



St. Lucie County

CTC

Annual Operating Report

(AOR)



Instructions

Quarterly Submission of Agency Annual Operating Report

Prepared by:

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St. Lucie County Transportation Department
Transit Division
Paratransit Services
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AOR Tool Box

Essential Information

- 1) Ridership Rosters with Trip Date
- 2) Trip Funding Source
- 3) Compliments & Complaints
- 4) Mileage & Accidents & Annual ASE Inspection(s) & COI
- 5) Staffing – Only those who do transit related work
- 6) Transportation Expenses – Apportionment



AOR Instructions:

❖ The agency specific named AOR file sent to your agency by St. Lucie County is Save in the following manner:

1. Select "**SAVE AS**") and save to your agency's drive .
2. Close and store e-mail *quarterly* to petagnoc@stlucieco.org



After you get the email it will look similar to this when you open it up

TRANSPORTATION DISADVANTAGED					
ANNUAL OPERATING REPORT					
1. Detailed Revenue and Trips Provided by Funding Source					
CTC Name: St. Lucie County Board of County Commissioners					
Service Area: St. Lucie County					
Period Covered:	Coordination Contracts FUNDS TOTALS	1st	2nd	3rd	4th
July 1, 2017					
Through:					
June 30, 2018					
Organization Type:					
Public Entity:		Non-Profit	Non-Profit	n/a	Non-Profit
Contract Type:		n/a	n/a	n/a	n/a
CMBE:		YES	YES	YES	YES
Employees CMBE's:		No	No	No	No
Revenue Source		No	No	No	No
SECTION III - 1, One-Way Passenger Trips					
Ambulatory	0				
Non-Ambulatory	0				
Stretcher	0				
Out Of Service Area					
Ambulatory	0				
Non-Ambulatory	0				
Stretcher	0				
Other Services					
School Board Trips	0				
TOTAL TRIPS	0				

Vehicle Miles vs. Revenue Miles

SECTION IV - 1, Mileage Information					
2	Vehicle Miles	13.0	13.0		
3	Revenue Miles	11.0	11.0		
4	Revenue Miles %	84.62%			

One Way Trips by Funding Source

SECTION III - 2, One-Way Trips by Funding Source					
Acy. Health Care Admin. (AHCA)	0				
Acy. Persons with Disabilities (APD)	3	3			
Acy. Workforce Innovation (AWI)	0				
Commission for the TD (CTD)	0				
Dept. of Children & Families (DCF)	0				
Dept. of Community Affairs (DCA)	0				
Dept. of Education (DOE)	0				
Dept. of Elder Affairs (DOEA)	0				
Dept. of Health (DOH)	0				
Dept. of Juvenile Justice (DJJ)	0				
FL Dept. of Transportation (FDOT)	0				
Local Government	0				
Local Non-Government	0				
Other Federal Programs	0				
TOTAL	0				

Transportation Operators & Staff

SECTION V - 1, CTC/Transportation Operators					
Full-Time Drivers	0				
Part-Time Drivers	0				
Volunteer Drivers	0				
Full-Time Drivers Hours	0.00				
Part-Time Drivers Hours	0.00				
Volunteer Drivers Hours	0.00				
TOTAL DRIVERS	0				
TOTAL DRIVERS HOURS	0.00				
Other Volunteers	0				
Volunteer Hours	0				
Maintenance Employees	0				
Dispatchers	0				
Schedulers	0				
Call Intake, Reserv., Cust. Serv.	0				
Other Operations Employees	0				
Administrative Support	0				
Management Employees	0				
TOTAL STAFF	0				
TOTAL HOURS	0				

Revenue Source

SECTION VI - 1, Revenue Source		Annual Expenses
Agency for Health Care Administration		
Medicaid Non-Emergency Under Contract with Commission		
Agency for Persons with Disabilities		
Developmental Services(Med Waiver, Residential, Indep. Living, Client Svs.)		
Other-SPECIFY		
Agency For Workforce Innovation		
WAGES/Workforce (work, training)		
Other-SPECIFY		
Commission for the Transportation Disadvantaged		
Non-Sponsored Trip Program		
Non-Sponsored Cap. Equip.		
Rural Capital Assistance Grant		
TD Other (Voluntary \$\$)		
Department of Children and Families		
Alcohol, Drug Abuse & Mental Health Program		
Family Safety & Preservation		
Aging and Adult Services		
Other DCF (General Revenue, Medwaiver)		
Department of Community Affairs		
Community Service Block Grants (Hospice, Comm. Action Prgms.)		
Other DCA Revenues (specify)		
Department of Education		
Carl Perkins Vocational Ed. Act		
Division of Blind Services		
Vocational Rehabilitation		

Expense Sources

SECTION VII, Expense Sources		Annual Expenses
501 Labor		
502 Fringe Benefits		
503 Services		
504 Materials and Supplies Construction		
505 Utilities		
506 Casualty and Liability		
507 Taxes		
508 Purchased Transportation Services		
Bus Pass Expenses		
School Bus Expenses		
Other (mileage reimbursement)		
509 Miscellaneous		
511 Interest		
512 Leases and Rentals		
513 Annual Depreciation		
530 Contributed Services		
Allocated Indirect Expenses		
GRAND TOTAL		

Report Due Dates



Quarter 1 (July – September)

October 15

Quarter 2 (October – December)

January 15

Quarter 3 (January – March)

April 15

Quarter 4 (April – June)

July 15

AOR 4th Quarter – Ends June 30

- ❖ **The signed copy and COI must be received by the CTC within seven days of the fourth quarter electronic submission. In other words signed and delivered by to our office Tuesday, July 31, 2018.**

Quarter	FCTD Schedule	Reporting Due Date
1 st quarter	July – September	October 15 th
2 nd quarter	Oct –December	January 15 th
3 rd quarter	Jan – March	April 15 th
4 th quarter	April – June	July 15 th absolute date

Thank You

