



**Joint LANTA Finance Committee and
Administration & Safety Committee
Agenda
March 4, 2025**

Finance Committee

1. Call to Order
2. Roll Call
3. Public Comment
4. Review and Recommendation – Financial Statements January 2025 subject to audit
5. Adjournment

Administration & Safety Committee

1. Administration & Safety Dashboard
 2. Report on Initiatives
 - a. Safety Report – October – December 2024
 3. Other Items
 - a. Annual Ethics Refresher Training
 - b. Update – FTA Triennial Review Preparation
 4. Adjournment
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LANtaBus January 2025 Unaudited Financial Statements

LANtaBus
January 2025 Unaudited Financial Statements

LANtaBus
Income Statement Summary
 For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	237,659	195,566	1,859,012	1,464,676	2,396,151	394,336	26.92%
Special Transit Fares	27,490	-	216,767	117,500	235,000	99,267	84.48%
Auxiliary Transportation Revenue	41,667	10,000	291,667	260,000	260,000	31,667	12.18%
NonTransportation Revenue	2,928	-	15,036	-	-	15,036	0.00%
Total Revenue	309,744	205,566	2,382,482	1,842,176	2,891,151	540,305	29.33%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$2,382,482

Current revenues total \$2,382,482. This represents a 29.3 percent increase from the current budget projection of \$1,842,176.

Passenger Revenue - \$1,859,012

Current passenger fare revenue is above budget projections by \$394,336, representative of a 26.9% budget variance. The fare revenue collected through January 31st is \$3,996 above the GFI stated revenue collected; a 0.41% variance. GFI industry standards state an anticipated variance of +/- 0.5 percent is reasonable.

DAILY REVENUE ANALYSIS

DATE	FISCAL YEAR 2025			
	GFI AMOUNT	ACTUALLY COUNTED	DIFFERENCE	%
JULY	\$ 149,187.29	\$ 148,287.42	(899.87)	-0.60%
AUGUST	142,925.88	143,011.94	86.06	0.06%
SEPTEMBER	158,009.72	158,036.30	26.58	0.02%
OCTOBER	152,209.32	152,870.13	660.81	0.43%
NOVEMBER	136,593.92	135,971.02	(622.90)	-0.46%
DECEMBER	125,184.38	129,794.75	4,610.37	3.68%
JANUARY	117,110.79	117,245.77	134.98	0.12%
TOTALS	981,221.30	985,217.33	3,996.03	0.41%

Special Transit Fares - \$216,767

This category includes revenues paid by Amazon, Fedex, and various local colleges who pay a special, reduced fare for a reason other than quantity discounts. This line item also includes the revenue service agreement (RSA) between Allentown School District and LANTA. Currently, revenues are outpacing the current year budget projection of \$117,500 by \$99,267, an 84.5% budget variance.

Auxiliary Transportation Revenues - \$291,667

This category includes vehicle and shelter advertising revenues. Current revenue aligns with current budget projections.

Non-Transportation Revenues - \$15,036

Investment Income - \$10,254

The amount represents the interest income earned from the LANTA's general checking account balance.

Non-Transportation Income - \$4,782

Amount represents the revenue earned from the replacement of reduced fare cards, metal recycling proceeds and administrative fees for managing wage attachments.

LANtaBus January 2025 Unaudited Financial Statements

LANtaBus Income Statement Summary For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Expenses							
Labor	2,307,446	2,207,614	12,433,464	11,802,815	19,356,608	(630,649)	-5.34%
Fringe Benefits	3,715,084	3,665,988	9,944,431	10,581,567	16,441,686	637,136	6.02%
Total Labor and Fringes	6,022,530	5,873,602	22,377,895	22,384,382	35,798,294	6,487	0.03%
Services	250,450	245,329	1,501,787	1,512,192	2,738,842	10,405	0.69%
Fuel	130,915	189,974	908,671	1,142,121	2,091,988	233,450	20.44%
Tires & Tubes	10,951	11,394	85,699	81,683	137,035	(4,016)	-4.92%
Materials & Supplies	216,838	274,583	1,567,511	1,592,312	2,964,957	24,802	1.56%
Utilities	88,210	80,727	501,184	538,550	942,456	37,366	6.94%
Casualty & Liability	187,691	117,175	620,504	651,030	1,406,089	30,526	4.69%
Taxes	1,023	342	12,229	2,590	4,296	(9,639)	-372.15%
Purchase of Transportation	285,950	234,200	1,732,335	1,513,945	2,684,946	(218,390)	-14.43%
Miscellaneous	19,820	25,173	161,437	146,025	271,891	(15,412)	-10.55%
Interest	63	100	5,574	681	1,200	(4,892)	-717.92%
Leases & Rentals	9,014	2,037	63,828	16,722	28,709	(47,106)	-281.70%
Total Expenses	7,223,455	7,054,636	29,538,653	29,582,234	49,070,703	43,581	0.15%

Note: Totals and percentage may not be precise due to independent rounding

Expenditures - \$29,538,653

Collectively, operating expenditures are below current budget projections by \$43,581, representative of a 0.15 percent budget variance.

Labor - \$12,433,464

Collectively, current labor costs, after Carbon Transit and LANtaVan allocations, are approximately \$631K above current budget projections, representative of a 5.3% increase.

Operator Wages - \$8,365,779

Current operator wages are based on a total of 199 operators, 240,497 payroll hours, of which 21,575 hours are attributable to overtime premiums: an average of 108.42 overtime hours per operator. The continued payment of overtime is attributed to the following:

- Total of 4,363 absences through January 31st
 - Average of 20.7 absences per day
- 4,363 absences are comprised of the following
 - 1,793 Vacation days
 - 1,686 Sick

LANtaBus January 2025 Unaudited Financial Statements

- 467 FMLA
- 76 Union Business
- 205 Excused
- 76 Unexcused
- 19 Missed
- 13 Leave of Absences
- 28 Other

Salaries and Wages General Administration - \$2,368,623

Current G & A salaries and wages are based on a total of 92 employees, 92,910 payroll hours, of which 2,429 hours are attributable to overtime.

Non-Vehicle Maintenance - \$176,970

Current non-vehicle maintenance wages are based on a total of 8 janitors and 7,460.5 payroll hours, of which 49.5 hours are attributable to overtime.

Vehicle Maintenance - \$1,522,093

Current vehicle maintenance wages are based on a total of 38 mechanics, specialists and road and service employees, 40,395.5 payroll hours of which 1,254 hours are attributable to overtime.

Fringe Benefits - \$9,944,431

Collectively, fringe benefits, after Carbon Transit and LANtaVan allocations, are approximately \$637K below the current budget projections of \$10,581,567, representative of a 6.0% decrease.

FICA - \$1,094,117

Costs are based on the calculation of 7.65% of current salaries and wages. Current salaries and wages for the purposes of the FICA calculation include wages paid under holiday, sick, vacation and other absences.

Unemployment Expense - \$30,692

Costs are representative of the monthly allocation of the 2024 Solvency Fee and unemployment claims deemed reimbursable by PA-UC.

LANtaBus January 2025 Unaudited Financial Statements

Union Pension - \$1,057,753

Costs are representative of the monthly Municipal Minimum Obligation Employer contribution payment to the LANTA Union Pension Plan and the union portion of the 2024 Fiduciary Liability insurance. Current costs align with budget projections.

Non-Union Pension - \$172,334

Costs are representative of the monthly Municipal Minimum Obligation Employer contribution payment to the LANTA Non-Union Pension Plan and the non-union portion of the 2024 Fiduciary Liability insurance. Current costs align with budget projections.

Non-Union 457 ER Match - \$19,066

This amount represents the total employer contribution to employees' IRC 457(b) plans who are covered by the Non-Union Pension Plan Alternative B. Current contributions align with the budget projections.

Medical Insurance - \$4,206,347

The Authority offers its employees the Capital Blue Cross PPO Plus medical insurance plan. Dental and vision coverage are provided by Capital Blue Cross as well. The Authority's plan is self-insured, and there is a stop-loss insurance policy in place. Current costs are below current budget projections by approximately \$209K, a 4.7 percent budget variance.

**LANtaBus
Health Insurance
January 31, 2025**

Claims billed through December 28, 2024	\$	4,324,946
Administration Costs billed through December 2024		185,113
LVBCH		60
CANARX		2,355
Total Admin Fees and Claims	\$	4,512,474
Reimbursements		
EE Contributions	\$	257,338
Pensioner Contributions		424
Stop Loss		48,366
Total Program Reimbursements	\$	306,127
Net Healthcare Costs	\$	4,206,347
Cost per covered EE - 326 employees as of 1/31	\$	12,903

Life Insurance - \$68,874

Current costs align with budget projections.

LANtaBus January 2025 Unaudited Financial Statements

Short-Term Disability Insurance - \$267,162

Current costs align with budget projections.

Long-Term Disability Insurance - \$6,233

Current costs align with budget projections.

Workers' Compensation Insurance - \$603,158

Current costs align with budget projections.

Sick Leave, Holiday, Vacation and Other Paid Absences - \$2,727,184

Annual costs are representative of the paid time off categories taken by all employees. Current costs are above current budget projections due to the 2025 sick and vacation accruals for all employees.

Tool and Uniform Allowance - \$87,046

Annual costs represent the uniform costs for non-union and union employees. Current costs are above the current year budget projection by 2.1%.

Fringe Benefits – Other - \$16,385

This line item represents employee reimbursement of employment required expenses, such as CDL reimbursements and DOT physicals.

Fringe Benefit Distribution – (\$411,919)

This category includes all benefits allocated to Carbon Transit and LANtaVan.

Outside Services - \$1,501,787

Current costs reflect a decrease of 0.7 percent below the current budget projection of \$1,512,192. The net decrease can be attributed to FY2025 budget allocation and costs aligning with budget assumptions.

LANtaBus January 2025 Unaudited Financial Statements

Fuel - \$908,671

Current costs are below budget projections by 20.4 percent and is attributable to the budget assumption of a higher than actual diesel fuel usage for the first quarter and decrease in actual CNG usage.

Tires and Tubes - \$85,699

Current costs reflect actual costs through December 31st and an estimated accrual for January. Costs are above current budget projections by 4.9 percent.

Materials and Supplies - \$1,567,511

Current costs represent the cost of materials to keep the revenue vehicle fleet in a state of good repair as well as office and computer supplies. Current costs are below budget projections by approximately \$25K, a 1.6% budget variance.

Utilities - \$501,184

Current costs are inclusive of routine utility costs for items such as Refuse Removal, Water & Sewer, Electric, Gas Heat, transit center utilities and Internet fees. Annual costs are below the current year budget projections by approximately \$37K, a 6.9% budget variance.

Casual & Liability Insurance - \$620,504

Annual costs include the property damage and liability insurance purchased through the SAFTI program. Costs are currently below budget projections by approximately \$31K, a 4.7% budget variance.

Taxes - \$12,229

This category includes expense line items for vehicle license & registration fees and fuel recovery fees as well as real estate taxes. Costs are currently above budget projections due to a conservative approach to budget projections for real estate taxes.

Purchased Transportation - \$1,732,335

Current costs reflect the four components that affect the Purchased Transportation line item for LANtaBus. Those components consist of the Carbon Transit Fixed Route, ADA Operating Expenses for both Carbon and LANtaVan, Flex Services and Certification

LANtaBus January 2025 Unaudited Financial Statements

transportation services. Collectively, this expense category is above current budget projections by \$218,390, a 14.4% budget variance.

Miscellaneous - \$161,437

The "Miscellaneous" line item is used to properly classify related expenditures which, under NTD reporting, cannot be included in any other expense line item. Collectively, current costs are above budget projections by approximately \$15K.

Interest - \$5,574

The annual amount represents the costs of operating on the line of credit due to fund sweeps.

Leases - \$63,828

Costs include the rental costs for the Lehigh Valley Mall Transit Center, LANtaBus's allocation of the Rider Resources Center rent and various office equipment.

LANtaBus January 2025 Unaudited Financial Statements

LANtaBus Income Statement Summary For the Period Ending January 31, 2025

Subsidy	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Local Subsidy	111,403	121,887	784,280	737,789	1,347,227	(46,491)	-6.30%
State Subsidy	5,723,552	5,944,934	20,761,546	21,955,717	35,879,442	1,194,171	5.44%
Federal Subsidy - ADA	131,427	74,391	698,216	589,044	960,999	(109,172)	-18.53%
Federal Subsidy - Safety & Sec	45,611	48,672	254,518	389,116	632,474	134,598	34.59%
Federal Subsidy - VOH	-	98,552	249,142	299,898	792,658	50,756	16.92%
Federal Subsidy - PM	892,773	551,519	4,349,298	3,703,148	6,457,124	(646,150)	-17.45%
Federal Subsidy - Tire Lease	8,945	9,115	59,170	65,346	109,628	6,176	9.45%
Total Subsidy	6,913,711	6,849,070	27,156,171	27,740,058	46,179,552	583,886	2.10%
Surplus (Deficit)	-	0	(0)	0	-	(0)	0.00%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$27,156,171

The year-to-date funded deficit recorded on LANtaBus totals \$27,156,171. This represents a 2.1 percent decrease from the current budget projection of \$27,740,058. Current total subsidies equal the amount of the deficit.

Local Subsidy - \$784,280

This category includes the general operating assistance revenues received from the Counties of Lehigh and Northampton. Year-to-date local subsidy is above current year budget projections by 6.3%.

State Subsidy - \$20,761,546

This category includes the operating assistance funds from PennDOT to assist in paying the cost of operating transit services. The current state subsidy is representative of 7/12th of the FY2025 allocation amount plus \$5,473,380 of Act 44 prior year reserves to subsidize the remaining operating deficit LANtaBus. Year-to-date state subsidy is below current year budget projections by approximately \$1.2M, representative of a 5.4% budget variance.

Federal Subsidy - \$5,610,345

This category covers funds obtained from the Federal Government to assist in paying the costs of operating transit services. Formula funding for FY 2025 has been used to fund preventative maintenance activities, tire lease, safety and security and ADA total operating expenses. The balance of federal subsidy was provided from the Vehicle Overhaul Program (VOH). Total federal subsidies are above current budget projections collectively by \$563,793, an 11.2% budget variance. The variance is attributed to an increase in actual

LANtaBus January 2025 Unaudited Financial Statements

costs for the Preventative Maintenance program, Safety and Security and maintenance payroll than anticipated.

LANtaBus January 2025 Unaudited Financial Statements

LANtaBus Revenue and Expense Department Detail

LANtaBus
January 31, 2025

	Operations	Maintenance	General Administration	Total
Salaries & Wages	9,531,191.06	2,169,336.65	732,936.48	\$ 12,433,464.19
Fringe Benefits	7,033,533.32	1,407,998.58	1,502,899.10	9,944,431.00
Services	638,668.60	234,029.59	649,559.60	1,522,257.79
Materials & Supplies	19,069.28	1,301,470.07	246,965.54	1,567,504.89
Fuel	908,670.93	-	-	908,670.93
Tires and Tubes	85,698.72	-	-	85,698.72
Utilities	-	69,214.11	411,500.10	480,714.21
Insurances	-	-	620,504.07	620,504.07
Taxes	-	-	12,228.58	12,228.58
Purchased Transportation	1,732,335.21	-	-	1,732,335.21
Miscellaneous Expense	-	-	161,442.06	161,442.06
Interest Expense	-	-	5,573.55	5,573.55
Leases	-	-	63,827.83	63,827.83
Total Expenditures	19,949,167.12	5,182,049.00	4,407,436.91	\$ 29,538,653.03
Revenue				
Passenger Fares	1,859,011.97	-	-	1,859,011.97
Special Route Guarantees	216,766.61	-	-	216,766.61
Advertising Commissions	291,666.65	-	-	291,666.65
Rental Income	-	-	-	-
Investment Income	10,254.35	-	-	10,254.35
Non-transportation Income	4,781.94	-	-	4,781.94
Total Revenue	2,382,481.52	-	-	\$ 2,382,481.52
Gross Surplus/(Deficit)	(17,566,685.60)	(5,182,049.00)	(4,407,436.91)	\$ (27,156,171.51)
Subsidy				
Tire Lease - Federal/State/Local	73,962.72	-	-	\$ 73,962.72
ADA - Federal/State/Local	872,770.10	-	-	872,770.10
Safety & Security - Federal/State	509,036.34	-	-	509,036.34
Preventative Maint - Federal/State/Local	581,846.74	3,767,451.73	-	4,349,298.47
VOH - Federal/State/Local	-	372,792.73	-	372,792.73
Local Operating Assistance	520,485.34	108,758.13	147,600.32	776,843.79
State Operating Assistance	15,008,584.36	933,046.41	4,259,836.59	20,201,467.36
Total Subsidy by Expense Class	17,566,685.60	5,182,049.00	4,407,436.91	\$ 27,156,171.51
Surplus/(Deficit)	-	-	-	-

Note: Totals and percentage may not be precise due to independent rounding

LANtaBus

Income Statement Summary

For the Period Ending January 31, 2025

	Fiscal Year 2025				YTD Budget Variance	
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Revenue						
Passenger Fares	237,659	195,566	1,859,012	1,464,676	394,336	26.92%
Special Transit Fares	27,490	-	216,767	117,500	99,267	84.48%
Auxiliary Transportation Revenue	41,667	10,000	291,667	260,000	31,667	12.18%
NonTransportation Revenue	2,928	-	15,036	-	15,036	0.00%
Total Revenue	309,744	205,566	2,382,482	1,842,176	540,305	29.33%
Expenses						
Labor	2,307,446	2,207,614	12,433,464	11,802,815	(630,649)	-5.34%
Fringe Benefits	3,715,084	3,665,988	9,944,431	10,581,567	637,136	6.02%
Total Labor and Fringes	6,022,530	5,873,602	22,377,895	22,384,382	6,487	0.03%
Services	250,450	245,329	1,501,787	1,512,192	10,405	0.69%
Fuel	130,915	189,974	908,671	1,142,121	233,450	20.44%
Tires & Tubes	10,951	11,394	85,699	81,683	(4,016)	-4.92%
Materials & Supplies	216,838	274,583	1,567,511	1,592,312	24,802	1.56%
Utilities	88,210	80,727	501,184	538,550	37,366	6.94%
Casualty & Liability	187,691	117,175	620,504	651,030	30,526	4.69%
Taxes	1,023	342	12,229	2,590	(9,639)	-372.15%
Purchase of Transportation	285,950	234,200	1,732,335	1,513,945	(218,390)	-14.43%
Miscellaneous	19,820	25,173	161,437	146,025	(15,412)	-10.55%
Interest	63	100	5,574	681	(4,892)	-717.92%
Leases & Rentals	9,014	2,037	63,828	16,722	(47,106)	-281.70%
Total Expenses	7,223,455	7,054,636	29,538,653	29,582,234	43,581	0.15%
Gross Surplus (Deficit)	(6,913,711)	(6,849,070)	(27,156,172)	(27,740,058)	583,886	2.10%
Subsidy						
Local Subsidy	111,403	121,887	784,280	737,789	(46,491)	-6.30%
State Subsidy	5,723,552	5,944,934	20,761,546	21,955,717	1,194,171	5.44%
Federal Subsidy - ADA	131,427	74,391	698,216	589,044	(109,172)	-18.53%
Federal Subsidy - Safety & Sec	45,611	48,672	254,518	389,116	134,598	34.59%
Federal Subsidy - VOH	-	98,552	249,142	299,898	50,756	16.92%
Federal Subsidy - PM	892,773	551,519	4,349,298	3,703,148	(646,150)	-17.45%
Federal Subsidy - Tire Lease	8,945	9,115	59,170	65,346	6,176	9.45%
Total Subsidy	6,913,711	6,849,070	27,156,171	27,740,058	583,886	2.10%
Surplus (Deficit)	-	0	(0)	0	(0)	0.00%

LANtaVan January 2025 Unaudited Financial Statements

LANtaVan
January 2025 Unaudited Financial Statements

LANtaVan
 Income Statement Summary
 For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	40,571	20,699	303,200	236,591	443,396	66,610	28.15%
Non-Transportation Revenues	-	-	-	-	-	-	0.00%
Local Special Fare Assistance	287,096	174,903	1,453,786	1,319,407	2,204,822	134,379	10.18%
State Reimbursements	221,002	216,438	1,707,871	1,532,645	2,752,584	175,226	11.43%
State Special Fare Assistance	389,209	336,298	2,178,418	2,668,289	4,260,937	(489,871)	-18.36%
Total Revenue	937,879	748,337	5,643,275	5,756,932	9,661,739	(113,656)	-1.97%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$5,643,275

Current revenues total \$5,643,275. This represents a 1.0 percent decrease from the current budget projection of \$5,756,932. Revenue ridership has increased approximately 7.6% from the prior year period.

Passenger Revenues - \$303,200

General Public Fares (GPF) Copays - \$303,200

Current GPF Copays are 28.2 percent above the current budget projection of \$236,591. Total completed fare paying revenue trips, which includes trips performed under ADA, ARC, GMCO, GPB, HH, Lottery, NUR and PWD programs, total 83,530 trips.

Local Special Fare Assistance - \$1,453,786

Collectively, Local Special Fare Assistance is \$134,379 above the current budget projection of \$1,319,407, resulting in a 10.2 percent budget variance.

Lehigh County Area Agency on Aging (LCAAA) - \$29,595

Currently this line item represents revenue earned on ridership for Lehigh County AAA (LCAAA) sponsored clients. For those sponsored clients under 65 years of age, LCAAA pays

LANtaVan January 2025 Unaudited Financial Statements

the full fare of the trip and for those clients over 65 years of age, LCAAA pays the 15% copay while the remaining 85% is paid for by the Senior Shared Ride Lottery Program. LCAAA revenue represents a total of 6,307 completed revenue trips.

Northampton County Area Agency on Aging (NCAAA) - \$38,413

Currently this line item represents revenue earned on ridership for Northampton County AAA (NCAAA) sponsored clients. For those sponsored clients under 65 years of age, NCAAA pays the full fare of the trip and for those clients over 65 years of age, NCAAA pays the 15% copay while the remaining 85% is paid for by the Senior Shared Ride Lottery Program. NCAAA revenue represents a total of 8,089 completed revenue trips.

American with Disabilities Act (ADA) - \$1,364,856

This line item represents the total operating costs of the ADA program less ADA client copays. Current revenue consists of total revenue ridership of 20,478 trips, for total operating costs of \$1,463,562 less \$98,705 in ADA client copays. ADA ridership has decreased 2.2 percent when compared to the previous fiscal year period.

Certification Services (CER) - \$20,921

This line item represents the cost of the LANTA sponsored transportation for potential paratransit consumers to/from their evaluations. Current revenue reflects a total of 555 trips performed, a decrease of 8.4 percent from the previous fiscal year period.

State Reimbursements - \$1,707,871

Collectively, current State Reimbursements are \$175,226 above current budget projections, resulting in an 11.4 percent budget variance.

Senior Shared Ride Lottery - \$1,582,626

Shared Ride revenue is representative of 55,999 completed revenue trips and full 85% reimbursement from the Senior Shared Ride (SSR) Lottery Program. SSR Lottery ridership has increased 11.3 percent when compared to the previous fiscal year period.

Persons with Disabilities (PWD) - \$125,246

PWD revenue is representative of 3,756 completed revenue trips and full 85% reimbursement from the Senior PWD ridership has increased 29.6 percent when compared to the previous fiscal year period.

State Special Fare Assistance - \$2,178,418

Collectively, current State Special Fare Assistance revenues are \$489,871 below current budget projections, resulting in an 18.4 percent budget variance.

Lehigh County MATP – \$1,358,556

Lehigh County MATP revenue is representative of the total annual operating costs for the Lehigh County MA Program. Collectively, revenue ridership for Lehigh County MATP totals 26,922 trips. Lehigh County revenue ridership has decreased 2.7 percent when compared to the previous fiscal year. Lehigh County MATP revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 18,610
- MATP Out of County – 220
- MATP Mileage Reimbursement – 7,906
- MATP Fixed Route Reimbursement – 186
- MATP Pass-Through – 0

Northampton County MATP - \$819,861

Northampton County MATP revenue is representative of the total annual operating costs for the Northampton County MA Program. Collectively, revenue ridership for Northampton County MATP totals 16,075 trips. Northampton County revenue ridership has decreased 8.5 percent when compared to the previous fiscal year. Northampton County MATP revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 9,681
- MATP Out of County – 189
- MATP Mileage Reimbursement – 5,483
- MATP Fixed Route Reimbursement – 722
- MATP Pass-Through – 0

LANtaVan January 2025 Unaudited Financial Statements

LANtaVan Income Statement Summary For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Expenses							
Labor	61,507	94,005	431,048	534,316	1,005,266	103,269	19.33%
Fringe Benefits	49,206	73,854	345,220	482,099	804,213	136,880	28.39%
Total Labor and Fringe Benefits	110,713	167,859	776,267	1,016,415	1,809,479	240,148	23.63%
Services	20,840	15,769	136,121	102,045	193,159	(34,077)	-33.39%
Fuel	65,648	77,380	544,702	576,419	1,005,861	31,718	5.50%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	5,120	5,422	28,343	26,385	45,000	(1,957)	-7.42%
Utilities	14,440	15,698	108,655	103,514	185,673	(5,142)	-4.97%
Casualty & Liability	1,083	1,083	7,583	7,583	13,000	-	0.00%
Taxes	6,733	5,493	65,545	54,508	97,000	(11,037)	-20.25%
Purchase of Transportation Service	934,955	743,226	5,159,429	5,195,855	8,713,643	36,426	0.70%
Miscellaneous	1,181	2,057	7,262	10,259	22,700	2,997	29.21%
Interest	-	-	-	-	-	-	0%
Leases	70,934	72,605	496,007	507,315	871,356	11,308	2.23%
Total Expenses	1,231,647	1,106,593	7,329,915	7,600,299	12,956,871	270,384	3.56%

Note: Totals and percentage may not be precise due to independent rounding

Operating Expenditures - \$7,329,915

Collectively, operating expenditures are below current budget projections by \$270,384, a 3.6 percent budget variance.

Salaries and Wages - \$431,048

Salaries and wages are 19.3% below the current budget projection of \$534,316. The decrease is attributable to the budget allocation.

Salaries for the Authority's Accessibility Service Specialists, Paratransit Schedulers, Executive Director, Director of Paratransit Service, Sr. Director of Finance, Controller, Finance Specialists, Sr. Director of Service Accessibility, Manager Rider Resources, Treasury Clerks, the Rider Resource Representatives are accounted for within this line item.

The Rider Resources call center staff and Rider Resources Manager salaries are allocated by call volume percentages. The percentages used for FY 2025 are as follows:

- 6.7% Carbon Transit

LANtaVan January 2025 Unaudited Financial Statements

- 33.2% LANtaBus
- 60.1% LANtaVan

The remaining staff salaries allocated to LANtaVan are equivalent to the direct time spent performing tasks related to the LANtaVan division.

Fringe Benefits - \$345,220

Collectively, fringe benefits are 28.4% below the current budget projection of \$482,099. The decrease is attributable to the reduction in the wages being allocated to the LANtaVan.

FICA - \$32,975

Current costs are based on the calculation of 7.65% of current salaries and wages.

Uniform - \$382

Current costs are representative of uniforms for employees of LANta's Paratransit division.

Fringe Benefits- \$311,863

Costs include the allocation of benefit costs to the LANtaVan Division for staff time to administer the paratransit program. Fringe benefits are allocated at 80% of total wages.

Outside Services - \$136,121

Current costs reflect an increase of 33.4 percent over the current budget projection of \$102,045. The net increase can be attributed to the approximate \$15K in unanticipated van repairs and an increase in computer services.

Materials and Supplies - \$28,343

Current costs reflect an increase of 7.4 percent over the current budget projection of \$26,385.

Office Supplies - \$20,181

Current costs are representative of routine purchases of office and computer supplies, reprinting of LANtaVan applications, brochures, and offsite storage fees.

LANtaVan January 2025 Unaudited Financial Statements

Freight - \$6,963

Current costs are representative of the postage expense of LANtaVan specific items less the postage received on each online ticket purchase. Each online ticket purchase offsets the postage costs at a rate of \$1.50 per transaction. As of January 31st, LANtaVan received \$181 in prepaid postage costs from online transactions.

Janitorial Supplies - \$1,198

Current costs are representative of routine purchases of janitorial supplies.

Fuel - \$544,702

LANTA provides Transdev with WEX fuel cards, to be used at any public gas station for fueling the vans. Current costs represent those transactions and are below the current budget projection of \$576,419, by approximately \$32K, representing a 5.5 percent budget variance. Year-to-date costs are representative of 189,540 gallons of fuel, with an average cost per gallon of \$2.76.

Utilities - \$108,655

Collectively, utility costs reflect an overall increase of 4.9%, an amount of approximately \$5K above current budget projections of \$103,514. Costs are representative of electric, heating, water and sewer costs for the Paratransit facility as well as telephone, IVR system calls for Ecolane, modem lines for the paratransit scheduling software system and cellular data usage fees for the tablets accessing Ecolane. The net increase can be attributed to the following:

- IVR – Budget projections anticipated a higher number of automated calls due to an anticipated greater number of clients moving to EcoPay.
- Telephone – The costs for internet and landline services were split during the previous fiscal year.
- Electric – Utility rates were capped during the previous fiscal year.
- Water and Sewer – Costs are below budget projections due to an aggressive approach to budget forecasting.
- Heating – Costs have outpaced current budget projections due to a conservative approach to utilization.
- Internet fees/services - The costs for internet and landline services were split during the previous fiscal year.
- Radio/Tower Infrastructure – Costs align with budget projections.

Purchased Transportation (P/T) - \$5,159,429

Collectively, P/T costs are below the current budget projection of \$5,195,855, by approximately \$36K, representative of a 0.7% budget variance. The expense reflects the various components of the Purchased Transportation contract, the per trip charge, per revenue hour charge, pass-through entities, mass transit, and mileage reimbursements.

Shared Ride - \$5,035,814

This line item represents expenditures for the in-county paratransit service currently operated by TransDev, LANTA's subcontractor for paratransit service plus the agreed upon fixed cost portion for FY 2025. This line item includes State Shared Ride, PwD, ADA and MATP transportation.

Pass-Through Entities - \$0

This line item represents the reimbursements to applicable Pass-Through Entities for the MATP program. Currently, no costs have been incurred.

Lehigh County Fixed Route Reimbursements - \$123

This line item represents the fixed route reimbursements for the Lehigh County MATP program. Fixed route reimbursements are currently reimbursed at a rate of \$.67 per trip. Lehigh County MATP fixed route reimbursement trips total 186.

Lehigh County Mileage Reimbursements - \$20,325

This line item represents the mileage, parking, and toll reimbursements for the Lehigh County MATP program. Mileage is currently reimbursed at an increased rate of \$.25 per mile, while parking and tolls are based on the actual costs. Lehigh County MATP mileage reimbursement trips total 7,906.

Northampton County Fixed Route Reimbursements - \$477

This line item represents the fixed route reimbursements for the Northampton County MATP program. Fixed route reimbursements are currently reimbursed at a rate of \$.67 per trip. Northampton County MATP fixed route reimbursement trips total 722.

Northampton County Mileage Reimbursements - \$14,669

This line item represents the mileage, parking, and toll reimbursements for the Northampton County MATP program. Mileage is currently reimbursed at an increased rate

LANtaVan January 2025 Unaudited Financial Statements

of \$.25 per mile, while parking and tolls are based on the actual costs. Northampton County MATP mileage reimbursement trips total 5,483.

Northampton County Mass Transit Reimbursements - \$420

This line item represents the mass transit reimbursements for the Northampton County MATP program. Mass Transit reimbursements represent the cost of the tickets given to eligible clients and the costs of the taxi services needed to accommodate transportation when the fixed route service is not available during their time of need for transportation services.

MA Out of County (MA OOC) Lehigh and Northampton - \$87,601

This line item represents expenditures for the MATP premium transportation. MATP premium transportation represents medical transportation outside of Lehigh and Northampton counties. Total MA OOC completed revenue trips of 409 have decreased 68.1% when compared to the prior fiscal year period.

Miscellaneous - \$7,262

The "Miscellaneous" line item is used to properly classify paratransit related expenditures which, under NTD reporting, cannot be included in any other expense line item. Current costs are below budget projections by 29.2 percent.

Dues and Subscriptions - \$6,576

Current costs are representative of prepaid subscription fees for Ecolane as well as the parking dues for parking at the Bethlehem garage for applicable LV staff.

Training and Travel - \$686

Current costs are representative of lodging and travel fees for applicable LV staff for mandated in person trainings.

Leases - \$496,007

Per the terms of the Purchased Transportation contract, LANTA is to provide a facility to be used by TransDev. LANTA is responsible for the lease payment of the paratransit facility. Current costs are below budget projections by approximately \$11K, representing a 2.2% budget variance.

LANtaVan January 2025 Unaudited Financial Statements

LANtaVan Income Statement Summary For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Subsidy							
State Subsidy	-	-	-	-	76,638	-	0.00%
Federal 5310	-	-	229,556	-	-	(229,556)	0.00%
Total Subsidy	-	-	229,556	-	76,638	(229,556)	-
Surplus (Deficit)	(293,768)	(358,256)	(1,457,083)	(1,843,367)	(3,218,494)	(386,284)	20.96%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$229,556

LANTA recognized a total of \$229,556 in Federal 5310 dollars to be utilized for our demand response services. The Federal 5310 dollars were sourced from the following federal grants:

ARPA - \$114,779
CRRSAA - \$114,777

The year-to-date unfunded deficit recorded on LANtaVan totals \$1,457,083. This represents a 21.0 percent decrease from the current budget projection of \$1,843,367.

LANtaVan January 2025 Unaudited Financial Statements

Revenue and Expense Detail – By Program

LANtaVan
January 31, 2025

	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 80,196.53	\$ 206,253.75	\$ 144,597.23	\$ 431,047.51
Other Paid Absences	6,415.72	16,500.30	11,567.78	34,483.80
Fringe Benefits	57,812.48	148,685.24	104,237.98	310,735.70
Services	26,042.92	66,978.59	43,099.82	136,121.33
Materials & Supplies	5,273.13	13,561.73	9,507.65	28,342.51
Fuel	101,341.92	260,636.60	182,723.12	544,701.64
Utilities	20,215.36	51,990.96	36,449.03	108,655.35
Insurances	1,410.88	3,627.57	2,543.86	7,582.31
Taxes	12,194.76	31,363.13	21,987.58	65,545.47
Purchased Transportation	1,058,342.40	2,721,903.04	1,373,991.40	5,154,236.84
MA Reimbursements			36,013.65	36,013.65
Miscellaneous Expense	2,033.17	5,229.00	-	7,262.17
Leases	92,282.74	237,336.43	166,388.20	496,007.37
Total Expenditures	1,463,562.01	3,764,066.34	2,133,107.30	\$ 7,360,735.65
Passenger Fares	98,705.20	204,495.15	-	\$ 303,200.35
Program Reimbursements				
Lottery - Shared Ride		1,582,625.85		1,582,625.85
Lottery - PWD		125,245.50		125,245.50
Area Agency on Aging		68,008.25		68,008.25
MATP - Lehigh County		44,916.80	1,332,937.71	1,377,854.51
MATP - Northampton County		31,214.40	800,169.74	831,384.14
Total Program Reimbursements	-	1,852,010.80	2,133,107.30	\$ 3,985,118.25
Gross Surplus/(Deficit)	(1,364,856.81)	(1,707,560.39)	-	\$ (3,072,417.20)
Subsidy				
State Operating Assistance - CER		20,921.25		\$ 20,921.25
ADA - Federal/State/Local	798,597.65			798,597.65
ADA - PM	566,259.16			566,259.16
Federal 5310		229,556.00		229,556.00
State Operating Assistance - Reserves	-	-		-
Total Subsidy by Program	1,364,856.81	250,477.25	-	\$ 1,615,334.06
Surplus/(Deficit)	-	(1,457,083.14)	-	(1,457,083.14)
Total Trips	23,847	61,331	42,997	
Avg Cost per Trip	\$ 61.37	\$ 61.37	\$ 49.61	
Avg Passenger Revenue per Trip	\$ 4.14	\$ 33.53		
Avg Subsidy per Trip	\$ 57.23	\$ 4.08		

Note: Totals and percentage may not be precise due to independent rounding

LANtaVan

Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	40,571	20,699	303,200	236,591	66,610	28.15%
Non-Transportation Revenues	-	-	-	-	-	0.00%
Local Special Fare Assistance	287,096	174,903	1,453,786	1,319,407	134,379	10.18%
State Reimbursements	221,002	216,438	1,707,871	1,532,645	175,226	11.43%
State Special Fare Assistance	389,209	336,298	2,178,418	2,668,289	(489,871)	-18.36%
Total Revenue	937,879	748,337	5,643,275	5,756,932	(113,656)	-1.97%
Expenses						
Labor	61,507	94,005	431,048	534,316	103,269	19.33%
Fringe Benefits	49,206	73,854	345,220	482,099	136,880	28.39%
Total Labor and Fringe Benefits	110,713	167,859	776,267	1,016,415	240,148	23.63%
Services	20,840	15,769	136,121	102,045	(34,077)	-33.39%
Fuel	65,648	77,380	544,702	576,419	31,718	5.50%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	5,120	5,422	28,343	26,385	(1,957)	-7.42%
Utilities	14,440	15,698	108,655	103,514	(5,142)	-4.97%
Casualty & Liability	1,083	1,083	7,583	7,583	-	0.00%
Taxes	6,733	5,493	65,545	54,508	(11,037)	-20.25%
Purchase of Transportation Service	934,955	743,226	5,159,429	5,195,855	36,426	0.70%
Miscellaneous	1,181	2,057	7,262	10,259	2,997	29.21%
Interest	-	-	-	-	-	0%
Leases	70,934	72,605	496,007	507,315	11,308	2.23%
Total Expenses	1,231,647	1,106,593	7,329,915	7,600,299	270,384	3.56%
Gross Surplus (Deficit)	(293,768)	(358,256)	(1,686,639)	(1,843,367)	156,728	-8.50%
Subsidy						
State Subsidy	-	-	-	-	-	0.00%
Federal 5310	-	-	229,556	-	(229,556)	0.00%
Total Subsidy	-	-	229,556	-	(229,556)	-
Surplus (Deficit)	(293,768)	(358,256)	(1,457,083)	(1,843,367)	(386,284)	20.96%

Carbon Transit January 2025 Unaudited Financial Statements

Carbon Transit
January 2025 Unaudited Financial Statements

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	2,625	2,676	35,166	20,469	39,531	14,697	71.80%
Non-Transportation Revenues	70	-	1,946	-	-	1,946	0.00%
Local Special Fare Assistance	11,645	1,831	100,651	14,451	112,175	86,201	596.52%
State Reimbursements	21,893	23,279	168,200	176,630	298,582	(8,431)	-4.77%
State Special Fare Assistance	76,801	108,954	593,273	836,282	1,385,161	(243,009)	-29.06%
Total Revenue	113,034	136,740	899,236	1,047,833	1,835,449	(148,597)	-14.18%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$899,236

Year-to-date revenues total \$899,236. This represents a 14.2 percent decrease from the current budget projection of \$1,047,833.

Passenger Revenues - \$32,542

Collectively, annual passenger revenues, which include fixed route fares and paratransit passenger copays, are above current budget projections by 71.8 percent.

General Public Fares (GPF) Copays -\$17,958

Year-to-date completed fare paying revenue trips, which includes trips performed under ADA, GMCO, GPB, Lottery and PWD programs, total 7,473 trips, a decrease of 10.6% from the previous year.

General Public Fares (GPF) Fixed Route -\$17,075

GPF Fixed Route revenue is representative of the fares collected for the Fixed Route, Flex Services in Carbon and revenue generated from the Fall Foliage Shuttle Service.

Carbon Transit January 2025 Unaudited Financial Statements

Local Special Fare Assistance - \$100,651

Carbon County Area Agency on Aging (AAA) - \$10,891

Carbon County Area Agency on Aging revenue is below current budget projections by 24.6 percent. AAA 65+ ridership has decreased 28.9 percent when compared to the previous fiscal year period. AAA revenue represents a total of 3,258 completed revenue trips.

American with Disabilities Act (ADA) - \$89,761

This line item represents the annual operating costs of the ADA program, less ADA client copays. Current revenue consists of 1,006 completed trips, with total operating costs of \$92,879 less \$3,119 in ADA client copays. ADA ridership has decreased 35.3 percent when compared to the previous year.

State Reimbursements - \$168,200

Collectively, state reimbursement revenue fell short of current budget projections by approximately \$8K, a 4.8 percent budget variance.

Shared Ride Lottery - \$138,681

Shared Ride revenue is representative of 5,404 completed revenue trips and full 85% reimbursement from the Senior Shared Ride (SSR) Lottery Program. SSR Lottery revenue is 15.7% below the current budget projection of \$164,497. SSR ridership has decreased 14.8% when compared to the previous fiscal year period.

Persons with Disabilities (PWD) - \$29,519

PWD revenue is representative of 1,063 revenue trips and full 85% reimbursement from the Senior Shared Ride Lottery Program. PWD revenue is 143.3% above the current budget projection of \$12,134. PWD ridership has increased 133.1% when compared to the previous fiscal year period.

State Special Fare Assistance - \$593,273

Carbon County MATP

MATP revenue is representative of the total operating costs of the program. Currently MATP revenue is 29.1% below the current budget projection of \$836,282. Revenue ridership for

Carbon Transit January 2025 Unaudited Financial Statements

MATP consists of 6,789 trips and ridership has increased 5.8% when compared to the previous fiscal year period. Revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 2,982
- MATP Out of County – 2,129
- MATP Mileage Reimbursement – 1,678
- MATP Pass-through - 0

Carbon Transit January 2025 Unaudited Financial Statements

Carbon Transit Income Statement Summary For the Period Ending January 31, 2025

Expenses	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Labor	20,175	33,037	138,295	192,946	349,808	54,651	28.32%
Fringe Benefits	16,140	26,429	110,636	154,356	279,846	43,721	28.32%
Total Labor and Fringe Benefits	36,316	59,466	248,931	347,303	629,654	98,372	28.32%
Services	1,953	2,139	15,623	14,844	26,226	(779)	-5.25%
Fuel	13,165	16,320	88,494	141,568	227,872	53,074	37.49%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	755	1,997	8,338	8,470	19,000	132	1.55%
Utilities	2,499	3,761	14,273	26,739	44,135	12,465	46.62%
Casualty & Liability	-	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	145,171	162,326	1,012,621	1,225,022	2,030,380	212,401	17.34%
Miscellaneous	29	19	195	133	225	(62)	0.00%
Interest	-	-	-	-	-	-	0.00%
Leases & Rentals	4,160	4,454	29,120	31,178	53,491	2,058	6.60%
Total Expenses	204,048	250,481	1,417,595	1,795,256	3,030,983	377,661	21.04%

Note: Totals and percentage may not be precise due to independent rounding

Operating Expenditures - \$1,417,595

Collectively, operating expenditures are below current budget projections by \$377,661, a 21.0 percent budget variance.

Salaries and Wages - \$138,295

Salaries and wages are 28.3% below the current budget projection of \$192,946. The decrease is attributable to the budget allocation.

Salaries for the Authority's Accessibility Service Specialists, Paratransit Schedulers, Executive Director, Director of Paratransit Service, Sr. Director of Finance, Controller, Finance Specialists, Sr. Director of Service Accessibility, Manager Rider Resources, Treasury Clerks, the Rider Resource Representatives are accounted for within this line item.

The Rider Resources call center staff and Rider Resources Manager salaries are allocated by call volume percentages. The percentages used for FY 2025 are as follows:

- 6.7% Carbon Transit
- 33.2% LANtaBus
- 60.1% LANtaVan

Carbon Transit January 2025 Unaudited Financial Statements

The remaining staff salaries allocated to Carbon Transit are equivalent to the direct time spent performing tasks related to the Carbon Transit Division.

Fringe Benefits - \$110,636

FICA - \$10,580

Costs are based on the calculation of 7.65% of current salaries and wages.

Fringe Benefits- \$100,056

Costs include the allocation of benefit costs to the Carbon Transit Division for staff time to administer both the fixed route and paratransit programs. Fringe benefits are allocated at 80% of total wages.

Collectively, fringe benefits are 28.3% below current budget projections.

Outside Services - \$15,623

Current costs reflect an increase of 5.3% above the current budget projection of \$14,844. The net increase can be attributed to the following:

- Auditing Fees – Current costs are representative of Carbon’s allocation of FY2025 auditing services which have increased 3% from the previous fiscal year.
- Banking – Current costs include the fees associated with banking transactions relating to Carbon Transit operations.
- Online Sales - This line item includes the fees associated with online sales transactions for ticket purchases and EcoPay balance replenishments via the current online platform, Square Inc. Costs have exceeded the current budget budget due to clients moving to the EcoPay option.
- Building Maintenance – Current costs represent costs for an unanticipated electrical repair. FY2025 budget did not anticipate any building maintenance costs.
- Radio Maintenance – Current costs represent costs for an unanticipated radio repeater repair. FY2025 budget did not anticipate any radio repeater costs.

Carbon Transit January 2025 Unaudited Financial Statements

Fuel - \$88,494

LANTA provides Transdev with WEX fuel cards, to be used at any public gas station for fueling the vans. Current costs represent those transactions and are below current budget projections by a 37.5% budget variance.

Materials and Supplies - \$8,338

Current costs reflect an increase of 1.6% when compared to the current budget projection of \$8,470. The YTD increase is attributable to the printing of bus schedules for fixed route services in Carbon and van maintenance parts and supplies.

Office Supplies - \$4,658

Current costs are representative of routine purchases for office and computer supplies, reprinting of Carbon Transit applications, brochures, and offsite storage fees.

Postage - \$770

Current costs are representative of the postage expense of Carbon Transit specific items less the postage received on each online ticket purchase. Each online ticket purchase offsets the postage costs at a rate of \$1.50 per transaction. As of January 31st, Carbon Transit has received \$75 in prepaid postage costs from online transactions.

Bus Schedules - \$1,119

Current costs are representative of the purchase of Carbon Transit bus schedules. FY2025 budget did not anticipate any costs for this line item.

Van Parts and Supplies - \$1,792

Current costs are representative of purchases for van maintenance parts and supplies. FY2025 budget did not anticipate any costs for this line item.

Utilities - \$14,273

Collectively, current utility costs reflect an overall decrease of 46.6%, an amount of \$12,465 below the current budget projection of \$26,739. Costs are representative of electricity and heating costs for the Nesquehoning Office as well as telephone, IVR system calls for Ecolane, modem lines for the paratransit scheduling software system and cellular

Carbon Transit January 2025 Unaudited Financial Statements

data usage fees for the tablets accessing Ecolane. The net decrease can be attributed to the following:

- IVR – Although there was an increase in the number of automated calls, the increase was not significant enough to move the billing above the minimum monthly call threshold.
- Telephone – The costs for internet and landline services were split during the previous fiscal year.
- Electric – Utility rates were capped during the previous fiscal year.
- Water and Sewer – Limited usage, billing represents the mandated minimum charge
- Heating – Costs are below budget projections due to mild weather.
- Internet fees - The costs for internet and landline services were split during the previous fiscal year.

Purchased Transportation (P/T) - \$1,012,621

Collectively, P/T costs are below the current budget projection of \$1,225,022, by 17.3%. The net decrease is attributed to a decrease in revenue ridership, along with the collaboration between LANTA, specifically the Paratransit Department and the Department of Human Services to ensure that clients are receiving the proper services.

Shared Ride - \$801,110

This line item represents expenditures for the in-county paratransit service currently operated by TransDev, LANTA's subcontractor for Carbon Transit service plus the agreed upon fixed cost portion for FY 2025. This line item includes State Shared Ride, PwD, ADA and MATP transportation. Current costs are above the current budget projection of \$793,959, by 0.9%.

Mileage Reimbursements - \$9,431

This line item represents the mileage, parking, and toll reimbursements for the MATP program. Mileage is currently reimbursed at an increased rate of \$.25 per mile, while parking and tolls are based on the actual costs. Current actual costs are below the current budget projection of \$15,152, by 37.8%. MATP mileage reimbursement trips total 1,678; a 15.1% decrease when compared to the previous fiscal year period.

Pass-Through Entity - CLIU - \$0

No costs to report currently.

Carbon Transit January 2025 Unaudited Financial Statements

MA Out of County (MA OOC) - \$202,079

This line item represents expenditures for the MATP premium transportation. MATP premium transportation represents medical transportation outside of Carbon County. Costs are below the current budget projection of \$415,911, by 51.4%. Total MA OOC completed revenue trips of 2,129 have increased 35.3% when compared to the prior fiscal year period. Costs for the MATP OOC service have decreased due to the OOC trips being performed by YourWay Taxi Service.

Miscellaneous - \$195

The "Miscellaneous" line item is used to properly classify paratransit related expenditures which, under NTD reporting, cannot be included in any other expense line item.

Dues and Subscriptions - \$195

Current costs have exceeded the current budget projection of \$133, by 46.4%. The increase is attributable to additional subscription services relating to online security monitoring.

Leases - \$29,120

Current costs are below current budget projections by 6.6%. This line item represents the total costs for the Nesquehoning Lease and the allocation of rent to Carbon Transit for the Rider Resources Center.

Carbon Transit January 2025 Unaudited Financial Statements

Carbon Transit Income Statement Summary For the Period Ending January 31, 2025

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Subsidy							
Local Subsidy	4,238	4,238	25,428	29,666	50,859	4,238	14.29%
State Subsidy	15,951	35,658	93,880	249,606	339,060	155,726	62.39%
Total Subsidy	20,189	39,896	119,308	279,272	389,919	159,964	57.28%
Surplus (Deficit)	(70,824)	(73,845)	(399,052)	(468,151)	(805,615)	69,100	-14.76%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$119,308

The year-to-date deficit recorded on Carbon Transit totals \$399,052. This represents a 14.8 percent decrease from the current year's budget projection of \$468,151. Current total subsidies equal the amount of the deficit for Fixed Route and the ADA program.

Local Subsidy - \$25,428

The year-to-date amount represents half of the annual general operating assistance revenues received from Carbon County. No local operating assistance was needed for November 2024 as the fixed route division completed the month with a \$9,556 surplus.

State Subsidy - \$93,880

The current amount represents the amount of state operating assistance needed to fund the operating deficit for fixed route operations. No state operating assistance was needed for November 2024 as the fixed route division completed the month with a \$9,556 surplus. Year-to-date state subsidy represents 28% utilization of FY2025 allocation.

Carbon Transit January 2025 Unaudited Financial Statements

Revenue and Expense Detail – By Program

Carbon Transit
January 31, 2025

	Fixed Route	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 4,891.59	\$ 9,409.87	\$ 60,490.70	\$ 63,502.61	\$ 138,294.77
Fringes	3,913.28	7,527.90	48,392.56	50,802.09	110,635.83
Services - General Admin	483.55	1,016.51	6,534.56	6,877.45	14,912.07
Services - Maintenance	1,800.80	94.52	607.64	-	2,502.96
Materials & Supplies	1,163.99	379.69	2,440.78	2,562.31	6,546.77
Fuel	6,704.69	5,769.17	37,086.68	38,933.27	88,493.81
Utilities	44.18	1,003.67	6,452.05	6,773.31	14,273.21
Purchased Transportation	119,034.73	65,630.60	421,901.66	396,622.83	1,003,189.82
Mileage Reimbursement	-	-	-	9,431.15	9,431.15
Miscellaneous Expense	-	13.74	88.31	92.70	194.75
Interest Expense	-	-	-	-	-
Leases	291.13	2,033.48	13,072.08	13,722.96	29,119.65
Total Expenditures	138,327.94	92,879.15	597,067.02	589,320.68	\$ 1,417,594.79
Passenger Fares	17,074.66	3,118.60	14,972.94	-	\$ 35,166.20
Program Reimbursements					
Lottery - Shared Ride			138,680.90		\$ 138,680.90
Lottery - PWD			29,518.80		29,518.80
MATP			3,952.35	589,320.68	593,273.03
Area Agency on Aging			10,890.50		10,890.50
ADA					-
Investment Income	1,945.73				1,945.73
Total Program Reimbursements	1,945.73	-	183,042.55	589,320.68	\$ 774,308.96
Gross Surplus/(Deficit)	(119,307.55)	(89,760.55)	(399,051.53)	-	(608,119.63)
Subsidy					
Local Operating Assistance	25,428.00				\$ 25,428.00
State Operating Assistance - CT	93,879.55				93,879.55
State Operating Assistance - Reserves					-
Federal Operating Assistance - ADA		89,760.54			89,760.54
Total Subsidy by Program	119,307.55	89,760.54	-	-	\$ 209,068.09
Surplus/(Deficit)	-	(0.01)	(399,051.53)	-	(399,051.54)
Total Trips		1,006	6,467	6,789	
Avg Cost per Trip	\$	\$ 92.33	\$ 92.33	\$ 86.81	
Avg Passenger Revenue per Trip	\$	\$ 3.10	\$ 30.62	\$ 86.81	
Avg Subsidy per Trip	\$	\$ 89.23	\$ -		

Note: Totals and percentage may not be precise due to independent rounding

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025						YTD Budget Variance	
	PTD		YTD		Annual		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Actual	Budget	Amount	Percent
Revenue								
Passenger Fares	2,625	2,676	35,166	20,469	39,531		14,697	71.80%
Non-Transportation Revenues	70	-	1,946	-	-		1,946	0.00%
Local Special Fare Assistance	11,645	1,831	100,651	14,451	112,175		86,201	596.52%
State Reimbursements	21,893	23,279	168,200	176,630	298,582		(8,431)	-4.77%
State Special Fare Assistance	76,801	108,954	593,273	836,282	1,385,161		(243,009)	-29.06%
Total Revenue	113,034	136,740	899,236	1,047,833	1,835,449		(148,597)	-14.18%
Expenses								
Labor	20,175	33,037	138,295	192,946	349,808		54,651	28.32%
Fringe Benefits	16,140	26,429	110,636	154,356	279,846		43,721	28.32%
Total Labor and Fringe Benefits	36,316	59,466	248,931	347,303	629,654		98,372	28.32%
Services	1,953	2,139	15,623	14,844	26,226		(779)	-5.25%
Fuel	13,165	16,320	88,494	141,568	227,872		53,074	37.49%
Tires & Tubes	-	-	-	-	-		-	0.00%
Materials & Supplies	755	1,997	8,338	8,470	19,000		132	1.55%
Utilities	2,499	3,761	14,273	26,739	44,135		12,465	46.62%
Casualty & Liability	-	-	-	-	-		-	0.00%
Taxes	-	-	-	-	-		-	0.00%
Purchase of Transportation Service	145,171	162,326	1,012,621	1,225,022	2,030,380		212,401	17.34%
Miscellaneous	29	19	195	133	225		(62)	0.00%
Interest	-	-	-	-	-		-	0.00%
Leases & Rentals	4,160	4,454	29,120	31,178	53,491		2,058	6.60%
Total Expenses	204,048	250,481	1,417,595	1,795,256	3,030,983		377,661	21.04%
Gross Surplus (Deficit)	(91,014)	(113,741)	(518,359)	(747,423)	(1,195,534)		229,064	30.65%
Subsidy								
Local Subsidy	4,238	4,238	25,428	29,666	50,859		4,238	14.29%
State Subsidy	15,951	35,658	93,880	249,606	339,060		155,726	62.39%
Total Subsidy	20,189	39,896	119,308	279,272	389,919		159,964	57.28%
Surplus (Deficit)	(70,824)	(73,845)	(399,052)	(468,151)	(805,615)		69,100	-14.76%

January 2025 Financial Statements - Unaudited

LANTA Finance Committee Meeting

March 4, 2025



LANtaBus

Income Statement Summary

For the Period Ending January 31, 2025

	Fiscal Year 2025		YTD Budget Variance	
	YTD		Favorable (Unfavorable)	
	Actual	Budget	Annual Budget	Amount Percent
Total Revenue	2,382,482	1,842,176	2,891,151	540,305 29.33%
Total Expenses	29,538,653	29,582,234	49,070,703	43,581 0.15%
Total Subsidy	27,156,171	27,740,058	46,179,552	583,886 2.10%



LANTA
Income Statement Summary
 For the Period Ending January 31, 2025

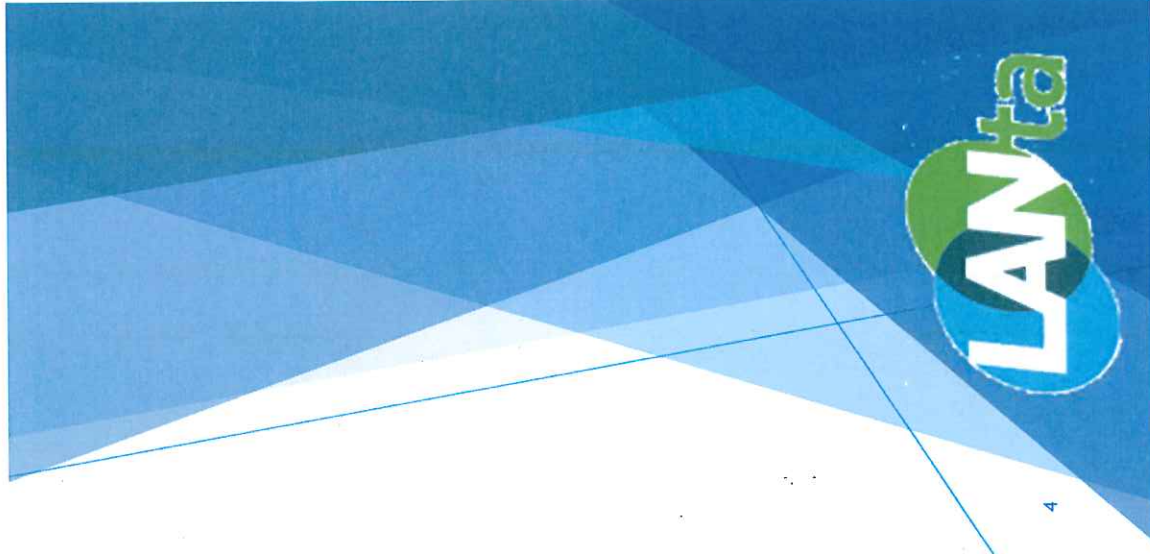
	Fiscal Year 2025		YTD Budget Variance	
	Annual		Favorable (Unfavorable)	
	Actual	Budget	Amount	Percent
Revenue				
Passenger Fares	1,859,012	1,464,676	394,336	26.92%
Special Transit Fares	216,767	117,500	99,267	84.48%
Auxiliary Transportation Revenue	291,667	260,000	31,667	12.18%
Non Transportation Revenue	15,036	-	15,036	0.00%
Total Revenue	2,382,482	1,842,176	540,305	29.33%



Revenue Highlights - LANTaBus

FY 2025 Actual

- Passenger Revenue +26.9% above budget projections
 - Full ticket pricing for on board and window purchases
 - Minimal discounts for online purchases
 - 53% of passenger fare revenue is collected on board buses
 - Fare revenue collection is \$3,996 above GFI stated amounts
 - Special Transit Fares – 84.5% above current budget projections
 - Auxiliary revenue reflects budget amendment for revised contract



LANtaBus
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025			YTD Budget Variance	
	YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget		Amount	Percent
Expenses					
Labor	12,433,464	11,802,815	19,356,608	(630,649)	-5.34%
Fringe Benefits	9,944,431	10,581,567	16,441,686	637,136	6.02%
Total Labor and Fringes	22,377,895	22,384,382	35,798,294	6,487	0.03%
Services	1,501,787	1,512,192	2,738,842	10,405	0.69%
Fuel	908,671	1,142,121	2,091,988	233,450	20.44%
Tires & Tubes	85,699	81,683	137,035	(4,016)	-4.92%
Materials & Supplies	1,567,511	1,592,312	2,964,957	24,802	1.56%
Utilities	501,184	538,550	942,456	37,366	6.94%
Casualty & Liability	620,504	651,030	1,406,089	30,526	4.69%
Taxes	12,229	2,590	4,296	(9,639)	-372.15%
Purchase of Transportation	1,732,335	1,513,945	2,684,946	(218,390)	-14.43%
Miscellaneous	161,437	146,025	271,891	(15,412)	-10.55%
Interest	5,574	681	1,200	(4,892)	-717.92%
Leases & Rentals	63,828	16,722	28,709	(47,106)	-281.70%
Total Expenses	29,538,653	29,582,234	49,070,703	43,581	0.15%



Expense Highlights - LANTaBus

FY 2025 Actual

Collectively, operating expenditures are below current budget projections by \$43,581, a 0.15 percent budget variance.

- Wages - After Carbon Transit and LANTaVan allocations, are approximately \$631K above current budget projections.
 - Operator wages include continued payment of overtime
 - Average of 20.7 absences per day; 4,363 total absences through January 31st
 - Average of 108.42 hours of overtime per operator; 199 Operators
 - 240,497 payroll hours inclusive of 21,575 hours of overtime premiums
 - Overtime is expected to decrease during the 3rd quarter due to the following:
 - An addition of 5 new drivers
 - Anticipated return to work of employees previously out on extended leave
 - New driver class to begin March 10th

Expense Highlights - LANTaBus

FY 2025 Actual

Payroll Analysis - Operator Union

	CY		PY		Variance
	7/1-1/31/2025		7/1-1/31/2024		
Board Hours - No exceptions	211,091.20		208,217.00		1.4%
Paid Hours - Includes exceptions	240,496.90		232,739.18		3.3%
Driver Count	199.00		180.00		10.6%
Overtime	21,574.56		28,629.71		-24.6%
Total Absences	4,363.00		3,908.00		11.6%
Vacation	1,793.00		945.00		89.7%
Sick	1,686.00		2,442.00		-31.0%
FMLA	467.00		71.00		557.7%
Excused	205.00		236.00		-13.1%
Unexcused	76.00		42.00		81.0%
Union Business	76.00		120.00		-36.7%
Other	41.00		24.00		70.8%
Misses	19.00		28.00		-32.1%



Expense Highlights Actuals Cont'd- LANtaBus

- Fringe Benefits - After Carbon Transit and LANtaVan allocations, are approximately \$637K below the current budget projections of \$10,581,567 representative of a 6.0% decrease.
 - Health Insurance - Current costs are below current budget projections by approximately \$209K, a 4.7 percent budget variance.
 - Stop Loss reimbursements of approximately \$48K as of January 31st.
- Purchased Transportation - Current costs reflect the four components that affect the Purchased Transportation line item for LANtaBus. Those components consist of the Carbon Transit Fixed Route, ADA Operating Expenses for both Carbon and LANtaVan, Flex Services and Certification transportation services. Collectively, this expense category is above current budget projections by \$218,390, a 14.4% budget variance.

LANtaBus

Income Statement Summary

For the Period Ending January 31, 2025

Subsidy	Fiscal Year 2025			YTD Budget Variance	
	YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Budget	Amount	Percent
Local Subsidy	784,280	737,789	1,347,227	(46,491)	-6.30%
State Subsidy	20,761,546	21,955,717	35,879,442	1,194,171	5.44%
Federal Subsidy - ADA	698,216	589,044	960,999	(109,172)	-18.53%
Federal Subsidy - Safety & Sec	254,518	389,116	632,474	134,598	34.59%
Federal Subsidy - VOH	249,142	299,898	792,658	50,756	16.92%
Federal Subsidy - PM	4,349,298	3,703,148	6,457,124	(646,150)	-17.45%
Federal Subsidy - Tire Lease	59,170	65,346	109,628	6,176	9.45%
Total Subsidy	27,156,171	27,740,058	46,179,552	583,886	2.10%
Surplus (Deficit)	(0)	0	-	(0)	0.00%



Subsidy Highlights - LANtaBus

FY 2025 Subsidy

The year-to-date funded deficit recorded on LANtaBus totals \$27,156,171. This represents a 2.1 percent decrease from the current budget projection of \$27,740,058. Current total subsidies equal the amount of the deficit.

- Federal Subsidy - Total federal subsidies are above current budget projections by \$563,793, an 11.2% budget variance. The variance is attributed to an increase in actual costs for the Preventative Maintenance program, Safety and Security and maintenance payroll.
- State Subsidy - This category includes the operating assistance funds from PennDOT to assist in paying the cost of operating transit services. The current state subsidy is representative of 7/12th of the FY2025 allocation amount plus \$5,473,380 of Act 44 prior year reserves to subsidize the remaining operating deficit. Year-to-date state subsidy is below current year budget projections by approximately \$1.2M, a 5.4% budget variance.

LANtaVan
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025		Annual Budget	YTD Budget Variance
	YTD Actual	Budget		
	Amount	Amount	Percent	
Total Revenue	5,643,275	5,756,932	9,661,739	(113,656) -1.97%
Total Expenses	7,329,915	7,600,299	12,956,871	270,384 3.56%
Total Subsidy	229,556	-	76,638	(229,556) -
Surplus (Deficit)	(1,457,083)	(1,843,367)	(3,218,494)	(386,284) 20.96%



LANtaVan

Income Statement Summary

For the Period Ending January 31, 2025

	Fiscal Year 2025		Annual		YTD Budget Variance	
	YTD		Budget		Favorable (Unfavorable)	
	Actual	Budget	Budget	Budget	Amount	Percent
Revenue						
Passenger Fares	303,200	236,591	443,396	443,396	66,610	28.15%
Non-Transportation Revenues	-	-	-	-	-	0.00%
Local Special Fare Assistance	1,453,786	1,319,407	2,204,822	2,204,822	134,379	10.18%
State Reimbursements	1,707,871	1,532,645	2,752,584	2,752,584	175,226	11.43%
State Special Fare Assistance	2,178,418	2,668,289	4,260,937	4,260,937	(489,871)	-18.36%
Total Revenue	5,643,275	5,756,932	9,661,739	9,661,739	(113,656)	-1.97%



Revenue Highlights - LANtaVan

FY 2025 Actual

- Current revenues total \$5,643,275. This represents a 1.0 percent decrease from the current budget projection of \$5,756,932. Revenue ridership has increased approximately 7.6% from the prior year period.
- Passenger Revenues (GPF) Copays are 28.2% above the current budget projection and is representative of 73,341 completed revenue trips.
- Local Special Fare Assistance is \$134,379 above the current budget projection, resulting in a 10.2 percent budget variance.
 - 35,429 completed revenue trips between AAA LC, AAA NC, ADA and CER
- Current State Reimbursements are \$175,226 above current budget projections, resulting in a 11.4 percent budget variance.
 - 59,755 completed revenue trips between Senior Shared Ride and PWD
- State Fare Assistance (MATP) revenues total \$2,178,418; 18.4 percent below current budget projections, collectively.
 - 42,997 completed revenue trips between Lehigh and Northampton MA programs



LANtaVan
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025		Annual Budget	YTD Budget Variance	
	YTD			Favorable (UnFavorable)	
	Actual	Budget		Amount	Percent
Expenses					
Labor	431,048	534,316	1,005,266	103,269	19.33%
Fringe Benefits	345,220	482,099	804,213	136,880	28.39%
Total Labor and Fringe Benefits	776,267	1,016,415	1,809,479	240,148	23.63%
Services	136,121	102,045	193,159	(34,077)	-33.39%
Fuel	544,702	576,419	1,005,861	31,718	5.50%
Tires & Tubes	-	-	-	-	0.00%
Materials & Supplies	28,343	26,385	45,000	(1,957)	-7.42%
Utilities	108,655	103,514	185,673	(5,142)	-4.97%
Casualty & Liability	7,583	7,583	13,000	-	0.00%
Taxes	65,545	54,508	97,000	(11,037)	-20.25%
Purchase of Transportation Service	5,159,429	5,195,855	8,713,643	36,426	0.70%
Miscellaneous	7,262	10,259	22,700	2,997	29.21%
Interest	-	-	-	-	0%
Leases	496,007	507,315	871,356	11,308	2.23%
Total Expenses	7,329,915	7,600,299	12,956,871	270,384	3.56%



Expense Highlights

FY 2025 Actual

Collectively, operating expenditures are below current budget projections by \$270,384, a 3.6 percent budget variance.

- Current Salaries and Wages are 19.3 percent below the current budget projection.
- Outside Services reflect an increase of 33.4% percent over the current budget projection. The net increase can be attributed to the approximate \$15K in unanticipated van repairs and increase in computer services.
- Collectively, P/T costs are above the current budget projection, by approximately \$36K, representative of a 0.7% budget variance.

LANtaVan

Income Statement Summary

For the Period Ending January 31, 2025

Subsidy	Fiscal Year 2025		Annual		YTD Budget Variance	
	YTD		Budget		Favorable (UnFavorable)	
	Actual	Budget	Budget	Budget	Amount	Percent
State Subsidy	-	-	76,638	-	-	0.00%
Federal 5310	229,556	-	-	(229,556)	(229,556)	0.00%
Total Subsidy	229,556	-	76,638	(229,556)	(229,556)	-
Surplus (Deficit)	(1,457,083)	(1,843,367)	(3,218,494)	(386,284)	(386,284)	20.96%

Subsidy Highlights - LANtaVan

FY 2025 Subsidy

LANTA is the recipient of \$229,556 in Section 5310 ARPA Enhanced Mobility of Seniors and Individuals with Disabilities Funds.

- Funds have been used to offset the operating deficit of the Senior Shared Ride Lottery Program
- Year-to-date unfunded deficit totals \$1,457,083; a 21.0 percent decrease from the current budget projection of \$1,843,367.

Carbon Transit

Income Statement Summary

For the Period Ending January 31, 2025

	Fiscal Year 2025		Annual Budget	YTD Budget Variance
	YTD Actual	Budget		
Total Revenue	899,236	1,047,833	1,835,449	(148,597) -14.18%
Total Expenses	1,417,595	1,795,256	3,030,983	377,661 21.04%
Total Subsidy	119,308	279,272	389,919	159,964 57.28%
Surplus (Deficit)	(399,052)	(468,151)	(805,615)	69,100 -14.76%

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025		YTD Budget Variance	
	Annual		Favorable (UnFavorable)	
	Actual	Budget	Amount	Percent
Revenue				
Passenger Fares	35,166	20,469	14,697	71.80%
Non-Transportation Revenues	1,946	-	1,946	0.00%
Local Special Fare Assistance	100,651	14,451	86,201	596.52%
State Reimbursements	168,200	176,630	(8,431)	-4.77%
State Special Fare Assistance	593,273	836,282	(243,009)	-29.06%
Total Revenue	899,236	1,047,833	(148,597)	-14.18%



Revenue Highlights - Carbon Transit

FY 2025 Actual

- Current revenues total \$899,236; 14.2% below current budget projections
 - Paratransit revenue ridership has decreased approximately 10.6%
 - Fixed Route revenue includes the revenue for the Fall Shuttle Service
- Local Fare Assistance (AAA only) revenues total \$10,891; 24.6% below current budget projections.
 - AAA ridership has decreased 28.9 percent from the previous fiscal year
- State Reimbursement revenues total \$168,200; 4.8% below current budget projections.
 - SSR ridership has decreased 14.8%
 - PWD ridership has increased 133.1%
- State Fare Assistance (MATP) revenues total \$593,273; 29.1% below the current budget projection.
 - MATP ridership has increased 5.8% from the previous fiscal year

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2025

	Fiscal Year 2025		Annual Budget	YTD Budget Variance	
	YTD			Favorable (Unfavorable)	Percent
	Actual	Budget		Amount	
Expenses					
Labor	138,295	192,946	349,808	54,651	28.32%
Fringe Benefits	110,636	154,356	279,846	43,721	28.32%
Total Labor and Fringe Benefits	248,931	347,303	629,654	98,372	28.32%
Services	15,623	14,844	26,226	(779)	-5.25%
Fuel	88,494	141,568	227,872	53,074	37.49%
Tires & Tubes	-	-	-	-	0.00%
Materials & Supplies	8,338	8,470	19,000	132	1.55%
Utilities	14,273	26,739	44,135	12,465	46.62%
Casualty & Liability	-	-	-	-	0.00%
Taxes	-	-	-	-	0.00%
Purchase of Transportation Service	1,012,621	1,225,022	2,030,380	212,401	17.34%
Miscellaneous	195	133	225	(62)	0.00%
Interest	-	-	-	-	0.00%
Leases & Rentals	29,120	31,178	53,491	2,058	6.60%
Total Expenses	1,417,595	1,795,256	3,030,983	377,661	21.04%



Expense Highlights - Carbon Transit

FY 2025 Actual

Collectively, operating expenditures are below current budget projections by \$377,661, a 21.0 percent budget variance.

- Current Salaries and Fringes are 28.3 percent below the current budget projection.
- Materials and Supplies reflect an increase of 1.6 percent over the current budget projection. The net increase can be attributed to the purchase of bus schedules for Carbon Transit.
- Collectively, Purchased Transportation costs are below the current budget projections by approximately \$212K, representative of a 17.3 percent budget variance.

Carbon Transit

Income Statement Summary

For the Period Ending January 31, 2025

Subsidy	Fiscal Year 2025		YTD Budget Variance	
	YTD		Favorable (Unfavorable)	
	Actual	Budget	Annual Budget	Amount Percent
Local Subsidy	25,428	29,666	50,859	4,238 14.29%
State Subsidy	93,880	249,606	339,060	155,726 62.39%
Total Subsidy	119,308	279,272	389,919	159,964 57.28%
Surplus (Deficit)	(399,052)	(468,151)	(805,615)	69,100 -14.76%



Subsidy Highlights - Carbon Transit

FY 2025 Subsidy

The year-to-date unfunded deficit recorded on Carbon Transit totals \$399,052. This represents a 14.8 percent decrease from the current year's budget projection of \$468,151. Current total subsidies equal the amount of the deficit for the Fixed Route and the ADA program.

- Local Subsidy – Represents half of the annual general operating assistance revenues received from Carbon County. No local operating assistance was needed for November 2024 as the fixed route division completed the month with a \$9,556 surplus.
- State Subsidy - \$93,880 - Represents the amount of state operating assistance needed to fund the operating deficit for fixed route operations. No state operating assistance was needed for November 2024 as the fixed route division completed the month with a \$9,556 surplus. YTD state subsidy represents 28% utilization of FY2025 allocation.



Administration & Safety Committee Dashboard

March 4, 2025

LANTA employees count as of 2/24/2025 below.

Union Employees	Count	Percentage
Male	159	69.13%
Female	71	30.87%
Total	230	100%
Non-Union Employees		
Male	38	48.10%
Female	41	51.90%
Total	79	100%
All LANTA Employees		
Male	197	63.75%
Female	112	36.25%
Total	309	100%

Open Positions: Currently LANTA has the following open positions:

- Bus Operator – Hiring 6 new drivers starting on 3/10/2025
- Maintenance Supervisor

Internal Training Update: List of internal trainings that were completed in January 2025:

- New employee training Operations and Maintenance – 0
- Recertifications – 26
- Retraining – 3
- Ride-Alongs – 46
- Endorsement Trainings – 0
- Safety Meetings - 0

SAFETY REPORT

October-December 2024

Collision/Incident Performance Report	Total Property Damage			Injuries	
	Major	Non-Major	Total	# Resulting in Minor Personal Injuries	# Resulting in More than Minor Personal Injuries
Chargeable Vehicle Collisions	3	21	24	0	0
Non-Chargeable Vehicle Collisions	6	21	27	1	2
Total	9	42	51	1	2
Chargeable Non-Collision Incidents	1	0	1	1	0
Non-Chargeable Non-Collision Incidents	2	2	4	2	0
Total	3	2	5	3	0
	Current Q	Benchmark	Previous Per		
Vehicle Miles	1,089,840				
Veh Miles between Collisions	21,369	15,500	23,666		
Veh Miles between Chargeable Collisions	45,410	31,000	53,786		

Workplace Injury Reports	Lost Time				Total
	None	Less than 7 days	7-21 Days	More than 21 Days	
Workers' Compensation Reports	9	3	1	1	14
Employee Work Hours for Period	173,064				
Work Hours per Occurrence	19,229	57,688	173,064	173,064	12,362
Previous Quarter (October - December 2023)	24,433	73,299	146,597	48,866	12,216

Type of injury	Count	Percentage
Twisting, bending, pushing, pulling or fall	2	14.3%
Cut/puncture	2	14.3%
Machinery/Tool Handling	1	7.1%
Bus accident	4	28.6%
Miscellaneous (Eye, assault, malfunction)	5	35.7%
Total	14	100.0%

ETHICS Review LANTA – March 4. 2025

By: Kent H. Herman, Esquire

1. Pennsylvania State Ethics Act

Who is covered?

Public Officials – defined

Public Employees – functions

Candidates – defined

Nominees – defined

Who administers – PA State Ethics Commission

Offers training

Filing procedure

Administers Ethics Complaints / Lobbying Complaints

Advisory Opinions

Ethics RTK requests

Advisory Opinions

Who can request?

A determination by the Commission is Public

Protections provided by decision

Restricted Acts – Section 1103 – Review / discussion

Penalties – Section 1109 – Review / discussion

Wrongful Use of Chapter – Section 1110 - Review / discussion

2. LANTA's General Procurement Ethic's Guidelines for Employees and Board of Directors – Review / discussion

3. Pennsylvania's Municipal Authorities Association Statement of Value and Code of Conduct – Review / discussion

4. Comments and Questions

ITEM 1

Who is Covered?

The State Ethics Act applies generally to public officials and public employees. Candidates and nominees for public office or provisions in the Ethics Law.

Public Officials

Any person elected by the public or elected or appointed by a governmental body, or an appointed official in the Executive, Legislative, or Judicial Branch of the state or any political subdivision thereof, provided that it shall not include members of advisory boards that have no authority to expend public funds other than reimbursement for personal expense, or to otherwise exercise the power of the state or any political subdivision thereof.

Public Employees

Any individual employed by the Commonwealth or a political subdivision who is responsible for taking or recommending official action of a non-ministerial nature with regard to: (1) contracting; (2) administering or monitoring grants or subsidies; (3) planning or zoning; (4) inspecting, licensing, regulating, or auditing any person; or (5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term of "public employee" shall not include individuals who are employed by the state or any political subdivision thereof in teaching as distinguished from administrative duties.

Candidates

Any individual who seeks nomination or election to public office by vote of the electorate, other than a judge of elections, inspector of elections, or official of a political party, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he has: (1) received a contribution or made an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) take the action necessary under the laws of this Commonwealth to qualify himself for nomination or election to such office. The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

Nominees

Any person whose name has been submitted to a public official or governmental body vested with the power to finally confirm or reject proposed appointments to public office or employment.

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PA State Ethics Commission Educational Outreach



About the Ethics Commission:

The powers and duties of the State Ethics Commission are statutorily mandated in Section 7 of the State Ethics Act. These requirements of the law have been delineated in furtherance of the stated purpose of the Act; "to strengthen the faith and confidence of the people of the State in their government."

The State Ethics Commission strives to fulfill its educational role by providing guidance to public officials and public employees regarding their duties and responsibilities under the Public Official and Employee Ethics Act. Commission staff members are ready, willing and able to conduct educational training workshops to your association, group or organization upon request at no charge. In the past, Commission staff members have made appearances at association annual events, conferences, seminars, workshops, panels and presentations in relation to the Ethics Law and ethics in government. At conferences, Commission staff members avail themselves to conference attendees by staffing an informational booth in the exhibit halls where they distribute information and answer questions.

Seminar Content:

Topics covered during an ethics and conflicts of interest training seminar include but are not limited to:

- Intent of the Law
- Jurisdiction
- Definitions
- Exceptions
- Public Employee
- Conflicts of Interest
- Restricted Activities
- Revolving Door
- Opinions and Advices
- Financial Disclosure
- Investigations
- Confidentiality
- Penalties
- Questions and Answers
- Where to obtain additional information
- Ethics website and eLibrary

To schedule a training workshop, please complete the information on this form and fax or mail to the PA State Ethics Commission at the address indicated below:

Name _____

Address _____

Email address _____

Phone _____

Name of Organization: _____

Proposed dates for training: _____

Approximate number of people that will attend: _____

Description of audience in attendance: _____



Phone: 717-783-1610
Fax: 717-787-0806
Email: ethics@state.pa.us

State Ethics Commission

State Ethics Commission

Agencies > State Ethics Commission > Programs and Services

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Programs and Services



File a Statement of Financial Interests

The Ethics Act provides that public officials, public employees, solicitors, candidates and nominees – as those terms are defined by the Ethics Act – must file the Statement of Financial Interests form



Request Ethics Training

The State Ethics Commission strives to fulfill its educational role by providing guidance to public officials and public employees regarding their duties and responsibilities under the Public Official and Employee Ethics Act.



File an Ethics Complaint

The Commission investigates allegations that public officials and public employees violated the Ethics Act.



File a Lobbying Complaint

The Commission investigates allegations of violations of Pennsylvania's Lobbying Disclosure Law.



Request an Advisory Opinion

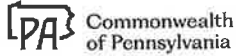
The State Ethics Commission is authorized to issue advisory opinions regarding the duties and responsibilities of persons subject to the Ethics Act.



Ethics Commission Right To Know Law Requests

Instructions, Policies and Procedures of the Commission Relating to the Right to Know Law





Request an Advisory Opinion

The State Ethics Commission is authorized to issue advisory opinions regarding the duties and responsibilities of persons subject to the Ethics Act. The State Ethics Commission is further authorized to issue advisory opinions regarding compliance with the Lobbying Disclosure Law. Advisories are issued as to future conduct only. If the same or similar conduct has already occurred, the Commission may not issue an advisory.

On this page

Requesting an Advisory Opinion

The State Ethics Commission is authorized to issue advisory opinions regarding the duties and responsibilities of persons subject to the Ethics Act. The State Ethics Commission is further authorized to issue advisory opinions regarding compliance with the Lobbying Disclosure Law. Advisories are issued as to future conduct only. If the same or similar conduct has already occurred, the Commission may not issue an advisory.

Who may request an advisory?

Ethics Act – The only persons or entities which have the authority or standing to request an advisory are: (1) the person whose conduct is in question or his authorized representative; (2) the appointing authority of the person whose conduct is in question; and (3) the present employer of the person whose conduct is in question.

If you are requesting an advisory regarding the conduct of a person other than yourself, you must establish standing to request the advisory by confirming that: (1) your inquiry has been expressly authorized by the person whose conduct is in question; (2) you are the appointing authority or present employer of the person whose conduct is in question; or (3) your inquiry has been expressly authorized by the appointing authority or present employer of the person whose conduct is in question (where the appointing authority or employer is a board, majority action by the board is required to authorize the request).

NOTE FOR SOLICITORS: Status as a solicitor is insufficient, in and of itself, to establish your standing to submit an advisory request regarding the conduct of a person other than yourself, and you **must** establish standing to submit the advisory request as set forth above.

Lobbying Disclosure Law - A principal, lobbying firm, lobbyist, State official or employee, the Department of State, the Disciplinary Board of the Supreme Court of Pennsylvania or the authorized representative of any of the aforesaid individuals or entities may request an advisory regarding their status, duties, or compliance with the Lobbying Disclosure Law.

How does one request an advisory opinion?

How is the request processed?

Will the advice or opinion be public?

The final advice or opinion will be available to the public as an official Commission ruling. The person requesting the advice or opinion may, however, require that the ruling contain such deletions and changes as shall be necessary to protect the identity of the persons involved.

What is the effect of an advisory of the Commission?

- No person who acts in good faith on an opinion that was issued to him by the Commission may be subject to criminal or civil penalties for so acting, provided that he truthfully disclosed all material facts in the opinion requested.

- An advice issued by the Commission's Chief Counsel is a complete defense in any enforcement proceeding initiated by the Commission and evidence of good faith conduct in any other civil or criminal proceeding if the advice was requested at least 21 working days prior to taking the action described in the request, the material facts were as stated in the request, and the subject of the request committed the acts complained of either in reliance on the advice or because of the Commission's failure to provide advice within the 21 working day timeframe or extended deadline.

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Public Records or Protected Information

Making Statements of Financial Interests Public

If your borough receives a request for a copy of a Statement of Financial Interests (SFIs), do you:

- a) require a formal Right to Know Law (RTKL) request,
- b) take the 30-calendar day extension,
- c) provide redacted SFIs, or
- d) all the above?

If any of these are your practice, we urge you to reconsider. Any of the above are contrary to the Ethics Act, expose your borough to the unnecessary risk of RTKL litigation, and cause needless work for borough staff!

Purpose of Financial Disclosures

The Ethics Act states that citizens have a right to be assured that the financial interests of our public officials and public employees do not conflict with the public trust. The filing

of Statements of Financial Interests – and public access to those records – is one of the most fundamental ways to identify conflicts between public and private interests.

The Ethics Act requires that all Pennsylvania public officials, public employees, and solicitors – as those positions are defined in the Ethics Act – file Statements of Financial Interests, or SFIs, for each calendar year that they serve in their public position.

Like the timing requirements for tax returns, SFIs must be filed by May 1, and must disclose information for the prior calendar year (which means that former public officials and public employees must file an SFI even after they have left their public positions).

The Ethics Act also requires filers to disclose information about their creditors, income, employment, financial interests, business interests

and ownership, and certain real estate interests. Filers must disclose the source of gifts, travel, lodging, and hospitality, (over a certain amount), that they receive as part of their public positions. All this disclosed information is intended to reveal where filers outside interests – and therefore their conflicts – may lie.

The RTKL similarly focuses on good government, and its promotion of government transparency is consistent with the purposes of the Ethics Act. The RTKL contains a presumption that records in possession of a borough are public. However, the RTKL also contains many exclusions and exemptions that protect information, such as personal identification information like social security numbers, financial information, personal email addresses, employee numbers, etc.

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Public Access to Statements of Financial Interests

SFIs filed by public officials, public employees, and solicitors are public records. The Ethics Act explicitly requires that these forms be publicly available for inspection and copying during regular office hours and that governmental bodies must provide copying facilities at a charge not to exceed actual cost. 65 Pa.C.S. § 1104(e). The Commission's regulations further require that SFIs more than one year old be made available for public inspection and copying within two working days after the request has been made. 51 Pa. Code § 19.4(c).

As a rule, SFIs may not be redacted. The Ethics Act requires that "[a]ll statements of financial interests... shall be made available for public inspection and copying." This means that if the Ethics Act requires information to be listed on the SFI, that information may not be redacted.

Conflicts Between the Ethics Act and RTKL

Although the Ethics Act requires a borough to provide SFIs right away, (or within two working days for prior years' SFIs), the RTKL gives boroughs five days, (plus an available extension), to respond to a request for records. The Ethics Act prohibits redaction of required disclosures, but the RTKL allows the redaction of certain information. How is a borough to resolve these timing and redaction conflicts between two state laws?

The Ethics Act states that if there is a conflict between the Ethics Act and any other statute, the Ethics Act controls. 65 Pa.C.S. § 1112. This means that boroughs must make SFIs available for inspection and copying during regular office hours, (without the need for an RTKL request). It also means that boroughs may not redact any of the information that is required to be listed on the SFI, even if it would otherwise be exempt from disclosure under the RTKL.

In the case of redaction, there is a limited caveat. If a filer includes information on the SFI that is not required to be listed, (social security numbers, employee numbers, and bank account numbers are common examples), that information may be subject to redaction if it is otherwise protected from public disclosure under the RTKL. See, *Seamon v. Pennsylvania Department of Labor & Industry, Office of Open Records Docket No.: AP 2022-0915*. However, the best approach is for filers to list only the information required by the Ethics Act and avoid including unnecessary information that may require a legal judgment call to be made.

Best Practices for Handling Requests for SFIs

If someone requests current-year SFIs, provide access right away. If they request forms that are more than one year old, provide access within two working days. If the SFIs contain just the information requested on the form, you are not permitted to redact. If the SFIs contain extra information, you may wish to consult with your solicitor and redact the extra information if it is otherwise exempt from public disclosure under the RTKL. SFIs that were filed more than five years ago may be destroyed. However, if you have a request for a form that you could have destroyed but did not, you still must provide it.

Finally, you may consider educating your borough's public officials, public employees, and solicitors that they should list just what is required, and nothing more. Although it is certainly not required, you may also wish to have someone at the borough review the SFIs when they are initially filed, to ensure they do not contain unnecessary information.

When you receive requests for SFIs, you can easily and quickly provide them, saving borough staff time and reassuring members of the public that the borough acts with transparency and that the borough's public officials and public employees put the public's interest first. **B**



ABOUT THE AUTHOR

Mary Fox has served as the executive director of the Pennsylvania State Ethics Commission

since April 2022. Previously, Ms. Fox served as Counsel for the Pennsylvania Department of General Services and the Office of Inspector General, Assistant District Attorney in Bucks County, PA, and Counsel with the law firm of Meyer, Wagner, Brown & Kraus in St. Marys, PA. In 2019, Ms. Fox received the Certificate of Excellence from the Office of General Counsel for demonstrating the highest levels of professional excellence and personal commitment in the performance of services to the citizens of the Commonwealth of Pennsylvania. Ms. Fox earned her law degree from the Penn State Dickinson School of Law and her Bachelor of Science from the University of Pittsburgh. She has been licensed to practice law in Pennsylvania since 2004.

1103. Restricted activities

1103. Restricted activities

(a) Conflict of interest. --No public official or public employee shall engage in conduct that constitutes a conflict of interest.

(b) Seeking improper influence. --No person shall offer or give to a public official, public employee or nominee or candidate for public office or a member of his immediate family or a business with which he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the public official or public employee or nominee or candidate for public office would be influenced thereby.

(c) Accepting improper influence. --No public official, public employee or nominee or candidate for public office shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that public official, public employee or nominee that the vote, official action or judgment of the public official or public employee or nominee or candidate for public office would be influenced thereby.

(d) Honorarium. --No public official or public employee shall accept an honorarium.

(e) Contingent and severance payments. --

(1) No person shall solicit or accept a severance payment or anything of monetary value contingent upon the assumption or acceptance of public office or employment.

(2) This subsection shall not prohibit:

(i) Payments received pursuant to an employment agreement in existence prior to the time a person becomes a candidate or is notified by a member of a transition team, a search committee or a person with appointive power that he is under consideration for public office or makes application for public employment.

(ii) Receipt of a salary, fees, severance payment or proceeds resulting from the sale of a person's interest in a corporation, professional corporation, partnership or other entity resulting from termination or withdrawal therefrom upon the assumption or acceptance of public office or employment.

(3) Payments made or received pursuant to paragraph (2)(i) and (ii) shall not be based on the agreement, written or otherwise, that the vote or official action of the prospective public official or employee would be influenced thereby.

(f) Contract. --No public official or public employee or his spouse or child or any business in which the person or his spouse or child is associated shall enter into any contract valued at \$500 or more with the governmental body with which the public official or public employee is associated or any subcontract valued at \$500 or more with any person who has been awarded a contract with the governmental body with which the public official or public employee is associated, unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the public official or public employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any contract or subcontract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced within 90 days of the making of the contract or subcontract.

(g) Former official or employee. --No former public official or public employee shall represent a person, with promised or actual compensation, on any matter before the governmental body with which he has been associated for one year after he leaves that body.

(h) Misuse of statement of financial interest. --No person shall use for any commercial purpose information copied from statements of financial interests required by this chapter or from lists compiled from such statements.

(i) **Former executive-level employee.** --No former executive-level State employee may for a period of two years from the time that he terminates employment with this Commonwealth be employed by, receive compensation from, assist or act in a representative capacity for a business or corporation that he actively participated in recruiting to this Commonwealth or that he actively participated in inducing to open a new plant, facility or branch in this Commonwealth or that he actively participated in inducing to expand an existent plant or facility within this Commonwealth, provided that the above prohibition shall be invoked only when the recruitment or inducement is accomplished by a grant or loan of money or a promise of a grant or loan of money from the Commonwealth to the business or corporation recruited or induced to expand.

(j) **Voting conflict.** --Where voting conflicts are not otherwise addressed by the Constitution of Pennsylvania or by any law, rule, regulation, order or ordinance, the following procedure shall be employed. Any public official or public employee who in the discharge of his official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken, provided that whenever a governing body would be unable to take any action on a matter before it because the number of members of the body required to abstain from voting under the provisions of this section makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if disclosures are made as otherwise provided herein. In the case of a three-member governing body of a political subdivision, where one member has abstained from voting as a result of a conflict of interest and the remaining two members of the governing body have cast opposing votes, the member who has abstained shall be permitted to vote to break the tie vote if disclosure is made as otherwise provided herein.

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State Ethics Commission

[Agencies](#) > [State Ethics Commission](#) > [Laws, Acts, and Regulations](#) > [The Ethics Act](#) > 1109-Penalties

1109. Penalties

1109. Penalties

(a) Restricted activities violation. --Any person who violates the provisions of section 1103(a), (b) and (c) (relating to restricted activities) commits a felony and shall, upon conviction, be sentenced to pay a fine of not more than \$10,000 or to imprisonment for not more than five years, or both.

(b) Financial interests statement violation. --Any person who violates the provisions of section 1103(d) through (j), 1104 (relating to statement of financial interests required to be filed) or 1105(a) (relating to statement of financial interests) commits a misdemeanor and shall, upon conviction, be sentenced to pay a fine of not more than \$1,000 or to imprisonment for not more than one year, or both.

(c) Treble damages. --Any person who obtains financial gain from violating any provision of this chapter, in addition to any other penalty provided by law, shall pay a sum of money equal to three times the amount of the financial gain resulting from such violation into the State Treasury or the treasury of the political subdivision. Treble damages shall not be assessed against a person who acted in good faith reliance on the advice of legal counsel.

(d) Impeachment and disciplinary action. --The penalties prescribed in this chapter do not limit the power of either house of the Legislature to discipline its own members or impeach a public official and do not limit the power of agencies or commissions to discipline officials or employees.

(e) Other violations of chapter. --Any person who violates the confidentiality of a commission proceeding pursuant to section 1108 (relating to investigations by commission) commits a misdemeanor and shall, upon conviction, be sentenced to pay a fine of not more than \$1,000 or to imprisonment for not more than one year, or both. Any person who engages in retaliatory activity proscribed by section 1108(j) commits a misdemeanor and, in addition to any other penalty provided by law, shall, upon conviction, be sentenced to pay a fine of not more than \$1,000 or to imprisonment for not more than one year, or both. Any person who willfully affirms or swears falsely in regard to any material matter before a commission proceeding pursuant to section 1108 commits a felony and shall, upon conviction, be sentenced to pay a fine of not more than \$5,000 or to imprisonment for not more than five years, or both.

(f) Civil penalty. --In addition to any other civil remedy or criminal penalty provided for in this chapter, the commission may, after notice has been served in accordance with section 1107(5) (relating to powers and duties of commission) and upon a majority vote of its members, levy a civil penalty upon any person subject to this chapter who fails to file a statement of financial interests in a timely manner or who files a deficient statement of financial interests, at a rate of not more than \$25 for each day such statement remains delinquent or deficient. The maximum penalty payable under this paragraph is \$250.

(g) Reliance on solicitor's opinion. --A public official of a political subdivision who acts in good faith reliance on a written, nonconfidential opinion of the solicitor of the political subdivision or upon an opinion of the solicitor of the political subdivision, publicly stated at an open meeting of the political subdivision and recorded in the official minutes of the meeting, shall not be subject to the penalties provided for in subsections (a) and (b) nor for the treble damages provided for in subsection (c). However, this subsection shall not apply in situations where the solicitor's opinion has been rendered under duress or where the parties seeking and rendering the solicitor's opinion have colluded to purposefully commit a violation of this chapter.

1110. Wrongful use of chapter

1110. Wrongful use of chapter

(a) Liability. --A person who signs a complaint alleging a violation of this chapter against another is subject to liability for wrongful use of this chapter if:

- (1) the complaint was frivolous, as defined by this chapter, or without probable cause and made primarily for a purpose other than that of reporting a violation of this chapter; or
- (2) he publicly disclosed or caused to be disclosed that a complaint against a person had been filed with the commission.*

(b) Probable cause. --A person who signs a complaint alleging a violation of this chapter has probable cause for doing so if he reasonably believes in the existence of the facts upon which the claim is based and either:

- (1) reasonably believes that under those facts the complaint may be valid under this chapter; or
- (2) believes to this effect in reliance upon the advice of counsel, sought in good faith and given after full disclosure of all relevant facts within his knowledge and information.

(c) Commission procedures. --When the commission determines that a complainant has violated the provisions set forth in subsection (a), the commission, upon receiving a written request from the subject of the complaint, shall provide the name and address of the complainant to said subject. If the commission determines that a complainant has not violated the provisions of subsection (a), the commission shall notify the subject accordingly. The subject shall have the right to appeal the commission's determination, and the commission shall schedule an appeal hearing. The subject shall show cause why the complainant violated the provisions of this section. If the commission grants the appeal, the commission shall immediately release the complainant's name and address to the subject. If the commission denies the appeal, it shall present evidence why the complainant's name and address shall not be released.

(d) Damages. --When the essential elements of an action brought pursuant to this section have been established, the plaintiff is entitled to recover for the following:

- (1) The harm to his reputation by a defamatory matter alleged as the basis of the proceeding.
- (2) The expenses, including any reasonable attorney fees, that he has reasonably incurred in proceedings before the commission.
- (3) Any specific pecuniary loss that has resulted from the proceedings.
- (4) Any emotional distress that has been caused by the proceedings.
- (5) Any punitive damages according to law in appropriate cases.

* See, *Stilp v. Contino*, 743 F. Supp. 2d 460 (M.D. Pa. 2010) (permanently enjoining the enforcement of Section 1108(k) of the Public Official and Employee Ethics Act, 65 Pa.C.S. 1108(k)--pertaining to confidentiality of Commission investigative matters--against a complainant who discloses the fact that he or she filed a complaint with the Commission).

ITEM 2

LANTA General Procurement Ethics Guidelines for Employees and Board of Directors

1. Treat all sources in an equal and equitable manner. There should be no favoritism applied toward any vendor, neither during procurement nor during the course of doing business with that vendor. Likewise, there should be no negative treatment of vendors, regardless of their past experience with the Authority, except as specifically documented in this manual and in formal purchasing solicitations.
2. Maximize full and open competition. Only when all suppliers perceive that they have an equal opportunity to obtain our business can we get the best product at the best price. Restricting competition can be found in the compilation of proprietary specifications, imposition of unreasonable contract terms or failure to respond to serious supplier inquiries and requests.
3. Establish an "arm's length relationship" with suppliers. This is a variation on the principle of equal treatment that bears repeating. Once a supplier believes that we prefer a particular vendor, it becomes impossible to promote competition. The "preferred" vendor feels no incentive to "sharpen their pencil," and any vendors who perceive preference will decline to participate in our solicitations.
4. Respond promptly and consistently to vendor requests for information. Keep in mind that consistency means the same way with each vendor.
5. Do not seek to take advantage of an "honest mistake" made by a vendor or to bury significant contract provisions where they are unlikely to be found.
6. Always award business in accordance with the terms and procedures outlined in solicitation documents. If an award is to be based on low price, do not change the "rules of the game" after bids have been submitted and seek to evaluate on any other factor.
7. Do not take personal advantage of "trade discounts" offered by vendors. A trade discount is an amount by which the catalog price of an item is reduced when sold to LANTA. Trade discounts are generally offered to limit purchasing competition.
8. The issue of gifts and gratuities is one that bears careful examination. The distribution of promotional materials (i.e.: baseball caps, coffee mugs, etc.) has been standard industry practice for a number of years. Caution must be exercised in this area. It will be the policy of LANTA that:
 - a. No promotional material or gift, with a retail value in excess of \$25.00 may be solicited nor accepted at any time by any officer, employee, agent, or board member of the Authority from a current or prospective vendor or parties to subcontracts.
 - b. During the course of an active procurement (from specification development through contract award), no token of any value may be accepted from a vendor in the business being purchased through the active offering.
9. In the event an employee with purchasing responsibility becomes aware of a conflict of interest with a vendor with whom they may do business, such conflict must be disclosed to either the

Executive Director or Chairperson of the Board of Directors immediately. In such case, the responsibility for that vendor relationship will be removed from the affected employee. **Conflict of interest exists when any employee, member of his/her immediate family, partner, or any organization that employs or is about to employ any of the above has a financial or other interest in the firm selected for a contract award.**

10. Control trade secrets and other confidential information provided by vendors or contractors when it relates to their technical, financial, and/or operational abilities.

ITEM 3

Statement of Values & Code of Conduct

I. PURPOSE

Individuals who are part of an organization incorporated as a Pennsylvania Municipal Authority can be subject to close public scrutiny as to their values and conduct. This is true whether such individuals occupy positions as Board members or employees. Hereinafter Board members and employees are individually and collectively referred to as "Associates". The purpose of this document is to present a Statement of Values and Code of Conduct ("Code") to which Associates are required to adhere to so as to promote individual and organizational conduct of the highest caliber.

II. RELATIONSHIP WITH THE PENNSYLVANIA ETHICS ACT

The provisions of this Code are in addition to the requirements of the Public Official and Employee Ethics Act, as amended, 65 Pa. C. S. A., Chapter 11 ("Ethics Act").

Associates subject to the Ethics Act are required to acquaint themselves with its provisions. In the event of any conflict with this Code and the Ethics Act, the Act shall prevail.

III. STATEMENT OF VALUES

Associates accept and value the following principles and strive to demonstrate them in all of their dealings:

- Honesty and truthfulness
- Impartiality and fairness
- Equal opportunity and diversity
- Reward systems which are based on effort, skill, ability and merit
- Constant striving for improvement
- Adherence to all governing laws, regulations and policies
- Respect for the duly established structure of organizational authority
- Service that reflects the highest degree of concern for those served
- Freedom from selfish or ulterior motives
- Respect and consideration for others and their viewpoints even in the face of disagreement

IV. CODE OF ETHICS

A. General Requirements

1. Preventing Conflicts of Interest

- a. Associates must make decisions which result in what is best for the Authority and its customers, so they strictly avoid anything that conflicts with this.
- b. Associates shall not use their positions or information which they acquire because of their positions to secure financial gain (other than authorized compensation) for themselves or family members.
- c. Associates shall not seek or accept from others any favor or thing of value as a condition for an official action or judgement of theirs. To the extent possible, even the appearance of such shall be avoided. Acceptance of items of nominal value, as defined by the Ethics Act, which are customarily given for goodwill or general promotional purposes are not expressly prohibited, however caution must still be exercised.
- d. Associates shall not enter into or remain in a relationship with any individual or organization so as to create a financial or judgmental conflict with respect to their role with the Authority.
- e. Associates shall not have an interest in any contract with the Authority unless it poses no conflict and unless the interest has been fully disclosed in an appropriate manner or as otherwise required by the Ethics Act or other applicable law.

2. Confidentiality, Integrity of Information, Reports and Financial Records

- a. Associates shall not knowingly sign or permit the issuance of any statement or report which contains false or misleading information or which makes a material omission.
- b. Associates shall be truthful in giving out information to the public. Where possible and appropriate, official or other public statements shall be issued by only individuals authorized to do so by Board policy.
- c. Associates shall not use their positions to secure personal or confidential information about other parties unless it is required by a legitimate business purpose of the Authority. Except as required by law, such personal or confidential information shall not be communicated beyond the extent necessary to accomplish the legitimate business purpose.
- d. Associates shall manifest honesty in all financial transactions and submit only completely accurate reports in conformance with applicable accounting rules.

3. Purchasing

- a. Associates are prohibited from making purchases on the Authority's account for personal use.

b. Purchases shall not be made contingent upon any kind of rebate, discount, or other favorable treatment on personal purchases by Associates, or family members of Associates.

4. Use of Authority Property, Facilities, Assets or Services

Except as specifically authorized by Authority policy, Associates are not permitted to use Authority property, facilities, equipment, assets, or services for personal purposes.

B. Board Level Matters and Board Members

1. Board members are responsible to become familiar with their responsibilities under: the Municipal Authorities Act, the Ethics Act, and other applicable laws, the authorized purpose(s) for which the Authority was formed, and the Authority's By-Laws and policies.

2. Board members work through authorized channels when dealing with staff functions.

3. Officers of the Board shall work within the authorized scope of authority of their office.

4. The Board shall adopt policies which individual members shall observe concerning:

a. Who shall be authorized to attend, at the Authority's expense, conferences, seminars, and other events related to Authority business.

b. Admittance to and presence on Authority property or facilities.

V. ADMINISTRATION OF THE CODE

A. It shall be the duty of the Chairman of the Board to see that Board members and any Administrative Personnel (Administrator, Manager, Executive Director) that report directly to the Board of Directors abide by the Code on matters of which he/she has information, notice, or knowledge.

B. It shall be the duty of the Administrative Personnel to see that subordinate employees abide by the Code on matters of which he/she has information, notice, or knowledge.

C. Questions by employees as to the applicability of the Code shall be referred to the Administrative Personnel. Questions by the Administrative Personnel or Board members shall be referred to the Chairman.

D. Any Associates who know or suspect violations of this Code are required to report them using the same procedure as outlined in Paragraph C above.

E. Violations of this Code may have severe results up to and including dismissal as an employee or removal as a Board member. Violations of the Ethics Act, or other appropriate laws, may lead to prosecution under those laws.

PMAA Ethics Code Guidelines

A. Attendance at Seminars and Conferences

1. When multiple attendees (not a spouse/guest) share a room only one may claim the reimbursement.

2. When multiple attendees carpool (not a spouse/guest) only one may claim for mileage.

3. Use of the standard federal mileage rate or actual expenses may be used but not both.

4. Recreation and entertainment, in addition to the cost of the conference or seminar, should be paid by the attendee unless authorized by the Board.

5. Accompanying spouse and guest attendance and expenses shall not be paid with Authority funds outside of Board authorized activities.

Adopted October 5, 1954

Updated April 2010

ABOUT US

Mission Statement

Staff

Executive Committee

Board of Directors

Regions

PMAA Committees

Articles of Association

Statement of Values & Code of Conduct



COMMONWEALTH OF PENNSYLVANIA
STATE ETHICS COMMISSION

Finance Building
613 North Street, Room 309
Harrisburg, PA 17120-0400
(717) 783-1610 or Toll Free 1-800-932-0936
www.ethics.pa.gov
ra-ethicswebmaster@pa.gov
Fax: (717) 787-0806



STATEMENT OF FINANCIAL INTERESTS

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF SIGNATURE OR DATE IS MISSING.

THOSE INDIVIDUALS WHO HOLD MORE THAN ONE OFFICE AND/OR POSITION MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.

YOU MAY FILE ONLINE AT: WWW.ETHICS.PA.GOV. A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.

THIS FORM MUST BE COMPLETED AND FILED BY:

- A Candidates** - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.
 - B Nominees** - Persons nominated for public office subject to confirmation.
 - C Public Officials** - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.
 - D Public Employees** - Individuals employed by the Commonwealth or a political subdivision who are responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term does not include individuals whose activities are limited to teaching.
- A former public official or former public employee must file the year after termination of service with the Commonwealth or political subdivision.**
- E Solicitors** - Persons elected or appointed to the office of solicitor for political subdivision(s).

IMPORTANT: Please read all instructions carefully prior to completion of form. Also, **review the filing chart for proper filing location.** Any questions may be directed to the State Ethics Commission at (717)783-1610 or Toll Free at 1-800-932-0936.

The Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa C.S. § 1101 *et. seq.*

STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS

Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.

- Block 01** Enter your last name, first name, middle initial and suffix (if applicable) in the spaces provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Check the box or boxes to indicate your status. See definitions on front page. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the prior calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** List all Commonwealth agency(ies) or political subdivision(s) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold public office(s) or public employment; and/or (3) previously held a public office(s) or public employment during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** List your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, the form discloses financial information for a prior calendar year. For example, for the form due May 1, 2025, block 07 would read "2024." The information in blocks 08 through 15 should represent financial interests for the calendar year listed in Block 7.
- Block 08** **REAL ESTATE INTERESTS:** List the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** **CREDITORS:** List the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. **Do not report a mortgage or equity loan on your home (or secondary home)**, or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** **DIRECT OR INDIRECT SOURCES OF INCOME:** List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. Filers are not required to list income amounts. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** ***GIFTS:** For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). **Do not report political contributions otherwise reportable** as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** ***TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES:** List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** **OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY:** List the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** **FINANCIAL INTERESTS:** List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** **TRANSFERRED BUSINESS INTERESTS:** List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Sign the form and enter the current date. **Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.**

*Please note the Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01	LAST NAME	FIRST NAME	MI	SUFFIX
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

02	ADDRESS office (business or governmental) or home	City	State	Zip Code	Area Code	Phone
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked.

A <input type="checkbox"/> Candidate (including write-in)	C <input type="checkbox"/> Public Official (Current)	D <input type="checkbox"/> Public Employee (Current)	E <input type="checkbox"/> Check this box if you are filing as a solicitor	<input type="checkbox"/> Check this box if you are amending an original filing
B <input type="checkbox"/> Nominee	C <input type="checkbox"/> Public Official (Former)	D <input type="checkbox"/> Public Employee (Former)		

04 PUBLIC OFFICE OR PUBLIC EMPLOYMENT (i.e. administrator, member, Commissioner, job title, etc.)

A	<input type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> held
<input type="text"/>			
B	<input type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> held
<input type="text"/>			

05 GOVERNMENTAL BODY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A	<input type="text"/>
B	<input type="text"/>

06 OCCUPATION OR PROFESSION (This may be the same as block 4)	07 YEAR SEE INSTRUCTIONS
<input type="text"/>	Information in blocks 8-15 represents disclosure for the calendar year listed here: <input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/>

08 REAL ESTATE INTERESTS involved in transactions with the Commonwealth, any of its agencies, or a political subdivision If NONE, check this box

09 CREDITORS TO WHOM IS OWED MORE THAN \$6,500	If NONE, check this box <input type="checkbox"/>
Name: <input type="text"/> Address: <input type="text"/>	Interest Rate <input type="text"/>

10 DIRECT OR INDIRECT SOURCES OF INCOME OF \$1,300 OR MORE, including (but not limited to) all employment	If NONE, check this box <input type="checkbox"/>
Name: <input type="text"/> Address: <input type="text"/>	(OFFICIAL USE ONLY)

11 GIFTS VALUED AT \$250 OR MORE IN THE AGGREGATE	If NONE, check this box <input type="checkbox"/>
Source of Gift <input type="text"/>	Value of Gift <input type="text"/>
Address of Source of Gift <input type="text"/>	Circumstances (including description) of Gift <input type="text"/>

12 TRANSPORTATION, LODGING OR HOSPITALITY WHERE ACTUAL EXPENSES EXCEEDED \$650 IN THE AGGREGATE	If NONE, check this box <input type="checkbox"/>
Source (Name and Address) <input type="text"/>	Value <input type="text"/>

13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS	If NONE, check this box <input type="checkbox"/>
Business Entity (Name and Address) <input type="text"/>	Position Held (i.e., officer, director, employee, etc.) <input type="text"/>

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT	If NONE, check this box <input type="checkbox"/>
Business (Name and Address) <input type="text"/>	Interest Held (i.e., 5%, 10%, etc.) <input type="text"/>

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER	If NONE, check this box <input type="checkbox"/>
Business (Name and Address) <input type="text"/>	Interest Held Relationship Date Transferred <input type="text"/>
Transferee (Name and Address) <input type="text"/>	

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature _____ Enter Current Date _____

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.
SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

WHO MUST FILE, WHERE TO FILE, AND WHEN TO FILE

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
A. STATUS BLOCK A - CANDIDATES Statewide State Senate State House Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	State Ethics Commission	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
Constables / Deputy Constables	State Ethics Commission	Append to nomination petition when filed with County Board of Elections	
Countywide City Borough Township Municipality (home rule charter)	File with the Clerk/ Secretary in the Municipality in which you are a candidate		
Magisterial District Judges	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with State Ethics Commission . For county or local office file with governing authority of political subdivision.	No additional copy required	Within 30 days of official certification of having been nominated or elected unless such person declines the nomination or office within that time frame.
Unannounced Write-in Winners of Nominations			
Unannounced Write-in Winners of Elections			
B. STATUS BLOCK B - NOMINEE State Level	State Ethics Commission	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
County/Local Level	Governing authority of political subdivision		
C. STATUS BLOCK C - PUBLIC OFFICIAL Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.	State Ethics Commission	File with each Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
State House Member State Senate Member	State Ethics Commission	File with the House Chief Clerk or Senate Secretary (whichever applies)	
Local Public Officials serving in/as: Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with each entity as required)	
Constables / Deputy Constables	State Ethics Commission		
D. STATUS BLOCK D - PUBLIC EMPLOYEE Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer		
County City Borough Township Municipal (home rule) Municipal Authority School District	} EMPLOYEE File only with your political subdivision	No additional copy required	
E. STATUS BLOCK E - SOLICITOR	File with the governing authority of each political subdivision for which you are Solicitor	Additional copy is not required to be filed (unless serving in multiple capacities, then file with each entity as required)	

* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.