNITED HEALTHCARE SERVICES
VOU2025140	11/7/2024	System Generated Check/Voucher	805.60	CINTAS CORPORATION
VOU2025141	11/7/2024	System Generated Check/Voucher	8,262.04	TEXAS FLEET FUEL
VOU2025141	11/7/2024	System Generated Check/Voucher	(8,262.04)	TEXAS FLEET FUEL
VOU2025144	11/7/2024	System Generated Check/Voucher	20.19	STAMP.COM
18902	11/12/2024	System Generated Check/Voucher	2,364.14	ANCIRA FORD
18903	11/12/2024	System Generated Check/Voucher	2,887.19	AUTOZONE INC
18904	11/12/2024	System Generated Check/Voucher	1,223.00	BRAVO GLASS SERVICE
18905	11/12/2024	System Generated Check/Voucher	89.11	SARAH COOK
18906	11/12/2024	System Generated Check/Voucher	1,121.22	THE REINALT-THOMAS COMPANY
18907	11/12/2024	System Generated Check/Voucher	5,836.11	O'REILLY AUTO PARTS
18908	11/12/2024	System Generated Check/Voucher	4.00	SECRETARY OF STATE OF TEXAS
18909	11/12/2024	System Generated Check/Voucher	240.15	VARGAS HARDWARE
VOU2025145	11/12/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025146	11/12/2024	System Generated Check/Voucher	120.72	EAGLE PASS WATER WORKS SYSTEM

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025147	11/12/2024	System Generated Check/Voucher	408.35	MERCHANT CARD
VOU2025148	11/12/2024	System Generated Check/Voucher	278.18	UBISTOR, INC
VOU2025156	11/13/2024	System Generated Check/Voucher	8,262.04	TEXAS FLEET FUEL
VOU2025250	11/13/2024	System Generated Check/Voucher	2,508.60	FIRSTNET
VOU2025149	11/14/2024	System Generated Check/Voucher	(340.29)	CMI
VOU2025149	11/14/2024	System Generated Check/Voucher	340.29	CMI
VOU2025150	11/14/2024	System Generated Check/Voucher	53.00	RELIANT
VOU2025191	11/14/2024	System Generated Check/Voucher	330.00	CMI
18910	11/15/2024	Employee: 109; Pay Date: 11/20/2024	1,389.80	MANUEL CERVANTES
18911	11/15/2024	Employee: 111; Pay Date: 11/20/2024	1,156.52	MARIO A. DELGADO
18912	11/15/2024	Employee: 113; Pay Date: 11/20/2024	1,217.50	EDUARDO P. BALDERAS
18913	11/15/2024	Employee: 117; Pay Date: 11/20/2024	801.98	ERIKA DE LA GARZA
18914	11/15/2024	Employee: 122; Pay Date: 11/20/2024	1,249.08	MARIA CAMACHO
18915	11/15/2024	Employee: 125; Pay Date: 11/20/2024	1,128.20	RUBEN ANGUIANO
18916	11/15/2024	Employee: 127; Pay Date: 11/20/2024	1,101.16	JOSE I. CRUZ
18917	11/15/2024	Employee: 128; Pay Date: 11/20/2024	1,171.75	ROBERT ENRIQUEZ JR
18918	11/15/2024	Employee: 137; Pay Date: 11/20/2024	1,247.53	GUILLERMO CANALES
18919	11/15/2024	Employee: 148; Pay Date: 11/20/2024	1,327.51	SANDRA FUENTES
18920	11/15/2024	Employee: 191; Pay Date: 11/20/2024	1,379.92	GERARDO GUTIERREZ
18921	11/15/2024	Employee: 194; Pay Date: 11/20/2024	888.03	AIKO M. HERNANDEZ
18922	11/15/2024	Employee: 204; Pay Date: 11/20/2024	1,167.34	MANUEL GONZALEZ
18923	11/15/2024	Employee: 206; Pay Date: 11/20/2024	442.86	RUFINO JAIMES
18924	11/15/2024	Employee: 210; Pay Date: 11/20/2024	1,746.36	RAUL MACIAS
18925	11/15/2024	Employee: 227; Pay Date: 11/20/2024	1,331.34	JESUS MARTINEZ
18926	11/15/2024	Employee: 244; Pay Date: 11/20/2024	1,573.80	ELIZABETH MARTINEZ
18927	11/15/2024	Employee: 249; Pay Date: 11/20/2024	803.19	ERMINIO MONSIVAIZ

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18928	11/15/2024	Employee: 259; Pay Date: 11/20/2024	799.41	AMANDA I. OLIVO
18929	11/15/2024	Employee: 262; Pay Date: 11/20/2024	1,135.30	MATIAS PARRA
18930	11/15/2024	Employee: 264; Pay Date: 11/20/2024	1,192.36	ROSALIA PARRA
18931	11/15/2024	Employee: 267; Pay Date: 11/20/2024	763.41	FORTINO PATINO
18932	11/15/2024	Employee: 285; Pay Date: 11/20/2024	1,367.54	ROSALEE RAMOS
18933	11/15/2024	Employee: 298; Pay Date: 11/20/2024	1,227.00	SUSANNA RODRIGUEZ
18934	11/15/2024	Employee: 302; Pay Date: 11/20/2024	1,225.29	ALEJANDRO RUIZ
18935	11/15/2024	Employee: 303; Pay Date: 11/20/2024	1,449.93	REMIGIO REYES
18936	11/15/2024	Employee: 304; Pay Date: 11/20/2024	1,088.17	CARLOS ROSALES
18937	11/15/2024	Employee: 308; Pay Date: 11/20/2024	831.64	JUAN M. RODRIGUEZ-GARZA
18938	11/15/2024	Employee: 313; Pay Date: 11/20/2024	1,111.03	JUAN SALINAS
18939	11/15/2024	Employee: 316; Pay Date: 11/20/2024	1,074.16	FRANCISCO RODRIGU[redacted]
18940	11/15/2024	Employee: 328; Pay Date: 11/20/2024	925.50	JUAN RODRIGUEZ
18941	11/15/2024	Employee: 347; Pay Date: 11/20/2024	632.03	CYNTHIA VALDES
18942	11/15/2024	Employee: 354; Pay Date: 11/20/2024	963.15	SARINA M. URRABAZO
18943	11/15/2024	Employee: 356; Pay Date: 11/20/2024	955.90	SABRINA N. ZAMORA
18944	11/15/2024	Employee: 358; Pay Date: 11/20/2024	828.24	EMILIA VASQUEZ
18945	11/15/2024	Employee: 367; Pay Date: 11/20/2024	879.19	SERGIO FUENTES
18946	11/15/2024	Employee: 368; Pay Date: 11/20/2024	904.74	GABRIEL MIRELEZ
18947	11/15/2024	Employee: 369; Pay Date: 11/20/2024	1,000.50	GEORGE SILVA
18947	11/15/2024	Employee: 369; Pay Date: 11/20/2024	(1,000.50)	GEORGE SILVA
18948	11/15/2024	Employee: 370; Pay Date: 11/20/2024	279.94	DAVID MEDINA
18949	11/15/2024	Employee: 101; Pay Date: 11/20/2024	1,192.71	MARY AGUERO
18950	11/15/2024	Employee: 105; Pay Date: 11/20/2024	3,782.47	SARAH H. COOK
18951	11/15/2024	Employee: 144; Pay Date: 11/20/2024	1,927.60	MAGDALENA FLORES
18952	11/15/2024	Employee: 225; Pay Date: 11/20/2024	2,885.90	CARLOS M. MALLEN

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18953	11/15/2024	Employee: 231; Pay Date: 11/20/2024	1,442.07	ARMANDO MARTINEZ
18954	11/15/2024	Employee: 315; Pay Date: 11/20/2024	3,356.15	CYNTHIA RODRIGUEZ
18955	11/15/2024	Employee: 318; Pay Date: 11/20/2024	1,022.87	JESUS A. RODRIGUEZ
18956	11/15/2024	Employee: 331; Pay Date: 11/20/2024	1,371.00	MICHAEL L. SANCHEZ
18957	11/15/2024	Employee: 350; Pay Date: 11/20/2024	1,759.89	FRANCISCO VILLALOBOS
18958	11/15/2024	Employee: 369; Pay Date: 11/15/2024	380.94	GEORGE SILVA
18959	11/15/2024	System Generated Check/Voucher	200.00	MAGDALENA A FLORES
18960	11/15/2024	System Generated Check/Voucher	200.00	SANDRA FUENTES
18961	11/15/2024	System Generated Check/Voucher	50,527.00	SHAH SOFTWARE, INC.
18962	11/15/2024	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
18963	11/15/2024	System Generated Check/Voucher	459.55	OFFICE OF THE ATTORNEY
VOU2025151	11/15/2024	System Generated Check/Voucher	1,503.55	RELIANT
VOU2025152	11/15/2024	System Generated Check/Voucher	1,830.00	SWART EMPLOYEE ECS FUND
VOU2025153	11/15/2024	System Generated Check/Voucher	30.00	TXN BANK
VOU2025157	11/18/2024	System Generated Check/Voucher	32.46	ADOBE
VOU2025158	11/18/2024	System Generated Check/Voucher	270.38	CITY OF UVALDE
VOU2025159	11/18/2024	System Generated Check/Voucher	1,179.04	DOCUMATION, INC.
VOU2025160	11/18/2024	System Generated Check/Voucher	14,792.87	INTERNAL REVENUE SERVICES
VOU2025161	11/18/2024	System Generated Check/Voucher	101.07	KINNEY COUNTY POST
VOU2025162	11/18/2024	System Generated Check/Voucher	2.50	TXN BANK
VOU2025163	11/19/2024	System Generated Check/Voucher	3,795.64	ONE AMERICA
VOU2025164	11/19/2024	System Generated Check/Voucher	262.89	QUILL
VOU2025165	11/19/2024	System Generated Check/Voucher	24.31	RELIANT
VOU2025166	11/19/2024	System Generated Check/Voucher	3,743.84	TEXAS FLEET FUEL
VOU2025167	11/20/2024	System Generated Check/Voucher	747.66	ALLIED COMMUNICATIONS
18964	11/21/2024	System Generated Check/Voucher	227.00	CARLOS MALLEN

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025168	11/22/2024	System Generated Check/Voucher	64.94	ADOBE
VOU2025169	11/22/2024	System Generated Check/Voucher	55.79	WAL-MART
VOU2025170	11/22/2024	System Generated Check/Voucher	30.71	WAL-MART
VOU2025143	11/25/2024	System Generated Check/Voucher	7,538.47	CHASE BANK CREDIT CARD
VOU2025143	11/25/2024	System Generated Check/Voucher	(7,538.47)	CHASE BANK CREDIT CARD
VOU2025143	11/25/2024	System Generated Check/Voucher	7,538.47	CHASE BANK CREDIT CARD
VOU2025171	11/25/2024	System Generated Check/Voucher	404.61	LUNKER'S GRILL
VOU2025192	11/26/2024	System Generated Check/Voucher	221.14	SPECTRUM-TIMEWARNER
18971	11/27/2024	System Generated Check/Voucher	(127.68)	THE FLOWER PATCH
18971	11/27/2024	System Generated Check/Voucher	127.68	THE FLOWER PATCH
VOU2025172	11/27/2024	System Generated Check/Voucher	4,389.44	AT&T
VOU2025175	11/27/2024	System Generated Check/Voucher	102.08	CITY OF CRYSTAL CITY
VOU2025175	11/27/2024	System Generated Check/Voucher	(102.08)	CITY OF CRYSTAL CITY
VOU2025176	11/27/2024	System Generated Check/Voucher	1,496.21	EDGE INFORMATION MANAGEMENT IN
VOU2025176	11/27/2024	System Generated Check/Voucher	(1,496.21)	EDGE INFORMATION MANAGEMENT IN
VOU2025177	11/27/2024	System Generated Check/Voucher	(6,897.32)	TEXAS FLEET FUEL
VOU2025177	11/27/2024	System Generated Check/Voucher	6,897.32	TEXAS FLEET FUEL
VOU2025180	11/27/2024	System Generated Check/Voucher	102.08	CITY OF CRYSTAL CITY
VOU2025181	11/27/2024	System Generated Check/Voucher	759.16	EDGE INFORMATION MANAGEMENT IN
VOU2025182	11/27/2024	System Generated Check/Voucher	6,897.32	TEXAS FLEET FUEL
VOU2025176	11/29/2024	System Generated Check/Voucher	14,314.47	CHASE BANK CREDIT CARD
VOU2025183	11/29/2024	System Generated Check/Voucher	180.93	SPECTRUM-TIMEWARNER
VOU2025188	11/29/2024	System Generated Check/Voucher	47.19	CHASE BANK CREDIT CARD
VOU2025189	11/29/2024	System Generated Check/Voucher	866.55	QUILL
VOU2025190	11/29/2024	System Generated Check/Voucher	0.99	VARGAS HARDWARE
Cleared Checks/Vouchers			358,847.28	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES1124 001	11/1/2024	NOV 2024 CASH RECEIPTS FARES	242.00	
OR1124 001	11/1/2024	NOV 2024 CASH RECEIPTS DONATION	600.00	
SUB1124 001	11/4/2024	NOV 2024 CASH RECEIPTS SUBCONT	524.60	
FARES1124 002	11/5/2024	NOV 2024 CASH RECEIPTS FARES	1,015.00	
FARES1124 003	11/5/2024	NOV 2024 CASH RECEIPTS FARES	284.00	
RENT1124 001	11/5/2024	NOV 2024 CASH RECEIPTS RENT	3,050.43	
SUB1124 002	11/5/2024	NOV 2024 CASH RECEIPTS SUBCONT	99.70	
OR1124 002	11/6/2024	NOV 2024 CASH RECEIPTS GODADDY CREDIT	1,176.35	
SUB1124 003	11/6/2024	NOV 2024 CASH RECEIPTS SUBCONT	546.20	
TXDOT1124 001	11/6/2024	NOV 2024 CASH RECEIPTS SCHOLARSHIP	538.41	
TXDOT1124 002	11/6/2024	NOV 2024 CASH RECEIPTS SUBCONT	538.41	
FARES1124 004	11/7/2024	NOV 2024 CASH RECEIPTS FARES	786.00	
SUB1124 017	11/7/2024	NOV 2024 CASH RECEIPTS SUBCONT	2,046.61	
SUB1124 018	11/7/2024	NOV 2024 CASH RECEIPTS SUBCONT	803.93	
FARES1124 005	11/8/2024	NOV 2024 CASH RECEIPTS FARES	186.00	
RENT1124 002	11/12/2024	NOV 2024 CASH RECEIPTS MET	1,700.00	
SUB1124 004	11/12/2024	NOV 2024 CASH RECEIPTS SUBCONT	3,703.27	
SUB1124 005	11/12/2024	NOV 2024 CASH RECEIPTS SUBCONT	1,645.88	
SUB1124 006	11/12/2024	NOV 2024 CASH RECEIPTS SUBCONT	417.42	
SUB1124 007	11/12/2024	NOV 2024 CASH RECEIPTS SUBCONT	199.40	
SUB1124 008	11/12/2024	NOV 2024 CASH RECEIPTS SUBCONT	69.00	
TXDOT1124 003	11/12/2024	NOV 2024 CASH RECEIPTS FED GY25	61,524.00	
TXDOT1124 004	11/12/2024	NOV 2024 CASH RECEIPTS STATE	53,263.00	
TXDOT1124 005	11/12/2024	NOV 2024 CASH RECEIPTS ED	28,415.00	
TXDOT1124 006	11/12/2024	NOV 2024 CASH RECEIPTS UZA	18,000.00	
TXDOT1124 007	11/12/2024	NOV 2024 CASH RECEIPTS FED GY24	14,758.00	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
TXDOT1124 008	11/12/2024	NOV 2024 CASH RECEIPTS RTAP TRAIN	2,650.00	
TXDOT1124 009	11/12/2024	NOV 2024 CASH RECEIPTS SCHOLAR	538.41	
SUB1124 009	11/13/2024	NOV 2024 CASH RECEIPTS SUBCONT	52.00	
FARES1124 006	11/14/2024	NOV 2024 CASH RECEIPTS SUBCONT	1,789.00	
FARES1124 007	11/15/2024	NOV 2024 CASH RECEIPTS FARES	262.00	
FARES1124 008	11/15/2024	NOV 2024 CASH RECEIPTS FARES	54.50	
OR1124 003	11/15/2024	NOV 2024 CASH RECEIPTS TML CLAIM	2,720.80	
TXDOT1124 010	11/18/2024	NOV 2024 CASH RECEIPTS SCHOLAR-C,RDZ	2,957.98	
FARES1124 009	11/19/2024	NOV 2024 CASH RECEIPTS FARES	1,458.00	
FARES1124 010	11/19/2024	NOV 2024 CASH RECEIPTS FARES	630.00	
FARES1124 011	11/19/2024	NOV 2024 CASH RECEIPTS FARES	154.00	
SUB1124 010	11/20/2024	NOV 2024 CASH RECEIPTS SUBCONT	202.80	
FARES1124 012	11/21/2024	NOV 2024 CASH RECEIPTS SUBCONT	901.00	
FARES1124 013	11/21/2024	NOV 2024 CASH RECEIPTS FARES	110.00	
SUB1124 011	11/21/2024	NOV 2024 CASH RECEIPTS SUBCONT	902.00	
SUB1124 012	11/21/2024	NOV 2024 CASH RECEIPTS SUBCONT	194.00	
SUB1124 013	11/21/2024	NOV 2024 CASH RECEIPTS SUBCONT	4.00	
SUB1124 014	11/22/2024	NOV 2024 CASH RECEIPTS SUBCONT	185.75	
SUB1124 015	11/25/2024	NOV 2024 CASH RECEIPTS SUBCONT	14,104.02	
SUB1124 016	11/25/2024	NOV 2024 CASH RECEIPTS SUBCONT	49.85	
FARES1124 014	11/26/2024	NOV 2024 CASH RECEIPTS FARES	1,486.00	
FARES1124 015	11/26/2024	NOV 2024 CASH RECEIPTS FARES	304.00	
FARES1124 016	11/29/2024	NOV 2024 CASH RECEIPTS FARES	8,628.50	
FARES1124 017	11/29/2024	NOV 2024 CASH RECEIPTS FARES	820.00	
MC1124 001	11/29/2024	NOV 2024 CASH RECEIPTS MC FEES	432.00	
MC1124 002	11/29/2024	NOV 2024 CASH RECEIPTS MC FEES	46.50	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-11
Reconciliation Date: 11/30/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
SUB1124 017	11/29/2024	NOV 2024 CASH RECEIPTS SUBCONT	1,479.20	
Cleared Deposits			239,248.92	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Bank Balance	165,043.74
Less Outstanding Checks/Vouchers	111,642.11
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	53,401.63
Balance Per Books	53,401.63
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

02/03/25
Sfuentes

APPROVED
Sterh 2-3-25

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16892	7/11/2023	System Generated Check/Voucher	6.40	KENISHA LUCIO
19115	12/17/2024	System Generated Check/Voucher	60.00	ELIA FERNANDEZ
19119	12/19/2024	System Generated Check/Voucher	843.44	MODEL 1 COMMERCIAL VEHICLES , INC
19123	12/31/2024	System Generated Check/Voucher	1,577.57	DOCUMATION OF SAN ANTONIO, INC
19124	12/31/2024	System Generated Check/Voucher	55,000.00	SHAH SOFTWARE, INC.
19125	12/31/2024	System Generated Check/Voucher	54,003.00	TRANSTRACK SYSTEMS INC
19126	12/31/2024	System Generated Check/Voucher	151.70	UVALDE LEADER NEWS
Outstanding Checks/Vouchers			111,642.11	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Outstanding Other Cash Items

Document Number	Document Date	Document Description	Document Amount
METLIFE CREDIT DEC 2	12/2/2024	METLIFE CREDIT DEC 2024	0.00
Outstanding Other Cash Items			0.00

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18965	11/27/2024	System Generated Check/Voucher	1,269.32	AUTOZONE INC
18966	11/27/2024	System Generated Check/Voucher	2,082.64	THE REINALT-THOMAS COMPANY
18967	11/27/2024	System Generated Check/Voucher	370.00	ELECTRICIAN SERVICE
18968	11/27/2024	System Generated Check/Voucher	4,317.25	O'REILLY AUTO PARTS
18969	11/27/2024	System Generated Check/Voucher	1.00	SECRETARY OF STATE OF TEXAS
18970	11/27/2024	System Generated Check/Voucher	125.00	RS DESIGN & TECHNOLOGY
18972	11/27/2024	System Generated Check/Voucher	12,054.69	TML
18973	12/2/2024	Employee: 109; Pay Date: 12/5/2024	1,357.11	MANUEL CERVANTES
18974	12/2/2024	Employee: 111; Pay Date: 12/5/2024	985.46	MARIO A. DELGADO
18975	12/2/2024	Employee: 113; Pay Date: 12/5/2024	1,154.06	EDUARDO P. BALDERAS
18976	12/2/2024	Employee: 117; Pay Date: 12/5/2024	678.45	ERIKA DE LA GARZA
18977	12/2/2024	Employee: 122; Pay Date: 12/5/2024	1,174.11	MARIA CAMACHO
18978	12/2/2024	Employee: 125; Pay Date: 12/5/2024	1,117.89	RUBEN ANGUIANO
18979	12/2/2024	Employee: 127; Pay Date: 12/5/2024	1,088.06	JOSE I. CRUZ
18980	12/2/2024	Employee: 128; Pay Date: 12/5/2024	1,434.34	ROBERT ENRIQUEZ JR
18981	12/2/2024	Employee: 137; Pay Date: 12/5/2024	1,442.61	GUILLERMO CANALES
18982	12/2/2024	Employee: 148; Pay Date: 12/5/2024	1,115.43	SANDRA FUENTES
18983	12/2/2024	Employee: 191; Pay Date: 12/5/2024	1,281.84	GERARDO GUTIERREZ
18984	12/2/2024	Employee: 194; Pay Date: 12/5/2024	735.27	AIKO M. HERNANDEZ
18985	12/2/2024	Employee: 204; Pay Date: 12/5/2024	1,159.28	MANUEL GONZALEZ
18986	12/2/2024	Employee: 206; Pay Date: 12/5/2024	1,193.70	RUFINO JAIMES
18987	12/2/2024	Employee: 210; Pay Date: 12/5/2024	1,460.96	RAUL MACIAS
18988	12/2/2024	Employee: 227; Pay Date: 12/5/2024	1,116.19	JESUS MARTINEZ
18989	12/2/2024	Employee: 244; Pay Date: 12/5/2024	1,486.35	ELIZABETH MARTINEZ
18990	12/2/2024	Employee: 259; Pay Date: 12/5/2024	810.96	AMANDA I. OLIVO
18991	12/2/2024	Employee: 262; Pay Date: 12/5/2024	1,208.54	MATIAS PARRA

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18992	12/2/2024	Employee: 264; Pay Date: 12/5/2024	833.77	ROSALIA PARRA
18993	12/2/2024	Employee: 267; Pay Date: 12/5/2024	499.01	FORTINO PATINO
18994	12/2/2024	Employee: 285; Pay Date: 12/5/2024	1,337.07	ROSALEE RAMOS
18995	12/2/2024	Employee: 298; Pay Date: 12/5/2024	1,100.93	SUSANNA RODRIGUEZ
18996	12/2/2024	Employee: 302; Pay Date: 12/5/2024	1,202.73	ALEJANDRO RUIZ
18997	12/2/2024	Employee: 303; Pay Date: 12/5/2024	1,216.74	REMIGIO REYES
18998	12/2/2024	Employee: 304; Pay Date: 12/5/2024	1,380.13	CARLOS ROSALES
18999	12/2/2024	Employee: 308; Pay Date: 12/5/2024	755.96	JUAN M. RODRIGUEZ-GARZA
19000	12/2/2024	Employee: 313; Pay Date: 12/5/2024	1,210.88	JUAN SALINAS
19001	12/2/2024	Employee: 316; Pay Date: 12/5/2024	1,147.82	FRANCISCO RODRIGUEZ
19002	12/2/2024	Employee: 328; Pay Date: 12/5/2024	760.80	JUAN RODRIGUEZ
19003	12/2/2024	Employee: 347; Pay Date: 12/5/2024	526.84	CYNTHIA VALDES
19004	12/2/2024	Employee: 354; Pay Date: 12/5/2024	881.15	SARINA M. URRABAZO
19005	12/2/2024	Employee: 356; Pay Date: 12/5/2024	868.42	SABRINA N. ZAMORA
19006	12/2/2024	Employee: 358; Pay Date: 12/5/2024	804.27	EMILIA VASQUEZ
19007	12/2/2024	Employee: 367; Pay Date: 12/5/2024	871.48	SERGIO FUENTES
19008	12/2/2024	Employee: 368; Pay Date: 12/5/2024	698.40	GABRIEL MIRELEZ
19009	12/2/2024	Employee: 369; Pay Date: 12/5/2024	744.58	GEORGE SILVA
19010	12/2/2024	Employee: 370; Pay Date: 12/5/2024	825.14	DAVID MEDINA
19011	12/2/2024	Employee: 371; Pay Date: 12/5/2024	461.75	SONIA RODRIGUEZ
19012	12/2/2024	Employee: 101; Pay Date: 12/5/2024	1,274.39	MARY AGUERO
19013	12/2/2024	Employee: 105; Pay Date: 12/5/2024	3,972.45	SARAH H. COOK
19014	12/2/2024	Employee: 144; Pay Date: 12/5/2024	2,027.58	MAGDALENA FLORES
19015	12/2/2024	Employee: 225; Pay Date: 12/5/2024	3,042.37	CARLOS M. MALLEN
19016	12/2/2024	Employee: 231; Pay Date: 12/5/2024	1,093.42	ARMANDO MARTINEZ
19017	12/2/2024	Employee: 315; Pay Date: 12/5/2024	3,346.16	CYNTHIA RODRIGUEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19018	12/2/2024	Employee: 318; Pay Date: 12/5/2024	1,072.33	JESUS A. RODRIGUEZ
19019	12/2/2024	Employee: 331; Pay Date: 12/5/2024	1,034.01	MICHAEL L. SANCHEZ
19020	12/2/2024	Employee: 350; Pay Date: 12/5/2024	1,742.67	FRANCISCO VILLALOBOS
VOU2025184	12/2/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025185	12/2/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025186	12/2/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025187	12/2/2024	System Generated Check/Voucher	9.00	WAL-MART
VOU2025251	12/2/2024	System Generated Check/Voucher	1,810.87	METROPOLITAN LIFE INSURANCE COMPANY
19021	12/3/2024	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
VOU2025193	12/3/2024	System Generated Check/Voucher	13,842.20	INTERNAL REVENUE SERVICES
VOU2025194	12/3/2024	System Generated Check/Voucher	90.61	MICROSOFT
VOU2025195	12/3/2024	System Generated Check/Voucher	97.43	MICROSOFT
VOU2025196	12/3/2024	System Generated Check/Voucher	562.97	MICROSOFT
VOU2025197	12/5/2024	System Generated Check/Voucher	32.82	GATEWAY SERVICES
VOU2025198	12/5/2024	System Generated Check/Voucher	288.66	WAL-MART
VOU2025252	12/5/2024	System Generated Check/Voucher	19,150.16	UNITED HEALTHCARE SERVICES
19022	12/6/2024	System Generated Check/Voucher	(200.00)	MARY AGUERO
19022	12/6/2024	System Generated Check/Voucher	200.00	MARY AGUERO
19022	12/6/2024	System Generated Check/Voucher	200.00	MARY AGUERO
19023	12/6/2024	System Generated Check/Voucher	500.00	RUBEN ANGUIANO
19023	12/6/2024	System Generated Check/Voucher	500.00	RUBEN ANGUIANO
19023	12/6/2024	System Generated Check/Voucher	(500.00)	RUBEN ANGUIANO
19024	12/6/2024	System Generated Check/Voucher	(200.00)	EDUARDO P BALDERAS
19024	12/6/2024	System Generated Check/Voucher	200.00	EDUARDO P BALDERAS
19024	12/6/2024	System Generated Check/Voucher	200.00	EDUARDO P BALDERAS
19025	12/6/2024	System Generated Check/Voucher	500.00	MARIA CAMACHO

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19025	12/6/2024	System Generated Check/Voucher	500.00	MARIA CAMACHO
19025	12/6/2024	System Generated Check/Voucher	(500.00)	MARIA CAMACHO
19026	12/6/2024	System Generated Check/Voucher	(500.00)	GUILLERMO CANALES
19026	12/6/2024	System Generated Check/Voucher	500.00	GUILLERMO CANALES
19026	12/6/2024	System Generated Check/Voucher	500.00	GUILLERMO CANALES
19027	12/6/2024	System Generated Check/Voucher	500.00	MANUEL CERVANTES
19027	12/6/2024	System Generated Check/Voucher	500.00	MANUEL CERVANTES
19027	12/6/2024	System Generated Check/Voucher	(500.00)	MANUEL CERVANTES
19028	12/6/2024	System Generated Check/Voucher	(500.00)	SARAH COOK
19028	12/6/2024	System Generated Check/Voucher	500.00	SARAH COOK
19028	12/6/2024	System Generated Check/Voucher	500.00	SARAH COOK
19029	12/6/2024	System Generated Check/Voucher	100.00	MARIO DELGADO
19029	12/6/2024	System Generated Check/Voucher	100.00	MARIO DELGADO
19029	12/6/2024	System Generated Check/Voucher	(100.00)	MARIO DELGADO
19030	12/6/2024	System Generated Check/Voucher	(200.00)	ANNA DIAZ
19030	12/6/2024	System Generated Check/Voucher	200.00	ANNA DIAZ
19030	12/6/2024	System Generated Check/Voucher	200.00	ANNA DIAZ
19031	12/6/2024	System Generated Check/Voucher	500.00	ROBERT ENRIQUEZ JR.
19031	12/6/2024	System Generated Check/Voucher	500.00	ROBERT ENRIQUEZ JR.
19031	12/6/2024	System Generated Check/Voucher	(500.00)	ROBERT ENRIQUEZ JR.
19032	12/6/2024	System Generated Check/Voucher	(100.00)	MAGDALENA A FLORES
19032	12/6/2024	System Generated Check/Voucher	100.00	MAGDALENA A FLORES
19032	12/6/2024	System Generated Check/Voucher	100.00	MAGDALENA A FLORES
19033	12/6/2024	System Generated Check/Voucher	300.00	MANUEL GONZALEZ
19033	12/6/2024	System Generated Check/Voucher	300.00	MANUEL GONZALEZ
19033	12/6/2024	System Generated Check/Voucher	(300.00)	MANUEL GONZALEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19034	12/6/2024	System Generated Check/Voucher	(500.00)	GUTIERREZ, GERARDO
19034	12/6/2024	System Generated Check/Voucher	500.00	GUTIERREZ, GERARDO
19034	12/6/2024	System Generated Check/Voucher	500.00	GUTIERREZ, GERARDO
19035	12/6/2024	System Generated Check/Voucher	100.00	RUFINO JAIMES JR
19035	12/6/2024	System Generated Check/Voucher	100.00	RUFINO JAIMES JR
19035	12/6/2024	System Generated Check/Voucher	(100.00)	RUFINO JAIMES JR
19036	12/6/2024	System Generated Check/Voucher	(500.00)	RAUL MACIAS
19036	12/6/2024	System Generated Check/Voucher	500.00	RAUL MACIAS
19036	12/6/2024	System Generated Check/Voucher	500.00	RAUL MACIAS
19037	12/6/2024	System Generated Check/Voucher	500.00	CARLOS MALLEN
19037	12/6/2024	System Generated Check/Voucher	500.00	CARLOS MALLEN
19037	12/6/2024	System Generated Check/Voucher	(500.00)	CARLOS MALLEN
19038	12/6/2024	System Generated Check/Voucher	(500.00)	ELIZABETH MARTINEZ
19038	12/6/2024	System Generated Check/Voucher	500.00	ELIZABETH MARTINEZ
19038	12/6/2024	System Generated Check/Voucher	500.00	ELIZABETH MARTINEZ
19039	12/6/2024	System Generated Check/Voucher	300.00	MATIAS PARRA
19039	12/6/2024	System Generated Check/Voucher	300.00	MATIAS PARRA
19039	12/6/2024	System Generated Check/Voucher	(300.00)	MATIAS PARRA
19040	12/6/2024	System Generated Check/Voucher	(500.00)	ROSALIA PARRA
19040	12/6/2024	System Generated Check/Voucher	500.00	ROSALIA PARRA
19040	12/6/2024	System Generated Check/Voucher	500.00	ROSALIA PARRA
19041	12/6/2024	System Generated Check/Voucher	500.00	ROSALEE RAMOS
19041	12/6/2024	System Generated Check/Voucher	500.00	ROSALEE RAMOS
19041	12/6/2024	System Generated Check/Voucher	(500.00)	ROSALEE RAMOS
19042	12/6/2024	System Generated Check/Voucher	(500.00)	REYES, REMIGIO
19042	12/6/2024	System Generated Check/Voucher	500.00	REYES, REMIGIO

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19042	12/6/2024	System Generated Check/Voucher	500.00	REYES, REMIGIO
19043	12/6/2024	System Generated Check/Voucher	400.00	JESUS RODRIGUEZ
19043	12/6/2024	System Generated Check/Voucher	400.00	JESUS RODRIGUEZ
19043	12/6/2024	System Generated Check/Voucher	(400.00)	JESUS RODRIGUEZ
19044	12/6/2024	System Generated Check/Voucher	(250.00)	JUAN RODRIGUEZ-GARZA
19044	12/6/2024	System Generated Check/Voucher	250.00	JUAN RODRIGUEZ-GARZA
19044	12/6/2024	System Generated Check/Voucher	250.00	JUAN RODRIGUEZ-GARZA
19045	12/6/2024	System Generated Check/Voucher	100.00	SUSANNA RODRIGUEZ
19045	12/6/2024	System Generated Check/Voucher	100.00	SUSANNA RODRIGUEZ
19045	12/6/2024	System Generated Check/Voucher	(100.00)	SUSANNA RODRIGUEZ
19046	12/6/2024	System Generated Check/Voucher	(500.00)	CYNTHIA RODRIGUEZ
19046	12/6/2024	System Generated Check/Voucher	500.00	CYNTHIA RODRIGUEZ
19046	12/6/2024	System Generated Check/Voucher	500.00	CYNTHIA RODRIGUEZ
19047	12/6/2024	System Generated Check/Voucher	300.00	CARLOS ROSALES
19047	12/6/2024	System Generated Check/Voucher	300.00	CARLOS ROSALES
19047	12/6/2024	System Generated Check/Voucher	(300.00)	CARLOS ROSALES
19048	12/6/2024	System Generated Check/Voucher	(500.00)	ALEJANDRO RUIZ
19048	12/6/2024	System Generated Check/Voucher	500.00	ALEJANDRO RUIZ
19048	12/6/2024	System Generated Check/Voucher	500.00	ALEJANDRO RUIZ
19049	12/6/2024	System Generated Check/Voucher	500.00	FRANK VILLALOBOS
19049	12/6/2024	System Generated Check/Voucher	500.00	FRANK VILLALOBOS
19049	12/6/2024	System Generated Check/Voucher	(500.00)	FRANK VILLALOBOS
19050	12/6/2024	System Generated Check/Voucher	(100.00)	SABRINA ZAMORA
19050	12/6/2024	System Generated Check/Voucher	100.00	SABRINA ZAMORA
19050	12/6/2024	System Generated Check/Voucher	100.00	SABRINA ZAMORA
19051	12/6/2024	System Generated Check/Voucher	900.00	JORGE BRUNO

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19052	12/6/2024	System Generated Check/Voucher	3,525.00	EMMANUEL LUNA
19053	12/6/2024	System Generated Check/Voucher	200.00	REFUGIO ALVAREZ MARTINEZ
19054	12/6/2024	System Generated Check/Voucher	8,000.00	BENJAMIN RODRIGUEZ III
19111	12/6/2024	System Generated Check/Voucher	2,368.42	THE REINALT-THOMAS COMPANY
VOU2025199	12/6/2024	System Generated Check/Voucher	3,652.94	ONE AMERICA
VOU2025200	12/6/2024	System Generated Check/Voucher	451.12	RELIANT
VOU2025201	12/6/2024	System Generated Check/Voucher	150.00	WAL-MART
VOU2025202	12/9/2024	System Generated Check/Voucher	1,124.97	CINTAS CORPORATION
VOU2025203	12/9/2024	System Generated Check/Voucher	115.30	EAGLE PASS WATER WORKS SYSTEM
VOU2025204	12/9/2024	System Generated Check/Voucher	20.19	STAMP.COM
19055	12/10/2024	System Generated Check/Voucher	2,150.00	JUAN ANTONIO RODRIGUEZ
VOU2025210	12/10/2024	System Generated Check/Voucher	21.64	ADOBE
VOU2025211	12/10/2024	System Generated Check/Voucher	402.00	CMI
VOU2025212	12/10/2024	System Generated Check/Voucher	965.05	LONE STAR EQUIPMENT AND TOOL SOLUTIONS
VOU2025213	12/10/2024	System Generated Check/Voucher	359.36	MERCHANT CARD
VOU2025205	12/11/2024	System Generated Check/Voucher	278.18	UBISTOR, INC
19056	12/12/2024	System Generated Check/Voucher	8,000.00	JUAN ANTONIO RODRIGUEZ
VOU2025206	12/12/2024	System Generated Check/Voucher	127.62	WAL-MART
VOU2025207	12/13/2024	System Generated Check/Voucher	2,464.77	FIRSTNET
VOU2025208	12/13/2024	System Generated Check/Voucher	213.56	SPECTRUM-TIMEWARNER
VOU2025209	12/13/2024	System Generated Check/Voucher	2,681.77	TEXAS FLEET FUEL
19057	12/16/2024	Employee: 109; Pay Date: 12/20/2024	1,357.10	MANUEL CERVANTES
19058	12/16/2024	Employee: 111; Pay Date: 12/20/2024	980.72	MARIO A. DELGADO
19059	12/16/2024	Employee: 113; Pay Date: 12/20/2024	1,108.14	EDUARDO P. BALDERAS
19060	12/16/2024	Employee: 117; Pay Date: 12/20/2024	869.66	ERIKA DE LA GARZA
19061	12/16/2024	Employee: 122; Pay Date: 12/20/2024	1,174.10	MARIA CAMACHO

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19062	12/16/2024	Employee: 125; Pay Date: 12/20/2024	1,117.90	RUBEN ANGUIANO
19063	12/16/2024	Employee: 127; Pay Date: 12/20/2024	1,088.06	JOSE I. CRUZ
19064	12/16/2024	Employee: 128; Pay Date: 12/20/2024	1,159.16	ROBERT ENRIQUEZ JR
19065	12/16/2024	Employee: 136; Pay Date: 12/20/2024	146.97	ANNA R. DIAZ
19066	12/16/2024	Employee: 137; Pay Date: 12/20/2024	1,322.52	GUILLERMO CANALES
19067	12/16/2024	Employee: 148; Pay Date: 12/20/2024	1,337.51	SANDRA FUENTES
19068	12/16/2024	Employee: 191; Pay Date: 12/20/2024	1,297.18	GERARDO GUTIERREZ
19069	12/16/2024	Employee: 194; Pay Date: 12/20/2024	890.91	AIKO M. HERNANDEZ
19070	12/16/2024	Employee: 204; Pay Date: 12/20/2024	1,005.92	MANUEL GONZALEZ
19071	12/16/2024	Employee: 206; Pay Date: 12/20/2024	445.49	RUFINO JAIMES
19072	12/16/2024	Employee: 210; Pay Date: 12/20/2024	1,572.46	RAUL MACIAS
19073	12/16/2024	Employee: 227; Pay Date: 12/20/2024	1,073.77	JESUS MARTINEZ
19074	12/16/2024	Employee: 244; Pay Date: 12/20/2024	1,417.62	ELIZABETH MARTINEZ
19075	12/16/2024	Employee: 259; Pay Date: 12/20/2024	880.21	AMANDA I. OLIVO
19076	12/16/2024	Employee: 262; Pay Date: 12/20/2024	1,181.78	MATIAS PARRA
19077	12/16/2024	Employee: 264; Pay Date: 12/20/2024	1,285.19	ROSALIA PARRA
19078	12/16/2024	Employee: 267; Pay Date: 12/20/2024	604.55	FORTINO PATINO
19079	12/16/2024	Employee: 285; Pay Date: 12/20/2024	1,204.91	ROSALEE RAMOS
19080	12/16/2024	Employee: 298; Pay Date: 12/20/2024	1,016.90	SUSANNA RODRIGUEZ
19081	12/16/2024	Employee: 302; Pay Date: 12/20/2024	1,054.50	ALEJANDRO RUIZ
19082	12/16/2024	Employee: 303; Pay Date: 12/20/2024	1,147.30	REMIGIO REYES
19083	12/16/2024	Employee: 304; Pay Date: 12/20/2024	1,188.18	CARLOS ROSALES
19084	12/16/2024	Employee: 308; Pay Date: 12/20/2024	783.46	JUAN M. RODRIGUEZ-GARZA
19085	12/16/2024	Employee: 313; Pay Date: 12/20/2024	1,220.91	JUAN SALINAS
19086	12/16/2024	Employee: 316; Pay Date: 12/20/2024	1,277.95	FRANCISCO RODRIGUEZ
19087	12/16/2024	Employee: 328; Pay Date: 12/20/2024	768.54	JUAN RODRIGUEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19088	12/16/2024	Employee: 347; Pay Date: 12/20/2024	308.13	CYNTHIA VALDES
19089	12/16/2024	Employee: 354; Pay Date: 12/20/2024	878.32	SARINA M. URRABAZO
19090	12/16/2024	Employee: 356; Pay Date: 12/20/2024	840.10	SABRINA N. ZAMORA
19091	12/16/2024	Employee: 358; Pay Date: 12/20/2024	875.47	EMILIA VASQUEZ
19092	12/16/2024	Employee: 367; Pay Date: 12/20/2024	903.64	SERGIO FUENTES
19093	12/16/2024	Employee: 368; Pay Date: 12/20/2024	877.32	GABRIEL MIRELEZ
19094	12/16/2024	Employee: 369; Pay Date: 12/20/2024	923.50	GEORGE SILVA
19095	12/16/2024	Employee: 370; Pay Date: 12/20/2024	481.96	DAVID MEDINA
19096	12/16/2024	Employee: 371; Pay Date: 12/20/2024	865.78	SONIA RODRIGUEZ
19097	12/16/2024	Employee: 101; Pay Date: 12/20/2024	1,274.38	MARY AGUERO
19098	12/16/2024	Employee: 105; Pay Date: 12/20/2024	3,972.47	SARAH H. COOK
19099	12/16/2024	Employee: 144; Pay Date: 12/20/2024	2,027.59	MAGDALENA FLORES
19100	12/16/2024	Employee: 225; Pay Date: 12/20/2024	3,055.90	CARLOS M. MALLEN
19101	12/16/2024	Employee: 231; Pay Date: 12/20/2024	1,442.07	ARMANDO MARTINEZ
19102	12/16/2024	Employee: 315; Pay Date: 12/20/2024	3,346.14	CYNTHIA RODRIGUEZ
19103	12/16/2024	Employee: 318; Pay Date: 12/20/2024	1,072.87	JESUS A. RODRIGUEZ
19104	12/16/2024	Employee: 331; Pay Date: 12/20/2024	1,371.00	MICHAEL L. SANCHEZ
19105	12/16/2024	Employee: 350; Pay Date: 12/20/2024	1,745.90	FRANCISCO VILLALOBOS
19106	12/16/2024	System Generated Check/Voucher	846.83	AGUILAR'S UNIFORMS AND MORE
19107	12/16/2024	System Generated Check/Voucher	943.43	ANCIRA FORD
19108	12/16/2024	System Generated Check/Voucher	442.18	OFFICE OF THE ATTORNEY
19109	12/16/2024	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
19110	12/16/2024	System Generated Check/Voucher	2,114.99	AUTOZONE INC
19111	12/16/2024	System Generated Check/Voucher	2,368.42	THE REINALT-THOMAS COMPANY
19111	12/16/2024	System Generated Check/Voucher	(2,368.42)	THE REINALT-THOMAS COMPANY
19112	12/16/2024	System Generated Check/Voucher	145.48	EDGE INFORMATION MANAGEMENT IN

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19113	12/16/2024	System Generated Check/Voucher	82.11	O'REILLY AUTO PARTS
19114	12/16/2024	System Generated Check/Voucher	217.68	THE FLOWER PATCH
VOU2025216	12/16/2024	System Generated Check/Voucher	14,019.55	INTERNAL REVENUE SERVICES
VOU2025217	12/16/2024	System Generated Check/Voucher	21.00	TEXAS DIAMOND GARAGE INC.
VOU2025218	12/17/2024	System Generated Check/Voucher	37.87	WAL-MART
VOU2025235	12/17/2024	System Generated Check/Voucher	1,179.04	DOCUMATION, INC.
VOU2025223	12/18/2024	System Generated Check/Voucher	32.46	ADOBE
VOU2025224	12/18/2024	System Generated Check/Voucher	272.17	CITY OF UVALDE
VOU2025225	12/18/2024	System Generated Check/Voucher	6.50	DOLLAR GENERAL
VOU2025226	12/18/2024	System Generated Check/Voucher	7.25	KWIK KAR
VOU2025227	12/18/2024	System Generated Check/Voucher	3,592.21	ONE AMERICA
VOU2025228	12/18/2024	System Generated Check/Voucher	136.66	QUILL
VOU2025229	12/18/2024	System Generated Check/Voucher	1,460.55	RELIANT
VOU2025230	12/18/2024	System Generated Check/Voucher	53.00	RELIANT
19116	12/19/2024	System Generated Check/Voucher	9,899.99	AUTOZONE INC
19117	12/19/2024	System Generated Check/Voucher	1,160.28	THE REINALT-THOMAS COMPANY
19118	12/19/2024	System Generated Check/Voucher	275.00	GD CUSTOM WELDING SHOP
19120	12/19/2024	System Generated Check/Voucher	437.83	O'REILLY AUTO PARTS
19121	12/19/2024	System Generated Check/Voucher	12,054.69	TML
19122	12/19/2024	System Generated Check/Voucher	2,409.26	VARGAS HARDWARE
VOU2025219	12/20/2024	System Generated Check/Voucher	747.66	ALLIED COMMUNICATIONS
VOU2025220	12/20/2024	System Generated Check/Voucher	5.10	RMA TOLL PROCESSING
VOU2025221	12/20/2024	System Generated Check/Voucher	21.65	STARBUCKS
VOU2025222	12/20/2024	System Generated Check/Voucher	3,154.17	TEXAS FLEET FUEL
VOU2025231	12/23/2024	System Generated Check/Voucher	4,679.80	AT&T
VOU2025232	12/23/2024	System Generated Check/Voucher	20.04	RELIANT

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025233	12/23/2024	System Generated Check/Voucher	32.00	UVALDE COUNTY TAX ASSESSOR
VOU2025236	12/23/2024	System Generated Check/Voucher	64.94	ADOBE
VOU2025237	12/23/2024	System Generated Check/Voucher	104.08	CITY OF CRYSTAL CITY
VOU2025234	12/24/2024	System Generated Check/Voucher	221.14	SPECTRUM-TIMEWARNER
VOU2025238	12/30/2024	System Generated Check/Voucher	180.93	SPECTRUM-TIMEWARNER
VOU2025246	12/30/2024	System Generated Check/Voucher	18,387.93	CHASE BANK CREDIT CARD
Cleared Checks/Vouchers			303,338.85	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES1224 001	12/2/2024	DEC 2024 CASH RECEIPTS FARES	89.00	
FARES1224 002	12/3/2024	DEC 2024 CASH RECEIPTS FARES	684.00	
FARES1224 003	12/3/2024	DEC 2024 CASH RECEIPTS FARES	675.00	
SUB1224 001	12/4/2024	DEC 2024 CASH RECEIPTS SUBCONT	196.60	
TXDOT1224 001	12/4/2024	DEC 2024 CASH RECEIPTS RTAP 508	7,434.00	
DON1224 001	12/5/2024	DEC 2024 CASH RECEIPTS HUITT	500.00	
FARES1224 004	12/5/2024	DEC 2024 CASH RECEIPTS FARES	814.00	
FARES1224 005	12/5/2024	DEC 2024 CASH RECEIPTS FARES	305.00	
OR1224 001	12/5/2024	DEC 2024 CASH RECEIPTS TML CLAIM	1,269.60	
OR1224 002	12/5/2024	DEC 2024 CASH RECEIPTS DOCUMATION REFUND	322.49	
FARES1224 006	12/6/2024	DEC 2024 CASH RECEIPTS FARES	362.00	
RENT1224 001	12/6/2024	DEC 2024 CASH RECEIPTS AVANCE	3,050.43	
SUB1224 002	12/6/2024	DEC 2024 CASH RECEIPTS SUBCONT	933.80	
SUB1224 003	12/6/2024	DEC 2024 CASH RECEIPTS SUBCONT	64.40	
SUB1224 004	12/9/2024	DEC 2024 CASH RECEIPTS SUBCONT	168.60	
DON1224 002	12/10/2024	DEC 2024 CASH RECEIPTS DONATION	150.00	
FARES1224 007	12/10/2024	DEC 2024 CASH RECEIPTS FARES	1,147.00	
OR1224 003	12/10/2024	DEC 2024 CASH RECEIPTS FUNDRAISER	1,061.50	
RENT1224 002	12/10/2024	DEC 2024 CASH RECEIPTS MET/RENT	1,700.00	
SUB1224 005	12/10/2024	DEC 2024 CASH RECEIPTS SUBCONT	385.24	
FARES1224 008	12/11/2024	DEC 2024 CASH RECEIPTS FARES	257.00	
SUB1224 006	12/11/2024	DEC 2024 CASH RECEIPTS SUBCONT	570.60	
FARES1224 009	12/12/2024	DEC 2024 CASH RECEIPTS FARES	740.00	
FARES1224 010	12/12/2024	DEC 2024 CASH RECEIPTS FARES	165.50	
TXDOT1224 002	12/12/2024	DEC 2024 CASH RECEIPTS FEDERAL	73,488.00	
TXDOT1224 003	12/12/2024	DEC 2024 CASH RECEIPTS STATE	63,374.00	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
TXDOT1224 004	12/12/2024	DEC 2024 CASH RECEIPTS ED REV	44,524.00	
TXDOT1224 005	12/12/2024	DEC 2024 CASH RECEIPTS RURAL -UV EQUIP	31,003.00	
TXDOT1224 006	12/12/2024	DEC 2024 CASH RECEIPTS ED REV GY24	30,420.00	
TXDOT1224 007	12/12/2024	DEC 2024 CASH RECEIPTS UZA REV	15,767.00	
TXDOT1224 008	12/12/2024	DEC 2024 CASH RECEIPTS EXP REV	1,803.00	
FARES1224 011	12/13/2024	DEC 2024 CASH RECEIPTS FARES	117.00	
TXDOT1224 009	12/13/2024	DEC 2024 CASH RECEIPTS BUS WRAP	2,600.00	
SUB1224 010	12/16/2024	DEC 2024 CASH RECEIPTS SUBCONT	1,628.60	
FARES1224 012	12/17/2024	DEC 2024 CASH RECEIPTS FARES	1,543.00	
FARES1224 013	12/17/2024	DEC 2024 CASH RECEIPTS FARES	150.00	
SUB1224 007	12/17/2024	DEC 2024 CASH RECEIPTS SUBCONT	1,645.88	
SUB1224 008	12/17/2024	DEC 2024 CASH RECEIPTS SUBCONT	889.77	
DON1224 003	12/18/2024	DEC 2024 CASH RECEIPTS HOLIDAY FUNDR	250.00	
SUB1224 009	12/18/2024	DEC 2024 CASH RECEIPTS SUBCONT	12.00	
TXDOT1224 010	12/18/2024	DEC 2024 CASH RECEIPTS FEDERAL	9,957.00	
FARES1224 014	12/19/2024	DEC 2024 CASH RECEIPTS FARES	787.00	
FARES1224 015	12/19/2024	DEC 2024 CASH RECEIPTS FARES	89.00	
TXDOT1224 011	12/19/2024	DEC 2024 CASH RECEIPTS M.FLORES SCHOLAR	308.38	
TXDOT1224 012	12/19/2024	DEC 2024 CASH RECEIPTS S.FUENTES SCHOLAR	308.38	
SUB1224 013	12/20/2024	DEC 2024 CASH RECEIPTS SUBCONT	371.37	
SUB1224 011	12/26/2024	DEC 2024 CASH RECEIPTS	1,487.00	
SUB1224 012	12/26/2024	DEC 2024 CASH RECEIPTS SUBCONT	630.00	
FARES1224 016	12/27/2024	DEC 2024 CASH RECEIPTS FARES	2,530.30	
FARES1224 017	12/27/2024	DEC 2024 CASH RECEIPTS FARES	106.00	
FARES1224 018	12/27/2024	DEC 2024 CASH RECEIPTS FARES	80.61	
FARES1224 019	12/31/2024	DEC 2024 CASH RECEIPTS FARES	190.00	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2024-12
Reconciliation Date: 12/31/2024
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES1224 020 7947.6	12/31/2024	DEC 2024 CASH RECEIPTS FARES	7,947.60	
MC1224 001	12/31/2024	DEC 2024 CASH RECEIPTS MC FEES	6.00	
MC1224 002	12/31/2024	DEC 2024 CASH RECEIPTS MC FEES	381.00	
SUB1224 014	12/31/2024	DEC 2024 CASH RECEIPTS SUBCONT	205.60	
Cleared Deposits			317,646.25	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Summary

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Bank Balance	151,930.72
Less Outstanding Checks/Vouchers	92,929.94
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	245.80
Reconciled Bank Balance	59,246.58
Balance Per Books	59,246.58
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Fuentes
03/05/25

APPROVED
3-14-25

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16892	7/11/2023	System Generated Check/Voucher	6.40	KENISHA LUCIO
19124	12/31/2024	System Generated Check/Voucher	55,000.00	SHAH SOFTWARE, INC.
19229	1/17/2025	System Generated Check/Voucher	481.90	ELECTRICIAN SERVICE
19241	1/24/2025	System Generated Check/Voucher	1,015.22	ANCIRA FORD
19242	1/24/2025	System Generated Check/Voucher	75.00	BEE GREEN OIL & FILTER DISPOSAL
19244	1/24/2025	System Generated Check/Voucher	2,258.02	O'REILLY AUTO PARTS
19246	1/31/2025	System Generated Check/Voucher	10,374.07	AUTOZONE INC
19247	1/31/2025	System Generated Check/Voucher	2,309.72	THE REINALT-THOMAS COMPANY
19249	1/31/2025	System Generated Check/Voucher	175.13	O'REILLY AUTO PARTS
19250	1/31/2025	System Generated Check/Voucher	590.81	QUILL
19251	1/31/2025	System Generated Check/Voucher	20,643.67	TML
Outstanding Checks/Vouchers			92,929.94	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Outstanding Suspense Items

Item Number	Date	Description	Amount
01292025	1/29/2025	KALAHARI CHARGE/REVERSAL PENDING	245.80
Outstanding Suspense Items			245.80

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19115	12/17/2024	System Generated Check/Voucher	60.00	ELIA FERNANDEZ
19119	12/19/2024	System Generated Check/Voucher	843.44	MODEL 1 COMMERCIAL VEHICLES , INC
19123	12/31/2024	System Generated Check/Voucher	1,577.57	DOCUMATION OF SAN ANTONIO, INC
19125	12/31/2024	System Generated Check/Voucher	54,003.00	TRANSTRACK SYSTEMS INC
19126	12/31/2024	System Generated Check/Voucher	151.70	UVALDE LEADER NEWS
19127	1/2/2025	Employee: 109; Pay Date: 1/5/2025	1,613.45	MANUEL CERVANTES
19128	1/2/2025	Employee: 111; Pay Date: 1/5/2025	1,183.44	MARIO A. DELGADO
19129	1/2/2025	Employee: 113; Pay Date: 1/5/2025	1,172.85	EDUARDO P. BALDERAS
19130	1/2/2025	Employee: 117; Pay Date: 1/5/2025	540.53	ERIKA DE LA GARZA
19131	1/2/2025	Employee: 122; Pay Date: 1/5/2025	1,403.78	MARIA CAMACHO
19132	1/2/2025	Employee: 125; Pay Date: 1/5/2025	1,317.89	RUBEN ANGUIANO
19133	1/2/2025	Employee: 127; Pay Date: 1/5/2025	1,289.14	JOSE I. CRUZ
19134	1/2/2025	Employee: 128; Pay Date: 1/5/2025	1,758.14	ROBERT ENRIQUEZ JR
19135	1/2/2025	Employee: 137; Pay Date: 1/5/2025	1,562.71	GUILLERMO CANALES
19136	1/2/2025	Employee: 148; Pay Date: 1/5/2025	1,278.21	SANDRA FUENTES
19137	1/2/2025	Employee: 191; Pay Date: 1/5/2025	1,523.48	GERARDO GUTIERREZ
19138	1/2/2025	Employee: 194; Pay Date: 1/5/2025	703.57	AIKO M. HERNANDEZ
19139	1/2/2025	Employee: 204; Pay Date: 1/5/2025	1,165.37	MANUEL GONZALEZ
19140	1/2/2025	Employee: 206; Pay Date: 1/5/2025	619.93	RUFINO JAIMES
19141	1/2/2025	Employee: 210; Pay Date: 1/5/2025	1,746.36	RAUL MACIAS
19142	1/2/2025	Employee: 227; Pay Date: 1/5/2025	1,386.19	JESUS MARTINEZ
19143	1/2/2025	Employee: 244; Pay Date: 1/5/2025	1,692.54	ELIZABETH MARTINEZ
19144	1/2/2025	Employee: 259; Pay Date: 1/5/2025	640.68	AMANDA I. OLIVO
19145	1/2/2025	Employee: 262; Pay Date: 1/5/2025	1,422.60	MATIAS PARRA
19146	1/2/2025	Employee: 264; Pay Date: 1/5/2025	1,407.02	ROSALIA PARRA
19147	1/2/2025	Employee: 267; Pay Date: 1/5/2025	550.16	FORTINO PATINO

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19148	1/2/2025	Employee: 285; Pay Date: 1/5/2025	1,488.83	ROSALEE RAMOS
19149	1/2/2025	Employee: 298; Pay Date: 1/5/2025	1,330.98	SUSANNA RODRIGUEZ
19150	1/2/2025	Employee: 302; Pay Date: 1/5/2025	1,273.63	ALEJANDRO RUIZ
19151	1/2/2025	Employee: 303; Pay Date: 1/5/2025	1,404.75	REMIGIO REYES
19152	1/2/2025	Employee: 304; Pay Date: 1/5/2025	1,568.17	CARLOS ROSALES
19153	1/2/2025	Employee: 308; Pay Date: 1/5/2025	721.55	JUAN M. RODRIGUEZ-GARZA
19154	1/2/2025	Employee: 313; Pay Date: 1/5/2025	1,368.07	JUAN SALINAS
19155	1/2/2025	Employee: 316; Pay Date: 1/5/2025	1,502.73	FRANCISCO RODRIGUEZ
19156	1/2/2025	Employee: 328; Pay Date: 1/5/2025	910.07	JUAN RODRIGUEZ
19157	1/2/2025	Employee: 354; Pay Date: 1/5/2025	1,067.81	SARINA M. URRABAZO
19158	1/2/2025	Employee: 356; Pay Date: 1/5/2025	1,101.62	SABRINA N. ZAMORA
19159	1/2/2025	Employee: 358; Pay Date: 1/5/2025	755.67	EMILIA VASQUEZ
19160	1/2/2025	Employee: 367; Pay Date: 1/5/2025	840.59	SERGIO FUENTES
19161	1/2/2025	Employee: 368; Pay Date: 1/5/2025	865.78	GABRIEL MIRELEZ
19162	1/2/2025	Employee: 369; Pay Date: 1/5/2025	646.45	GEORGE SILVA
19163	1/2/2025	Employee: 370; Pay Date: 1/5/2025	1,019.21	DAVID MEDINA
19164	1/2/2025	Employee: 371; Pay Date: 1/5/2025	646.45	SONIA RODRIGUEZ
19165	1/2/2025	Employee: 101; Pay Date: 1/5/2025	1,274.39	MARY AGUERO
19166	1/2/2025	Employee: 105; Pay Date: 1/5/2025	3,972.45	SARAH H. COOK
19167	1/2/2025	Employee: 144; Pay Date: 1/5/2025	2,027.58	MAGDALENA FLORES
19168	1/2/2025	Employee: 225; Pay Date: 1/5/2025	3,025.89	CARLOS M. MALLEN
19169	1/2/2025	Employee: 231; Pay Date: 1/5/2025	956.75	ARMANDO MARTINEZ
19170	1/2/2025	Employee: 315; Pay Date: 1/5/2025	3,346.14	CYNTHIA RODRIGUEZ
19171	1/2/2025	Employee: 318; Pay Date: 1/5/2025	1,052.87	JESUS A. RODRIGUEZ
19172	1/2/2025	Employee: 331; Pay Date: 1/5/2025	913.98	MICHAEL L. SANCHEZ
19173	1/2/2025	Employee: 350; Pay Date: 1/5/2025	1,715.90	FRANCISCO VILLALOBOS

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025239	1/2/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025240	1/2/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025241	1/2/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025293	1/2/2025	System Generated Check/Voucher	1,871.34	METROPOLITAN LIFE INSURANCE COMPANY
19174	1/3/2025	System Generated Check/Voucher	636.62	OFFICE OF THE ATTORNEY
19175	1/3/2025	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
19176	1/3/2025	System Generated Check/Voucher	200.00	REFUGIO ALVAREZ MARTINEZ
19177	1/3/2025	System Generated Check/Voucher	8,000.00	BENJAMIN RODRIGUEZ III
VOU2025242	1/3/2025	System Generated Check/Voucher	15,320.36	INTERNAL REVENUE SERVICES
VOU2025243	1/3/2025	System Generated Check/Voucher	90.61	MICROSOFT
VOU2025244	1/3/2025	System Generated Check/Voucher	554.45	MICROSOFT
VOU2025245	1/3/2025	System Generated Check/Voucher	97.43	MICROSOFT
VOU2025248	1/3/2025	System Generated Check/Voucher	10.80	WAL-MART
VOU2025247	1/6/2025	System Generated Check/Voucher	4,036.19	ONE AMERICA
VOU2025253	1/7/2025	System Generated Check/Voucher	634.96	DELUXE BUSINESS FORMS
VOU2025254	1/7/2025	System Generated Check/Voucher	29.76	GATEWAY SERVICES
VOU2025255	1/7/2025	System Generated Check/Voucher	20.19	STAMP.COM
VOU2025256	1/7/2025	System Generated Check/Voucher	7,446.29	TEXAS FLEET FUEL
VOU2025257	1/7/2025	System Generated Check/Voucher	109.64	UVALDE COUNTY TAX ASSESSOR
VOU2025310	1/7/2025	System Generated Check/Voucher	14,081.00	UNITED HEALTHCARE SERVICES
VOU2025258	1/8/2025	System Generated Check/Voucher	879.88	CINTAS CORPORATION
VOU2025259	1/8/2025	System Generated Check/Voucher	386.70	RELIANT
VOU2025260	1/10/2025	System Generated Check/Voucher	242.02	QUILL
VOU2025261	1/10/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025262	1/10/2025	System Generated Check/Voucher	285.98	MERCHANT CARD
VOU2025263	1/13/2025	System Generated Check/Voucher	75.73	DE BONA BIBB SUPPLY CO, INC

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025264	1/13/2025	System Generated Check/Voucher	120.72	EAGLE PASS WATER WORKS SYSTEM
VOU2025265	1/13/2025	System Generated Check/Voucher	213.56	SPECTRUM-TIMEWARNER
VOU2025266	1/13/2025	System Generated Check/Voucher	73.88	TEXAS DEPARTMENT OF PUBLIC SAFETY
VOU2025267	1/14/2025	System Generated Check/Voucher	2,464.61	FIRSTNET
VOU2025268	1/14/2025	System Generated Check/Voucher	20.54	SECRETARY OF STATE OF TEXAS
VOU2025288	1/15/2025	System Generated Check/Voucher	861.25	MICROIX
VOU2025289	1/15/2025	System Generated Check/Voucher	1,900.54	TEXAS FLEET FUEL
VOU2025290	1/15/2025	System Generated Check/Voucher	278.18	UBISTOR, INC
19178	1/16/2025	Employee: 109; Pay Date: 1/20/2025	1,369.70	MANUEL CERVANTES
19179	1/16/2025	Employee: 111; Pay Date: 1/20/2025	1,001.09	MARIO A. DELGADO
19180	1/16/2025	Employee: 113; Pay Date: 1/20/2025	941.68	EDUARDO P. BALDERAS
19181	1/16/2025	Employee: 117; Pay Date: 1/20/2025	817.08	ERIKA DE LA GARZA
19182	1/16/2025	Employee: 122; Pay Date: 1/20/2025	1,239.07	MARIA CAMACHO
19183	1/16/2025	Employee: 125; Pay Date: 1/20/2025	1,093.19	RUBEN ANGUIANO
19184	1/16/2025	Employee: 127; Pay Date: 1/20/2025	1,032.04	JOSE I. CRUZ
19185	1/16/2025	Employee: 128; Pay Date: 1/20/2025	1,089.18	ROBERT ENRIQUEZ JR
19186	1/16/2025	Employee: 137; Pay Date: 1/20/2025	1,373.86	GUILLERMO CANALES
19187	1/16/2025	Employee: 148; Pay Date: 1/20/2025	1,356.72	SANDRA FUENTES
19188	1/16/2025	Employee: 191; Pay Date: 1/20/2025	1,431.28	GERARDO GUTIERREZ
19189	1/16/2025	Employee: 194; Pay Date: 1/20/2025	932.59	AIKO M. HERNANDEZ
19190	1/16/2025	Employee: 204; Pay Date: 1/20/2025	1,000.42	MANUEL GONZALEZ
19191	1/16/2025	Employee: 206; Pay Date: 1/20/2025	364.20	RUFINO JAIMES
19192	1/16/2025	Employee: 210; Pay Date: 1/20/2025	1,585.83	RAUL MACIAS
19193	1/16/2025	Employee: 227; Pay Date: 1/20/2025	1,132.01	JESUS MARTINEZ
19194	1/16/2025	Employee: 244; Pay Date: 1/20/2025	1,573.80	ELIZABETH MARTINEZ
19195	1/16/2025	Employee: 259; Pay Date: 1/20/2025	693.64	AMANDA I. OLIVO

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19196	1/16/2025	Employee: 262; Pay Date: 1/20/2025	1,162.05	MATIAS PARRA
19197	1/16/2025	Employee: 264; Pay Date: 1/20/2025	1,278.34	ROSALIA PARRA
19198	1/16/2025	Employee: 267; Pay Date: 1/20/2025	625.82	FORTINO PATINO
19199	1/16/2025	Employee: 285; Pay Date: 1/20/2025	1,289.59	ROSALEE RAMOS
19200	1/16/2025	Employee: 298; Pay Date: 1/20/2025	1,032.27	SUSANNA RODRIGUEZ
19201	1/16/2025	Employee: 302; Pay Date: 1/20/2025	1,094.73	ALEJANDRO RUIZ
19202	1/16/2025	Employee: 303; Pay Date: 1/20/2025	1,374.66	REMIGIO REYES
19203	1/16/2025	Employee: 304; Pay Date: 1/20/2025	1,247.86	CARLOS ROSALES
19204	1/16/2025	Employee: 308; Pay Date: 1/20/2025	879.79	JUAN M. RODRIGUEZ-GARZA
19205	1/16/2025	Employee: 313; Pay Date: 1/20/2025	1,184.29	JUAN SALINAS
19206	1/16/2025	Employee: 316; Pay Date: 1/20/2025	1,300.22	FRANCISCO RODRIGUEZ
19207	1/16/2025	Employee: 328; Pay Date: 1/20/2025	708.25	JUAN RODRIGUEZ
19208	1/16/2025	Employee: 354; Pay Date: 1/20/2025	927.29	SARINA M. URRABAZO
19209	1/16/2025	Employee: 356; Pay Date: 1/20/2025	852.03	SABRINA N. ZAMORA
19210	1/16/2025	Employee: 358; Pay Date: 1/20/2025	888.89	EMILIA VASQUEZ
19211	1/16/2025	Employee: 367; Pay Date: 1/20/2025	658.61	SERGIO FUENTES
19212	1/16/2025	Employee: 368; Pay Date: 1/20/2025	282.83	GABRIEL MIRELEZ
19213	1/16/2025	Employee: 369; Pay Date: 1/20/2025	923.50	GEORGE SILVA
19214	1/16/2025	Employee: 370; Pay Date: 1/20/2025	863.74	DAVID MEDINA
19215	1/16/2025	Employee: 371; Pay Date: 1/20/2025	700.38	SONIA RODRIGUEZ
19216	1/16/2025	Employee: 101; Pay Date: 1/20/2025	1,224.38	MARY AGUERO
19217	1/16/2025	Employee: 105; Pay Date: 1/20/2025	3,722.47	SARAH H. COOK
19218	1/16/2025	Employee: 144; Pay Date: 1/20/2025	1,937.60	MAGDALENA FLORES
19219	1/16/2025	Employee: 225; Pay Date: 1/20/2025	2,874.00	CARLOS M. MALLEN
19220	1/16/2025	Employee: 231; Pay Date: 1/20/2025	1,325.14	ARMANDO MARTINEZ
19221	1/16/2025	Employee: 315; Pay Date: 1/20/2025	3,366.14	CYNTHIA RODRIGUEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19222	1/16/2025	Employee: 318; Pay Date: 1/20/2025	1,072.87	JESUS A. RODRIGUEZ
19223	1/16/2025	Employee: 331; Pay Date: 1/20/2025	1,256.83	MICHAEL L. SANCHEZ
19224	1/16/2025	Employee: 350; Pay Date: 1/20/2025	1,765.90	FRANCISCO VILLALOBOS
VOU2025269	1/16/2025	System Generated Check/Voucher	1,179.04	DOCUMATION, INC.
VOU2025270	1/16/2025	System Generated Check/Voucher	2,560.00	SWART EMPLOYEE ECS FUND
VOU2025271	1/16/2025	System Generated Check/Voucher	755.40	WAL-MART
19225	1/17/2025	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
19226	1/17/2025	System Generated Check/Voucher	440.89	OFFICE OF THE ATTORNEY
19227	1/17/2025	System Generated Check/Voucher	88.97	AUTOZONE INC
19228	1/17/2025	System Generated Check/Voucher	75.00	BEE GREEN OIL & FILTER DISPOSAL
19230	1/17/2025	System Generated Check/Voucher	3,507.42	O'REILLY AUTO PARTS
19230	1/17/2025	System Generated Check/Voucher	(3,507.42)	O'REILLY AUTO PARTS
19230	1/17/2025	System Generated Check/Voucher	3,507.42	O'REILLY AUTO PARTS
19231	1/17/2025	System Generated Check/Voucher	99.00	SIESTA TIRES #2
19232	1/17/2025	System Generated Check/Voucher	868.76	TEXAS BUS SALES
19233	1/17/2025	System Generated Check/Voucher	158.27	TIRES UNLIMITED
19234	1/17/2025	System Generated Check/Voucher	179.98	VARGAS HARDWARE
VOU2025272	1/17/2025	System Generated Check/Voucher	276.70	CITY OF UVALDE
VOU2025273	1/17/2025	System Generated Check/Voucher	14,472.77	INTERNAL REVENUE SERVICES
VOU2025274	1/21/2025	System Generated Check/Voucher	1,408.50	RELIANT
VOU2025275	1/21/2025	System Generated Check/Voucher	51.00	RELIANT
VOU2025280	1/21/2025	System Generated Check/Voucher	32.46	ADOBE
VOU2025281	1/21/2025	System Generated Check/Voucher	726.04	ALLIED COMMUNICATIONS
VOU2025276	1/22/2025	System Generated Check/Voucher	4,298.15	AT&T
VOU2025277	1/22/2025	System Generated Check/Voucher	3,920.93	ONE AMERICA
VOU2025278	1/22/2025	System Generated Check/Voucher	53.18	QUILL

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025279	1/22/2025	System Generated Check/Voucher	20.18	RELIANT
VOU2025282	1/22/2025	System Generated Check/Voucher	64.94	ADOBE
VOU2025283	1/22/2025	System Generated Check/Voucher	63.76	QUILL
VOU2025283	1/22/2025	System Generated Check/Voucher	(63.76)	QUILL
19235	1/23/2025	System Generated Check/Voucher	268.00	SARAH COOK
19236	1/23/2025	System Generated Check/Voucher	200.00	SARAH COOK
19237	1/23/2025	System Generated Check/Voucher	1,554.82	CRASH COLLISION CENTER
19238	1/23/2025	System Generated Check/Voucher	200.00	MAGDALENA A FLORES
19239	1/23/2025	System Generated Check/Voucher	200.00	CARLOS MALLEN
19240	1/23/2025	System Generated Check/Voucher	200.00	CYNTHIA RODRIGUEZ
19243	1/24/2025	System Generated Check/Voucher	627.59	MG BUILDING MATERIALS
19245	1/24/2025	System Generated Check/Voucher	13,944.84	SENTRY SECURITY SERVICE
VOU2025338	1/24/2025	System Generated Check/Voucher	10.65	AATRIX SOFTWARE
VOU2025339	1/24/2025	System Generated Check/Voucher	221.14	SPECTRUM-TIMEWARNER
VOU2025284	1/27/2025	System Generated Check/Voucher	301.60	AATRIX SOFTWARE
VOU2025285	1/27/2025	System Generated Check/Voucher	103.08	CITY OF CRYSTAL CITY
VOU2025286	1/27/2025	System Generated Check/Voucher	232.20	CMI INC
VOU2025286	1/27/2025	System Generated Check/Voucher	(232.20)	CMI INC
VOU2025344	1/27/2025	System Generated Check/Voucher	829.33	TEXAS WORKFORCE COMMISSION - TAX DEPARTMENT
VOU2025291	1/28/2025	System Generated Check/Voucher	180.93	SPECTRUM-TIMEWARNER
VOU2025292	1/28/2025	System Generated Check/Voucher	5,525.03	TEXAS FLEET FUEL
VOU2025287	1/29/2025	System Generated Check/Voucher	8,722.44	CHASE BANK CREDIT CARD
19248	1/31/2025	System Generated Check/Voucher	328.69	IDSECURITY ONLINE
Cleared Checks/Vouchers			307,849.42	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES0125 001	1/2/2025	JAN 2025 CASH RECEIPT FARES	96.00	
TXDOT0125 001	1/2/2025	JAN 2025 CASH RECEIPT SERVICE EXP	4,563.00	
FARES0125 002	1/3/2025	JAN 2025 CASH RECEIPTS FARES	742.00	
SUB0125 001	1/3/2025	JAN 2025 CASH RECEIPTS SUBCONT	647.00	
SUB0125 002	1/3/2025	JAN 2025 CASH RECEIPTS SUBCONT	347.40	
SUB0125 003	1/3/2025	JAN 2025 CASH RECEIPTS SUBCONT	2.00	
FARES0125 003	1/7/2025	JAN 2025 CASH RECEIPTS FARES	1,111.00	
RENT0125 001	1/7/2025	JAN 2025 CASH RECEIPTS RENT	1,700.00	
SUB0125 004	1/7/2025	JAN 2025 CASH RECEIPTS SUBCONT	615.77	
FARES0125 004	1/9/2025	JAN 2025 CASH RECEIPTS FARES	854.00	
FARES0125 005	1/9/2025	JAN 2025 CASH RECEIPTS FARES	222.00	
RENT0125 002	1/9/2025	JAN 2025 CASH RECEIPTS RENT	3,050.43	
SUB0125 005	1/9/2025	JAN 2025 CASH RECEIPTS SUBCONT	884.91	
TXDOT0125 002	1/10/2025	JAN 2025 CASH RECEIPTS ED REV	30,501.00	
FARES0125 006	1/13/2025	JAN 2025 CASH RECEIPTS FARES	84.00	
SUB0125 006	1/13/2025	JAN 2025 CASH RECEIPTS SUBCONT	12,370.00	
FARES0125 007	1/14/2025	JAN 2025 CASH RECEIPTS FARES	903.00	
FARES0125 008	1/14/2025	JAN 2025 CASH RECEIPTS FARES	232.00	
FARES0125 009	1/16/2025	JAN 2025 CASH RECEIPTS FARES	821.00	
FARES0125 010	1/16/2025	JAN 2025 CASH RECEIPTS FARES	128.00	
SUB0125 007	1/16/2025	JAN 2025 CASH RECEIPTS SUBCONT	798.00	
FARES0125 011	1/17/2025	JAN 2025 CASH RECEIPTS FARES	179.00	
TXDOT0125 003	1/21/2025	JAN 2025 CASH RECIEPTS FED GRANT REV	73,003.00	
TXDOT0125 004	1/21/2025	JAN 2025 CASH RECIEPTS STATE REV	59,928.00	
TXDOT0125 005	1/21/2025	JAN 2025 CASH RECIEPTS UZA REV	13,189.00	
TXDOT0125 006	1/21/2025	JAN 2025 CASH RECIEPTS SEP REV	5,876.00	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES0125 012	1/23/2025	JAN 2025 CASH RECEIPTS FARES	1,254.50	
FARES0125 013	1/23/2025	JAN 2025 CASH RECEIPTS FARES	179.00	
FARES0125 014	1/23/2025	JAN 2025 CASH RECEIPTS	35.00	
SUB0125 008	1/23/2025	JAN 2025 CASH RECEIPTS SUBCONT	22,173.81	
SUB0125 009	1/23/2025	JAN 2025 CASH RECEIPTS SUBCONT	15,462.50	
SUB0125 010	1/23/2025	JAN 2025 CASH RECEIPTS SUBCONT	3,600.60	
SUB0125 011	1/23/2025	JAN 2025 CASH RECEIPTS SUBCONT	1,574.00	
SUB0125 012	1/23/2025	JAN 2025 CASH RECEIPTS SUBCONT	1,472.97	
FARES0125 014	1/28/2025	JAN 2025 CASH RECEIPTS FARES	1,451.00	
FARES0125 015	1/28/2025	JAN 2025 CASH RECEIPTS FARES	313.00	
SUB0125 014	1/29/2025	JAN 2025 CASH RECEIPTS SUBCONT	23,450.81	
FARES0125 017	1/30/2025	JAN 2025 CASH RECEIPTS FARES	262.00	
FARES0125 018	1/30/2025	JAN 2025 CASH RECEIPTS FARES	564.00	
SUB0125 013	1/30/2025	JAN 2025 CASH RECEIPTS SUBCONT	558.00	
FARES0125 020	1/31/2025	JAN 2025 CASH RECEIPTS FARES	9,347.00	
MC0125 001	1/31/2025	JAN 2025 CASH RECEIPTS MC FEES	436.50	
Cleared Deposits			294,982.20	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC 2025-01
Reconciliation Date: 1/31/2025
Status: Open

Cleared Other Cash Items

Document Number	Document Date	Document Description	Document Amount
METLIFE CREDIT DEC 2	12/2/2024	METLIFE CREDIT DEC 2024	0.00
Cleared Other Cash Items			0.00

Summary

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Bank Balance	295,734.40
Less Outstanding Checks/Vouchers	64,837.80
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	230,896.60
Balance Per Books	230,896.60
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Quintas 04/01/25

APPROVED
4-1-25

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
16892	7/11/2023	System Generated Check/Voucher	6.40	KENISHA LUCIO
19124	12/31/2024	System Generated Check/Voucher	55,000.00	SHAH SOFTWARE, INC.
19374	2/14/2025	System Generated Check/Voucher	3,874.19	HARBOR FREIGHT
19377	2/14/2025	System Generated Check/Voucher	461.30	MARTHA ALICIA PONCE
19343	2/15/2025	Employee: 316; Pay Date: 2/20/2025	1,359.36	FRANCISCO RODRIGUEZ
19382	2/27/2025	System Generated Check/Voucher	29.96	ANCIRA FORD
19383	2/27/2025	System Generated Check/Voucher	166.25	AUTOZONE INC
19384	2/27/2025	System Generated Check/Voucher	1,231.86	THE REINALT-THOMAS COMPANY
19385	2/27/2025	System Generated Check/Voucher	1,346.38	EDGE INFORMATION MANAGEMENT IN
19387	2/27/2025	System Generated Check/Voucher	1,062.29	O'REILLY AUTO PARTS
19388	2/27/2025	System Generated Check/Voucher	90.00	TEXAS DIAMOND GARAGE INC.
19389	2/27/2025	System Generated Check/Voucher	209.81	VARGAS HARDWARE
Outstanding Checks/Vouchers			64,837.80	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19229	1/17/2025	System Generated Check/Voucher	481.90	ELECTRICIAN SERVICE
19241	1/24/2025	System Generated Check/Voucher	1,015.22	ANCIRA FORD
19242	1/24/2025	System Generated Check/Voucher	75.00	BEE GREEN OIL & FILTER DISPOSAL
19244	1/24/2025	System Generated Check/Voucher	2,258.02	O'REILLY AUTO PARTS
19246	1/31/2025	System Generated Check/Voucher	10,374.07	AUTOZONE INC
19247	1/31/2025	System Generated Check/Voucher	2,309.72	THE REINALT-THOMAS COMPANY
19249	1/31/2025	System Generated Check/Voucher	175.13	O'REILLY AUTO PARTS
19250	1/31/2025	System Generated Check/Voucher	590.81	QUILL
19251	1/31/2025	System Generated Check/Voucher	20,643.67	TML
19252	2/3/2025	Employee: 109; Pay Date: 2/5/2025	1,541.55	MANUEL CERVANTES
19253	2/3/2025	Employee: 111; Pay Date: 2/5/2025	1,067.61	MARIO A. DELGADO
19254	2/3/2025	Employee: 113; Pay Date: 2/5/2025	1,285.77	EDUARDO P. BALDERAS
19255	2/3/2025	Employee: 117; Pay Date: 2/5/2025	762.13	ERIKA DE LA GARZA
19256	2/3/2025	Employee: 122; Pay Date: 2/5/2025	1,357.40	MARIA CAMACHO
19257	2/3/2025	Employee: 125; Pay Date: 2/5/2025	1,196.22	RUBEN ANGUIANO
19258	2/3/2025	Employee: 127; Pay Date: 2/5/2025	1,247.99	JOSE I. CRUZ
19259	2/3/2025	Employee: 128; Pay Date: 2/5/2025	1,374.49	ROBERT ENRIQUEZ JR
19260	2/3/2025	Employee: 137; Pay Date: 2/5/2025	1,534.82	GUILLERMO CANALES
19261	2/3/2025	Employee: 148; Pay Date: 2/5/2025	1,484.59	SANDRA FUENTES
19262	2/3/2025	Employee: 191; Pay Date: 2/5/2025	1,361.75	GERARDO GUTIERREZ
19263	2/3/2025	Employee: 194; Pay Date: 2/5/2025	911.76	AIKO M. HERNANDEZ
19264	2/3/2025	Employee: 204; Pay Date: 2/5/2025	1,122.77	MANUEL GONZALEZ
19265	2/3/2025	Employee: 206; Pay Date: 2/5/2025	399.78	RUFINO JAIMES
19266	2/3/2025	Employee: 210; Pay Date: 2/5/2025	1,852.26	RAUL MACIAS
19267	2/3/2025	Employee: 227; Pay Date: 2/5/2025	1,318.12	JESUS MARTINEZ
19268	2/3/2025	Employee: 244; Pay Date: 2/5/2025	1,645.86	ELIZABETH MARTINEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19269	2/3/2025	Employee: 259; Pay Date: 2/5/2025	866.79	AMANDA I. OLIVO
19270	2/3/2025	Employee: 262; Pay Date: 2/5/2025	1,191.10	MATIAS PARRA
19271	2/3/2025	Employee: 264; Pay Date: 2/5/2025	1,309.30	ROSALIA PARRA
19272	2/3/2025	Employee: 267; Pay Date: 2/5/2025	924.86	FORTINO PATINO
19273	2/3/2025	Employee: 285; Pay Date: 2/5/2025	1,248.94	ROSALEE RAMOS
19274	2/3/2025	Employee: 298; Pay Date: 2/5/2025	1,221.05	SUSANNA RODRIGUEZ
19275	2/3/2025	Employee: 302; Pay Date: 2/5/2025	1,251.69	ALEJANDRO RUIZ
19276	2/3/2025	Employee: 303; Pay Date: 2/5/2025	1,450.71	REMIGIO REYES
19277	2/3/2025	Employee: 304; Pay Date: 2/5/2025	1,387.47	CARLOS ROSALES
19278	2/3/2025	Employee: 308; Pay Date: 2/5/2025	855.61	JUAN M. RODRIGUEZ-GARZA
19279	2/3/2025	Employee: 313; Pay Date: 2/5/2025	1,283.57	JUAN SALINAS
19280	2/3/2025	Employee: 316; Pay Date: 2/5/2025	1,276.54	FRANCISCO RODRIGUEZ
19281	2/3/2025	Employee: 328; Pay Date: 2/5/2025	455.04	JUAN RODRIGUEZ
19282	2/3/2025	Employee: 354; Pay Date: 2/5/2025	1,017.80	SARINA M. URRABAZO
19283	2/3/2025	Employee: 356; Pay Date: 2/5/2025	997.17	SABRINA N. ZAMORA
19284	2/3/2025	Employee: 358; Pay Date: 2/5/2025	911.54	EMILIA VASQUEZ
19285	2/3/2025	Employee: 367; Pay Date: 2/5/2025	854.56	SERGIO FUENTES
19286	2/3/2025	Employee: 369; Pay Date: 2/5/2025	995.66	GEORGE SILVA
19287	2/3/2025	Employee: 370; Pay Date: 2/5/2025	901.44	DAVID MEDINA
19288	2/3/2025	Employee: 371; Pay Date: 2/5/2025	775.41	SONIA RODRIGUEZ
19289	2/3/2025	Employee: 101; Pay Date: 2/5/2025	1,226.68	MARY AGUERO
19290	2/3/2025	Employee: 105; Pay Date: 2/5/2025	3,738.18	SARAH H. COOK
19291	2/3/2025	Employee: 144; Pay Date: 2/5/2025	1,942.14	MAGDALENA FLORES
19292	2/3/2025	Employee: 225; Pay Date: 2/5/2025	2,850.18	CARLOS M. MALLEN
19293	2/3/2025	Employee: 231; Pay Date: 2/5/2025	1,186.34	ARMANDO MARTINEZ
19294	2/3/2025	Employee: 315; Pay Date: 2/5/2025	3,350.69	CYNTHIA RODRIGUEZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19295	2/3/2025	Employee: 318; Pay Date: 2/5/2025	1,085.15	JESUS A. RODRIGUEZ
19296	2/3/2025	Employee: 331; Pay Date: 2/5/2025	1,239.36	MICHAEL L. SANCHEZ
19297	2/3/2025	Employee: 350; Pay Date: 2/5/2025	1,760.17	FRANCISCO VILLALOBOS
19298	2/3/2025	System Generated Check/Voucher	748.33	SARAH COOK
19299	2/3/2025	System Generated Check/Voucher	280.00	MAGDALENA A FLORES
19300	2/3/2025	System Generated Check/Voucher	280.00	CARLOS MALLEN
19301	2/3/2025	System Generated Check/Voucher	200.00	REFUGIO ALVAREZ MARTINEZ
19302	2/3/2025	System Generated Check/Voucher	8,000.00	BENJAMIN RODRIGUEZ III
19303	2/3/2025	System Generated Check/Voucher	280.00	JESUS RODRIGUEZ
19304	2/3/2025	System Generated Check/Voucher	280.00	CYNTHIA RODRIGUEZ
19305	2/3/2025	System Generated Check/Voucher	470.85	AGUILAR'S UNIFORMS AND MORE
19306	2/3/2025	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
19307	2/3/2025	System Generated Check/Voucher	476.46	OFFICE OF THE ATTORNEY
19308	2/3/2025	System Generated Check/Voucher	287.93	AUTOZONE INC
19309	2/3/2025	System Generated Check/Voucher	51.56	O'REILLY AUTO PARTS
19310	2/3/2025	System Generated Check/Voucher	305.00	SHAH SOFTWARE, INC.
VOU2025336	2/3/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025361	2/3/2025	System Generated Check/Voucher	1,936.60	METROPOLITAN LIFE INSURANCE COMPANY
VOU2025300	2/4/2025	System Generated Check/Voucher	(15,180.05)	ABILA
VOU2025300	2/4/2025	System Generated Check/Voucher	15,180.05	ABILA
VOU2025300	2/4/2025	System Generated Check/Voucher	15,180.05	ABILA
VOU2025301	2/4/2025	System Generated Check/Voucher	15,226.40	INTERNAL REVENUE SERVICES
VOU2025311	2/5/2025	System Generated Check/Voucher	34.02	GATEWAY SERVICES
VOU2025312	2/5/2025	System Generated Check/Voucher	4,143.25	ONE AMERICA
VOU2025315	2/5/2025	System Generated Check/Voucher	238.52	WAL-MART
VOU2025362	2/5/2025	System Generated Check/Voucher	23,092.84	UNITED HEALTHCARE SERVICES

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025313	2/6/2025	System Generated Check/Voucher	17.00	UVALDE COUNTY TAX ASSESSOR
VOU2025302	2/7/2025	System Generated Check/Voucher	696.81	CINTAS CORPORATION
VOU2025303	2/7/2025	System Generated Check/Voucher	20.19	STAMP.COM
19311	2/10/2025	System Generated Check/Voucher	415.74	SARAH COOK
VOU2025304	2/10/2025	System Generated Check/Voucher	131.55	EAGLE PASS WATER WORKS SYSTEM
VOU2025305	2/10/2025	System Generated Check/Voucher	316.27	MERCHANT CARD
VOU2025306	2/10/2025	System Generated Check/Voucher	503.65	RELIANT
VOU2025307	2/10/2025	System Generated Check/Voucher	2,321.99	TEXAS FLEET FUEL
VOU2025314	2/10/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025337	2/10/2025	System Generated Check/Voucher	60,068.75	TXN BANK
VOU2025308	2/11/2025	System Generated Check/Voucher	295.57	UBISTOR, INC
VOU2025309	2/11/2025	System Generated Check/Voucher	10.80	WAL-MART
19312	2/12/2025	System Generated Check/Voucher	66.99	AUTOZONE INC
19313	2/12/2025	System Generated Check/Voucher	53.98	MG BUILDING MATERIALS
19314	2/12/2025	System Generated Check/Voucher	5,255.63	O'REILLY AUTO PARTS
19315	2/12/2025	System Generated Check/Voucher	312.50	ONE AMERICA
VOU2025294	2/12/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025295	2/12/2025	System Generated Check/Voucher	21.64	ADOBE
VOU2025296	2/12/2025	System Generated Check/Voucher	90.61	MICROSOFT
VOU2025297	2/12/2025	System Generated Check/Voucher	97.43	MICROSOFT
VOU2025298	2/12/2025	System Generated Check/Voucher	542.61	MICROSOFT
VOU2025299	2/12/2025	System Generated Check/Voucher	2,560.00	SWART EMPLOYEE ECS FUND
VOU2025316	2/13/2025	System Generated Check/Voucher	4,848.12	AT&T
VOU2025316	2/13/2025	System Generated Check/Voucher	(4,848.12)	AT&T
VOU2025317	2/13/2025	System Generated Check/Voucher	361.77	CITY OF UVALDE
VOU2025318	2/13/2025	System Generated Check/Voucher	213.56	SPECTRUM-TIMEWARNER

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025319	2/13/2025	System Generated Check/Voucher	16.97	WAL-MART
VOU2025319	2/13/2025	System Generated Check/Voucher	(16.97)	WAL-MART
VOU2025335	2/13/2025	System Generated Check/Voucher	2,465.62	FIRSTNET
19361	2/14/2025	System Generated Check/Voucher	172.88	SARAH COOK
19362	2/14/2025	System Generated Check/Voucher	440.00	SARAH COOK
19363	2/14/2025	System Generated Check/Voucher	55.50	MAGDALENA A FLORES
19364	2/14/2025	System Generated Check/Voucher	440.00	MAGDALENA A FLORES
19365	2/14/2025	System Generated Check/Voucher	440.00	CARLOS MALLEN
19366	2/14/2025	System Generated Check/Voucher	55.50	CYNTHIA RODRIGUEZ
19367	2/14/2025	System Generated Check/Voucher	440.00	CYNTHIA RODRIGUEZ
19368	2/14/2025	System Generated Check/Voucher	440.00	FRANK VILLALOBOS
19369	2/14/2025	System Generated Check/Voucher	452.00	OFFICE OF THE ATTORNEY
19370	2/14/2025	System Generated Check/Voucher	471.32	OFFICE OF THE ATTORNEY
19371	2/14/2025	System Generated Check/Voucher	780.00	BRAVO GLASS SERVICE
19372	2/14/2025	System Generated Check/Voucher	415.74	SARAH COOK
19373	2/14/2025	System Generated Check/Voucher	200.00	MAGDALENA A FLORES
19375	2/14/2025	System Generated Check/Voucher	200.00	ALVARADO JULISSA S
19375	2/14/2025	System Generated Check/Voucher	(200.00)	ALVARADO JULISSA S
19375	2/14/2025	System Generated Check/Voucher	200.00	ALVARADO JULISSA S
19376	2/14/2025	System Generated Check/Voucher	200.00	CARLOS MALLEN
19378	2/14/2025	System Generated Check/Voucher	366.84	O'REILLY AUTO PARTS
19379	2/14/2025	System Generated Check/Voucher	200.00	CYNTHIA RODRIGUEZ
19380	2/14/2025	System Generated Check/Voucher	180.00	TEXAS DIAMOND GARAGE INC.
19381	2/14/2025	System Generated Check/Voucher	210.40	TIRES UNLIMITED
VOU2025319	2/14/2025	System Generated Check/Voucher	16.97	WAL-MART
VOU2025320	2/14/2025	System Generated Check/Voucher	814.53	QUILL

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025321	2/14/2025	System Generated Check/Voucher	2,510.00	SWART EMPLOYEE ECS FUND
VOU2025322	2/14/2025	System Generated Check/Voucher	3.32	TEXAS DEPARTMENT OF PUBLIC SAFETY
19316	2/15/2025	Employee: 109; Pay Date: 2/20/2025	1,260.44	MANUEL CERVANTES
19317	2/15/2025	Employee: 111; Pay Date: 2/20/2025	981.29	MARIO A. DELGADO
19318	2/15/2025	Employee: 113; Pay Date: 2/20/2025	1,003.97	EDUARDO P. BALDERAS
19319	2/15/2025	Employee: 117; Pay Date: 2/20/2025	823.89	ERIKA DE LA GARZA
19320	2/15/2025	Employee: 122; Pay Date: 2/20/2025	1,127.43	MARIA CAMACHO
19321	2/15/2025	Employee: 125; Pay Date: 2/20/2025	992.90	RUBEN ANGUIANO
19322	2/15/2025	Employee: 127; Pay Date: 2/20/2025	1,040.62	JOSE I. CRUZ
19323	2/15/2025	Employee: 128; Pay Date: 2/20/2025	1,257.63	ROBERT ENRIQUEZ JR
19324	2/15/2025	Employee: 137; Pay Date: 2/20/2025	1,245.87	GUILLERMO CANALES
19325	2/15/2025	Employee: 148; Pay Date: 2/20/2025	1,325.25	SANDRA FUENTES
19326	2/15/2025	Employee: 191; Pay Date: 2/20/2025	1,340.65	GERARDO GUTIERREZ
19327	2/15/2025	Employee: 194; Pay Date: 2/20/2025	934.82	AIKO M. HERNANDEZ
19328	2/15/2025	Employee: 204; Pay Date: 2/20/2025	984.63	MANUEL GONZALEZ
19329	2/15/2025	Employee: 206; Pay Date: 2/20/2025	394.64	RUFINO JAIMES
19330	2/15/2025	Employee: 210; Pay Date: 2/20/2025	1,464.29	RAUL MACIAS
19331	2/15/2025	Employee: 227; Pay Date: 2/20/2025	1,084.32	JESUS MARTINEZ
19332	2/15/2025	Employee: 244; Pay Date: 2/20/2025	1,439.68	ELIZABETH MARTINEZ
19333	2/15/2025	Employee: 259; Pay Date: 2/20/2025	899.98	AMANDA I. OLIVO
19334	2/15/2025	Employee: 262; Pay Date: 2/20/2025	1,793.13	MATIAS PARRA
19335	2/15/2025	Employee: 264; Pay Date: 2/20/2025	1,187.48	ROSALIA PARRA
19336	2/15/2025	Employee: 267; Pay Date: 2/20/2025	810.10	FORTINO PATINO
19337	2/15/2025	Employee: 285; Pay Date: 2/20/2025	1,158.33	ROSALEE RAMOS
19338	2/15/2025	Employee: 298; Pay Date: 2/20/2025	1,006.93	SUSANNA RODRIGUEZ
19339	2/15/2025	Employee: 302; Pay Date: 2/20/2025	1,086.08	ALEJANDRO RUIZ

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
19340	2/15/2025	Employee: 303; Pay Date: 2/20/2025	1,274.08	REMIGIO REYES
19341	2/15/2025	Employee: 304; Pay Date: 2/20/2025	1,949.65	CARLOS ROSALES
19342	2/15/2025	Employee: 308; Pay Date: 2/20/2025	563.27	JUAN M. RODRIGUEZ-GARZA
19344	2/15/2025	Employee: 328; Pay Date: 2/20/2025	704.76	JUAN RODRIGUEZ
19345	2/15/2025	Employee: 354; Pay Date: 2/20/2025	836.79	SARINA M. URRABAZO
19346	2/15/2025	Employee: 356; Pay Date: 2/20/2025	858.75	SABRINA N. ZAMORA
19347	2/15/2025	Employee: 358; Pay Date: 2/20/2025	919.57	EMILIA VASQUEZ
19348	2/15/2025	Employee: 367; Pay Date: 2/20/2025	899.60	SERGIO FUENTES
19349	2/15/2025	Employee: 369; Pay Date: 2/20/2025	923.50	GEORGE SILVA
19350	2/15/2025	Employee: 370; Pay Date: 2/20/2025	878.29	DAVID MEDINA
19351	2/15/2025	Employee: 371; Pay Date: 2/20/2025	732.12	SONIA RODRIGUEZ
19352	2/15/2025	Employee: 101; Pay Date: 2/20/2025	1,226.67	MARY AGUERO
19353	2/15/2025	Employee: 105; Pay Date: 2/20/2025	3,738.18	SARAH H. COOK
19354	2/15/2025	Employee: 144; Pay Date: 2/20/2025	1,932.14	MAGDALENA FLORES
19355	2/15/2025	Employee: 225; Pay Date: 2/20/2025	2,840.45	CARLOS M. MALLEN
19356	2/15/2025	Employee: 231; Pay Date: 2/20/2025	1,430.09	ARMANDO MARTINEZ
19357	2/15/2025	Employee: 315; Pay Date: 2/20/2025	3,350.69	CYNTHIA RODRIGUEZ
19358	2/15/2025	Employee: 318; Pay Date: 2/20/2025	1,055.16	JESUS A. RODRIGUEZ
19359	2/15/2025	Employee: 331; Pay Date: 2/20/2025	1,358.27	MICHAEL L. SANCHEZ
19360	2/15/2025	Employee: 350; Pay Date: 2/20/2025	1,740.44	FRANCISCO VILLALOBOS
VOU2025272	2/17/2025	System Generated Check/Voucher	0.00	CITY OF UVALDE
VOU2025323	2/18/2025	System Generated Check/Voucher	32.46	ADOBE
VOU2025324	2/18/2025	System Generated Check/Voucher	14,271.33	INTERNAL REVENUE SERVICES
VOU2025325	2/18/2025	System Generated Check/Voucher	2.00	SECRETARY OF STATE OF TEXAS
VOU2025326	2/18/2025	System Generated Check/Voucher	4,094.66	TEXAS FLEET FUEL
VOU2025327	2/19/2025	System Generated Check/Voucher	1,179.04	DOCUMATION, INC.

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
VOU2025328	2/19/2025	System Generated Check/Voucher	3,846.11	ONE AMERICA
VOU2025329	2/19/2025	System Generated Check/Voucher	48.00	RELIANT
VOU2025330	2/19/2025	System Generated Check/Voucher	1,393.71	RELIANT
VOU2025331	2/20/2025	System Generated Check/Voucher	726.04	ALLIED COMMUNICATIONS
VOU2025332	2/20/2025	System Generated Check/Voucher	37.19	RELIANT
VOU2025333	2/24/2025	System Generated Check/Voucher	64.94	ADOBE
VOU2025334	2/24/2025	System Generated Check/Voucher	4,848.12	AT&T
VOU2025340	2/25/2025	System Generated Check/Voucher	103.08	CITY OF CRYSTAL CITY
VOU2025341	2/25/2025	System Generated Check/Voucher	221.14	SPECTRUM-TIMEWARNER
VOU2025342	2/25/2025	System Generated Check/Voucher	3,383.23	TEXAS FLEET FUEL
VOU2025346	2/26/2025	System Generated Check/Voucher	18,438.00	CHASE BANK CREDIT CARD
VOU2025347	2/26/2025	System Generated Check/Voucher	1,189.00	CMI
VOU2025348	2/26/2025	System Generated Check/Voucher	9.50	UVALDE COUNTY TAX ASSESSOR
19386	2/27/2025	System Generated Check/Voucher	3,932.10	DBA DIABLO TOOLS LLC
VOU2025343	2/28/2025	System Generated Check/Voucher	180.93	SPECTRUM-TIMEWARNER
Cleared Checks/Vouchers			371,175.34	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES0225 001	2/3/2025	FEB 2025 CASH RECEIPTS FARES	242.00	
FARES0225 002	2/3/2025	FEB 2025 CASH RECEIPTS FARES	70.00	
SUB0224 001	2/3/2025	FEB 2025 CASH RECEIPTS SUBCONT	224.00	
FARES0225 003	2/4/2025	FEB 2025 CASH RECEIPTS FARES	833.00	
FARES0225 004	2/4/2025	FEB 2025 CASH RECEIPTS FARES	117.00	
LC0225 001	2/5/2025	FEB 2025 CASH RECEIPTS TXN LINE OF CREDIT	60,000.00	
SUB0225 002	2/5/2025	FEB 2025 CASH RECEIPTSSUBCONT	4,350.07	
FARES0225 005	2/6/2025	FEB 2025 CASH RECEIPTS FARES	1,539.00	
FARES0225 006	2/6/2025	FEB 2025 CASH RECEIPTSFARES	7.00	
SUB0225 003	2/6/2025	FEB 2025 CASH RECEIPTS SUBCONT	3,258.20	
FARES0225 007	2/7/2025	FEB 2025 CASH RECEIPTS FARES	280.00	
SUB0225 004	2/7/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,358.70	
TXDOT0225 001	2/7/2025	FEB 2025 CASH RECEIPTS ED GRANT	120,921.00	
TXDOT0225 002	2/7/2025	FEB 2025 CASH RECEIPTS FED REVENUE	80,448.00	
TXDOT0225 003	2/7/2025	FEB 2025 CASH RECEIPTS STATE REV	61,631.00	
TXDOT0225 004	2/7/2025	FEB 2025 CASH RECEIPTS UZA REV	16,692.00	
TXDOT0225 005	2/7/2025	FEB 2025 CASH RECEIPTS REG PLAN REV	7,850.00	
TXDOT0225 006	2/7/2025	FEB 2025 CASH RECEIPTS EXP REV	5,888.00	
TXDOT0225 007	2/7/2025	FEB 2025 CASH RECEIPTS ED GY24	2,238.00	
RENT0225 001	2/10/2025	FEB 2025 CASH RECEIPTS RENT	3,050.43	
RENT0225 002	2/10/2025	FEB 2025 CASH RECEIPTS RENT	1,700.00	
SUB0225 005	2/10/2025	FEB 2025 CASH RECEIPTS SUBCONT	4,594.66	
SUB0225 006	2/10/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,645.88	
SUB0225 007	2/10/2025	FEB 2025 CASH RECEIPTS SUBCONT	693.11	
SUB0225 008	2/10/2025	FEB 2025 CASH RECEIPTS SUBCONT	352.00	
FARES0225 008	2/11/2025	FEB 2025 CASH RECEIPTS FARES	1,184.00	

Southwest Area Regional Transit District
Reconcile Cash Accounts

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
FARES0225 009	2/11/2025	FEB 2025 CASH RECEIPTS FARES	126.00	
FARES0225 010	2/13/2025	FEB 2025 CASH RECEIPTS FARES	551.00	
FARES0225 011	2/13/2025	FEB 2025 CASH RECEIPTS FARES	229.00	
FARES0225 012	2/13/2025	FEB 2025 CASH RECEIPTS FARES	105.00	
SUB0225 009	2/13/2025	FEB 2025 CASH RECEIPTS SUBCONT	2,812.58	
SUB0225 010	2/13/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,861.00	
OR0225 001	2/14/2025	FEB 2025 CASH RECEIPTS TML CLIAM	832.65	
OR0225 001.1	2/14/2025	FEB 2025 CASH RECEIPTS TML CLAIM	0.20	
SUB0225 011	2/14/2025	FEB 2025 CASH RECEIPTS SUBCONT	4.00	
FARES0225 013	2/18/2025	FEB 2025 CASH RECEIPTS FARES	132.00	
FARES0225 014	2/20/2025	FEB 2025 CASH RECEIPTS FARES	1,825.00	
SUB0225 012	2/20/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,534.80	
FARES0225 015	2/21/2025	FEB 2025 CASH RECEIPTS FARES	76.00	
SUB0225 021	2/21/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,409.27	
OR0225 002	2/24/2025	FEB 2025 CASH RECEIPTS SUBCONT	12,725.76	
SUB0225 013	2/24/2025	FEB 2025 CASH RECEIPTS SUBCONT	3,771.74	
SUB0225 014	2/24/2025	FEB 2025 CASH RECEIPTS SUBCONT	870.24	
SUB0225 015	2/24/2025	FEB 2025 CASH RECEIPTS SUBCONT	550.64	
SUB0225 016	2/24/2025	FEB 2025 CASH RECEIPTS SUBCONT	311.00	
FARES0225 016	2/25/2025	FEB 2025 CASH RECEIPTS FARES	769.00	
FARES0225 017	2/25/2025	FEB 2025 CASH RECEIPTS FARES	108.00	
SUB0225V 017	2/26/2025	FEB 2025 CASH RECEIPTS SUBCONT	3,210.94	
FARES0225 018	2/27/2025	FEB 2025 CASH RECEIPTS FARES	669.00	
FARES0225 019	2/27/2025	FEB 2025 CASH RECEIPTS FARES	85.05	
SUB0225 018	2/27/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,322.80	
SUB0225 019	2/27/2025	FEB 2025 CASH RECEIPTS SUBCONT	1,167.00	

Detail

Cash Account: 1008 CASH IN BANK UNB - SWART OPERATING
Reconciliation ID: 1008 BANK REC - 2025-02
Reconciliation Date: 2/28/2025
Status: Open

Cleared Deposits

Document Number	Document Date	Document Description	Document Amount	Deposit Number
SUB0225 020	2/27/2025	FEB 2025 CASH RECEIPTS SUBCONT	382.00	
TXDOT0225 008	2/27/2025	FEB 2025 CASH RECEIPTS ED REV	42,256.00	
TXDOT0225 009	2/27/2025	FEB 2025 CASH RECEIPTS RTAP UV	24,677.00	
TXDOT0225 010	2/27/2025	FEB 2025 CASH RECEIPTS RTAP UV	19,061.00	
FARES0225 020	2/28/2025	FEB 2025 CASH RECEIPTS FARES	8,525.50	
FARES0225 020.1	2/28/2025	FEB 2025 CASH RECEIPTS FARES	8.00	
FARES0225 021	2/28/2025	FEB 2025 CASH RECEIPTS FARES	1,071.50	
FARES0225 023	2/28/2025	FEB 2025 CASH RECEIPTS FARES	50.00	
MC0225 001	2/28/2025	FEB 2025 CASH RECEIPTS MC FEES	424.50	
MC0225 002	2/28/2025	FEB 2025 CASH RECEIPTS MC FEES	48.00	
MC0225 004	2/28/2025	FEB 2025 CASH RECEIPTS MC FEES	3.00	
Cleared Deposits			514,733.22	