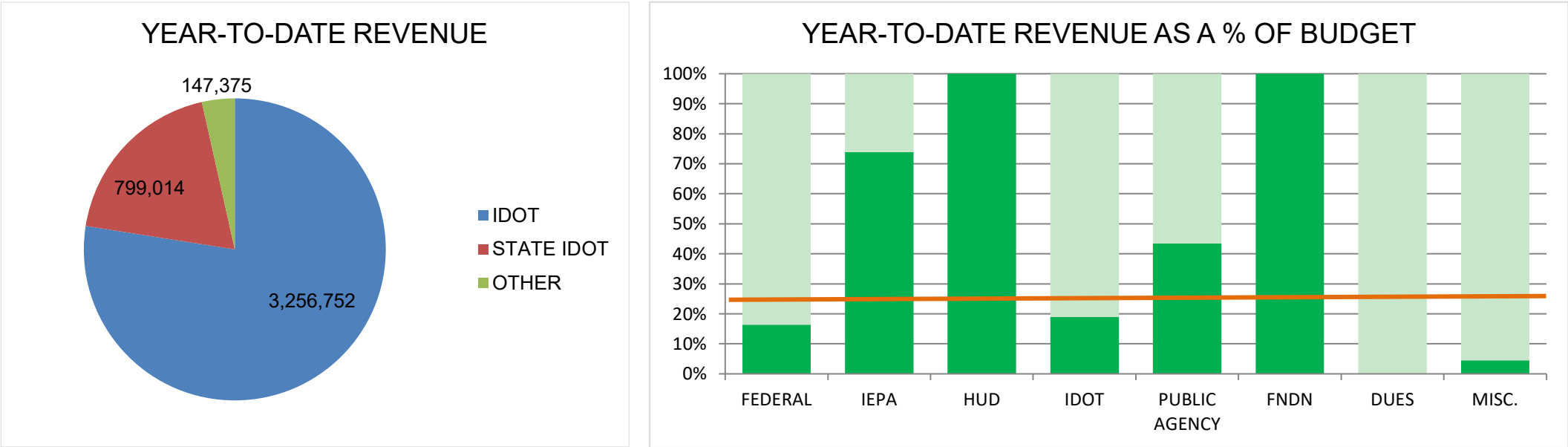


CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF SEPTEMBER, 2021

REVENUE



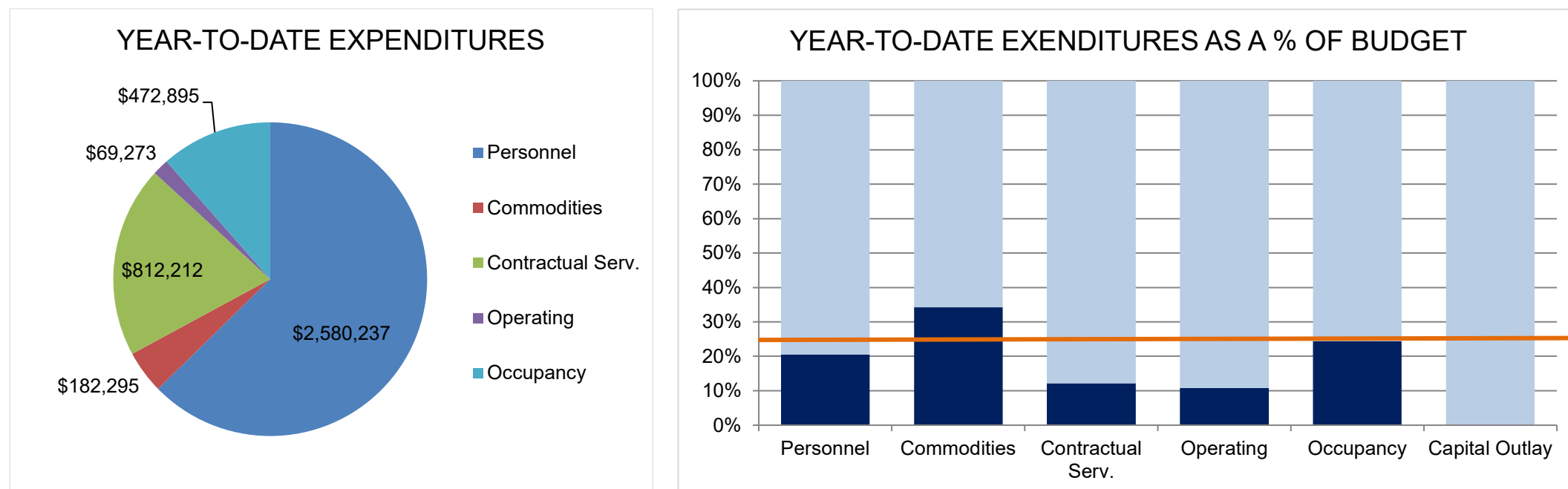
REVENUE OVERVIEW

CMAP's funding for FY2022 is comprised of (79%) Federal, (15%) State, (2%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local Dues. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of September should be approximately 25%. As of September 30, 2021, CMAP has collected 16.7% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. The last quarter of each fiscal year, IDOT payments to the agency are paid at a slower rate as the State enters it's fiscal year close. In addition, CMAP's largest invoice of expenses are submitted to IDOT in June as CMAP closes out its fiscal year. The agency realized an uptick in revenues in September as IDOT processed July and August invoices. CMAP's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

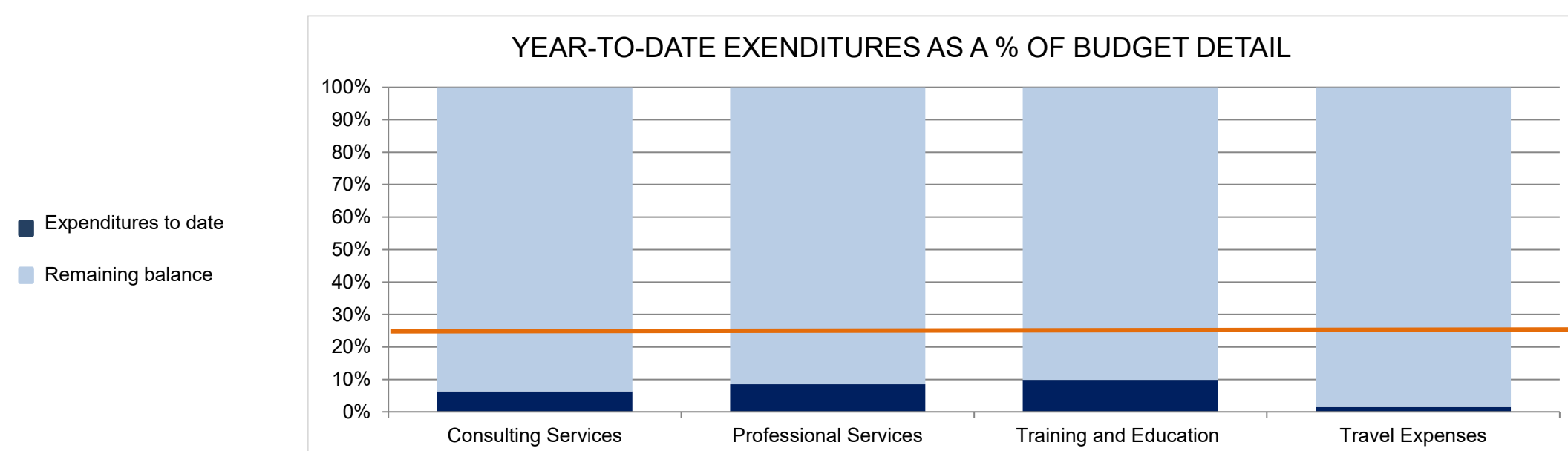
Local dues continues to be a critical component of CMAP's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMAP has maintained local dues at it's adopted amount of approximately \$887,000. With CMAP's increasing operating budget, the agency has not instituted a pass-thru of these increased cost through an increase in local dues to our partners and communities. The agency issued FY2022 Local Dues Invoices in November. Since its inception in 2016, the agency has collected each year 99% of all local dues. CMAP collected 97% for FY2021.

**Notes:**  
As of 9/30/2021, 25% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

## EXPENDITURES



## EXPENDITURE HIGHLIGHTS



## EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses should trend towards 25% of budget. As of September 2021, the agency has expended 17.2% of its budget. The three highest categories of expenditures for the month are personnel at 20.6%, commodities at 34.3% and occupancy at 24.4%. Significantly, lower than expected is contractual services which for the month was 12.2%. The largest contributor to below trending expenses is staff turnover. Due to the "Great Resignation," the agency is experiencing greater than 15% turnover as compared to a historical average turnover of around 10%. It is also becoming increasingly challenging to recruit talent in this highly competitive market. Personnel costs are typically in line with straight-line projections. Lower personnel costs are also contributing to lower than expected consultant services as staff are required to manage these contracts and related scope of work.

The first table "Expenditures" provides expenditures for the six categories that make up the agency's budget. The second table reflects the highest four sub-categories in CMAP's budget. Consulting and Professional Services are under the Contractual Expense Category and Training & Education and Travel Expenses are under the Operating Expense Category. For definition of the six categories that comprise the CMAP budget, see below.

### CMAP Expenses Categories

Personnel expenses for salaries and wages provided for all persons employed by CMAP are included in this category. Leave hours taken such as vacation, sick, personal days, parental and family & medical leaves are included in this category.

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life, and are not subject to depreciation.

Contractual Services are expenditures for contracted services performed by non-employees which are required by a division or the board in the execution of its assigned function.

General Operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this expenditure category including both in-region and out-of-region travel and related related training expenses.

Occupancy expenses are rent/office maintenance expenses which include payment of utility costs, office lease, real estate taxes, telephone charges, monthly parking fees related to the leases, and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Capital expenses include payments for the acquisition, replacement, or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00.

### Notes:

As of 9/30/2021, 25% of the fiscal year is complete. See orange trend line on YTD Expenditures as a % of year complete.

**CHICAGO METROPOLITAN AGENCY FOR PLANNING**  
**MONTHLY SUMMARY REPORT**  
**SEPTEMBER 30, 2021**

	<u>Received/ Expended To Date</u>	<u>FY 2022 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
<b>OPERATIONAL</b>				
<b>REVENUES</b>				
<b>By Program</b>				
IDOT	\$ 3,122,139	\$ 15,034,450	\$ 11,912,311	20.8%
IDOT Carryforward	41,549	1,739,575	1,698,026	2.4%
IDOT Council of Mayors	-	1,526,019	1,526,019	0.0%
IDOT Other	93,064	1,558,286	1,465,222	6.0%
IDOT State	799,014	4,216,152	3,417,138	19.0%
IEPA	19,203	25,994	6,791	73.9%
HUD	1,046	-	(1,046)	100.0%
Other Public Agencies	74,002	170,313	96,311	43.5%
Foundations and Non-Public Agencies	51,041	40,575	(10,466)	125.8%
Contributions	631	887,486	886,855	0.1%
Miscellaneous	1,451	32,500	31,049	4.5%
<b>Total Revenues</b>	<u><u>\$ 4,203,141</u></u>	<u><u>\$ 25,231,351</u></u>	<u><u>\$ 21,028,210</u></u>	<u><u>16.7%</u></u>
<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 2,580,237	\$ 12,541,743	\$ 9,961,506	20.6%
Commodities	182,295	531,796	349,501	34.3%
Contractual Services	812,212	6,675,260	5,863,048	12.2%
Operating Expenses	69,273	643,693	574,420	10.8%
Occupancy Expenses	472,895	1,940,266	1,467,372	24.4%
Capital Outlay	-	85,000	85,000	0.0%
Council of Mayors	-	1,526,019	1,526,019	0.0%
<b>Total Expenditures</b>	<u><u>\$ 4,116,911</u></u>	<u><u>\$ 23,943,778</u></u>	<u><u>\$ 19,826,867</u></u>	<u><u>17.2%</u></u>
<b>NON-OPERATIONAL</b>				
<b>REVENUE</b>				
Pass-Through*	\$ (133,406)	\$ 2,228,300	\$ 2,361,706	-6.0%
CMAP 20% Match	-	25,000	25,000	0.0%
In-Kind Services*	(42,152)	938,580	980,732	-4.5%
<b>Total, Non-Operations Revenues</b>	<u><u>\$ (175,558)</u></u>	<u><u>\$ 3,191,880</u></u>	<u><u>\$ 3,367,438</u></u>	<u><u>-5.5%</u></u>
<b>EXPENDITURES</b>				
Pass-Through*	\$ (133,406)	\$ 2,228,300	\$ 2,361,706	-6.0%
CMAP 20% Match	138	25,000	24,862	0.6%
In-Kind Services	(42,152)	938,580	980,732	-4.5%
Applied Overhead*	-	2,634,058	2,634,058	0.0%
<b>Total, Non-Operations Expenditures</b>	<u><u>\$ (175,420)</u></u>	<u><u>\$ 5,825,938</u></u>	<u><u>\$ 6,001,358</u></u>	<u><u>-3.0%</u></u>

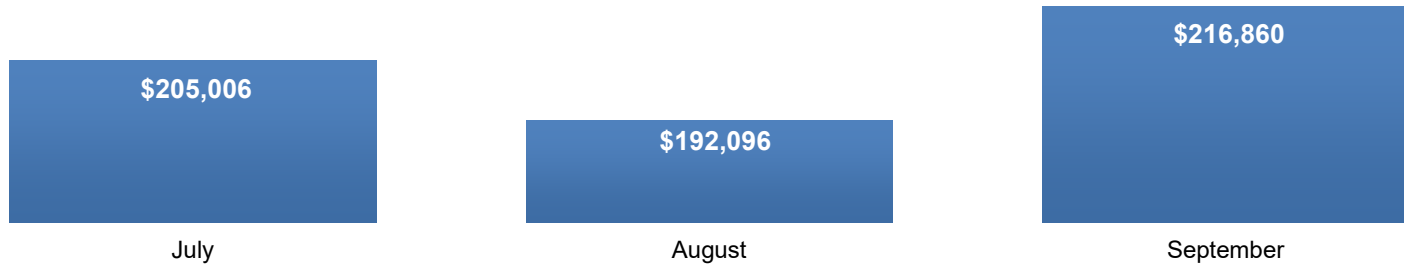
\*Negative amounts represent reversals of FY21 estimates for which the actual revenues and expenditures have yet to be incurred in FY22.

# CHICAGO METROPOLITAN AGENCY FOR PLANNING

## MONTHLY CASH REPORT

### AS OF SEPTEMBER 30, 2021

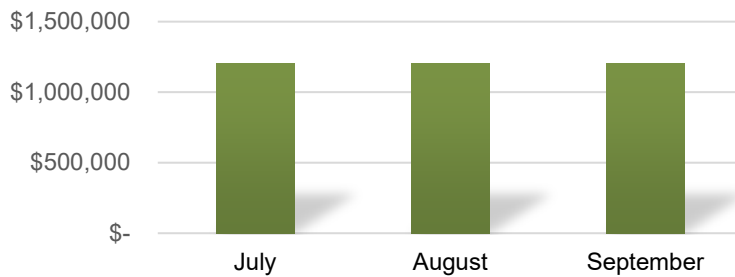
#### BMO HARRIS CHECKING



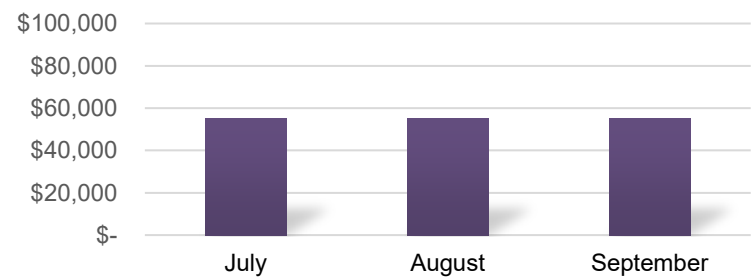
#### BMO HARRIS GENERAL INVESTMENT



#### BMO HARRIS CD



#### BMO HARRIS PDP



## MONTHLY CASH OVERVIEW

#### ***What caused the change in balance for each of the cash accounts?***

**BMO Harris Checking Account:** Wire transfers of \$1.6 million from the General Investment account funded operating activities for the month of September. Operating activities were comprised of \$870K in personnel related costs, and \$740K in payables.

**BMO Harris General Investment Account:** Wire transfers of \$1.8 million resulting from monthly revenue activity funded \$1.6 million in transfers to the Checking account for the month of September.

**BMO Harris CD:** No activity has occurred in this account during FY2022.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2022.

#### ***Are we meeting our Federal reserve commitment of \$5,000,000 as outlined in the agency's 2018 MPO Certification?***

The agency's cash balance fluctuates throughout the year since the funding is mainly on a reimbursement basis. Annually, the cash level during June and July is at its lowest point. This is due to the State's and the agency's fiscal year end close. Therefore, 2nd and 3rd quarter cashflow is in line with this requirement. 1st and 4th quarter cashflow are more impacted by the fiscal year-end close-out process. This reserve commitment includes the \$1.2 million CD the agency holds as a security deposit with the OPO landlord.

Check Number	Check Date	Vendor Name	Transaction Description	Check Amount
10785	9/2/2021	AECOM Technical Services Inc	7/3-8/13/21 Proj Mngmnt PMP	\$7,760.00
10786	9/2/2021	Aflac	August 2021 - Addl. Health Ins.	\$477.84
10787	9/2/2021	Baker Tilly Virchow Krause & Company LLP	8/21 Accounting services	\$17,784.00
10788	9/2/2021	Bang the Table USA LLC	FY22 Online public engagement	\$44,040.00
10789	9/2/2021	BerryDunn	7/21 ERP Assessment project	\$13,666.00
10790	9/2/2021	Civiltech Engineering Inc	7/21 Will Frght Transp & Land	\$2,702.00
10791	9/2/2021	First Communications LLC	8/21 Telephone	\$373.41
10792	9/2/2021	Gewalt Hamilton Associates Inc	7/21 A2 PAO A Central COM	\$6,762.50
10793	9/2/2021	Health Care Cost Management Inc	8/21 admin fees	\$253.50
10794	9/2/2021	Inc. Jacobs Engineering Group	7/21 PAO A Flossmoor	\$6,899.86
10795	9/2/2021	BENJAMIN R KROCHMAL	Mileage	\$256.48
10796	9/2/2021	The Lakota Group	7/21 Hickory Hills Comp Plan	\$1,920.00
10797	9/2/2021	JOSE RODRIGUEZ	Mileage and tolls	\$149.07
10798	9/2/2021	Sam Schwartz Engineering	7/21 PAO B Lemont Transit	\$5,784.00
10799	9/2/2021	Sound Investment AV Dept	A/V Support	\$1,657.50
10800	9/2/2021	US Bank HSA	HSA Stmt Fee 7/21	\$12.00
10877	9/3/2021	The Hartford	7/1/22-9/1/22 Business Owners Ins	\$14,008.00
10802	9/7/2021	ComEd	8/1-8/30/21 Electricity	\$1,206.48
10803	9/7/2021	Vision Service Plan (IL)	9/21 Vision	\$1,202.74
10878	9/7/2021	Constant Contact	Renewal to Email service	\$2,042.00
10898	9/7/2021	Comcast	8/11-9/10/21 Internet	\$65.11
10804	9/9/2021	Applied Research Association Inc	7/21 TID-CMAP Pilot PMS	\$28,621.43
10805	9/9/2021	Aspire of Illinois	Disability training	\$1,650.00
10806	9/9/2021	Cambridge Systematics Inc	7/21 CMAP trip-based models	\$6,286.12
10807	9/9/2021	Coffee Unlimited	Kitchen Supplies	\$408.61
10808	9/9/2021	Cogent Communications Inc	9/21 Internet	\$2,172.00
10809	9/9/2021	EBSCO	Academic journal database FY22	\$18,375.00
10810	9/9/2021	Elrod Friedman LLP	Legal services-matter 132404	\$177.50
10811	9/9/2021	Elena Ferrarin	Report-Capacity Building Prog	\$8,500.00
10812	9/9/2021	Garveys Office Products Inc	Office supplies	\$501.38
10813	9/9/2021	Health Care Cost Management Inc	9/10/21 Flex Spending Admin Fees	\$1,623.31
10814	9/9/2021	IMS Infrastructure Management Services LLC	7/21 Kildeer PMP	\$7,016.00
10815	9/9/2021	Riordan Artistry Inc	Crystal Trophy for 2021	\$188.88
10816	9/9/2021	Carol A Sente	Strength Finding training	\$3,500.00
10817	9/9/2021	US Bank HSA	9/10/21 HSA EE Contributions	\$1,513.08
69969	9/9/2021	Cook County Highway Department	Cook County Transit Plan	\$30,263.33
69970	9/9/2021	RA Malatest and Associates	7/21 Vehicle Model & Survey	\$15,593.36
69971	9/9/2021	State Employee Retirement System of Illinois	8/21 Pension Funding	\$29,927.17
10819	9/15/2021	Comcast	8/21 Internet and TV	\$1,000.00
10897	9/15/2021	UPS	PLD surcharge	\$2.00
10820	9/16/2021	ASI	30 Dell P2419HC monitors	\$8,910.00
10821	9/16/2021	Resource Systems Group Inc	7/21 Activity Based Model	\$20,612.03
10822	9/23/2021	601W Companies Chicago MT LLC	10/21 Office maintenance	\$155,529.45
10823	9/23/2021	AECOM Technical Services Inc	7/21 Mobility Recovery Project	\$18,895.00
10824	9/23/2021	Canete Medina Consulting Group Inc	7/21 PAO A	\$1,202.50
10825	9/23/2021	DANIEL LEE COMEAUX	APA Illinois dues	\$95.00
10826	9/23/2021	EcoInteractive Inc	7/21 Integrated TIP database	\$28,643.84
10827	9/23/2021	Gewalt Hamilton Associates Inc	8/21 A2 PAO A Central COM	\$9,685.00
10828	9/23/2021	CAITLIN GOODSPEED	Mileage	\$80.86
10829	9/23/2021	Health Care Cost Management Inc	9/24/21 Flex Spending contrib	\$1,623.31
10830	9/23/2021	HOLLY L HUDSON	Mileage	\$79.52
10831	9/23/2021	Inc. Jacobs Engineering Group	8/21 PAO A Flossmoor	\$9,345.16
10832	9/23/2021	KeldairHR	Applicant Tracking System	\$1,800.00
10833	9/23/2021	Muse Community Design LLC	7-8/21 Work Equity Guidebook	\$490.00
10834	9/23/2021	Northwestern University	Recruitment for FY22 NUPIP	\$1,000.00
10835	9/23/2021	ERIK PEDERSEN	Mileage and parking	\$81.24
10836	9/23/2021	Sam Schwartz Engineering	7/21 PAO A Bartlett Streamwood	\$12,042.52
10837	9/23/2021	SLG Innovation Inc	8/21 IT consulting	\$45,177.75
10838	9/23/2021	Teska Associates	7/21 DuPage Lake St Zoning	\$7,556.25
10839	9/23/2021	US Bank HSA	9/24/21 HSA EE Contributions	\$1,513.08
10840	9/23/2021	Warehouse Direct	8' x 4' Glass Whiteboard	\$10,790.00
10841	9/28/2021	CenturyLink	9/21 Teleconferencing	\$58.55
10842	9/28/2021	Pitney Bowes Inc	7-9/21 Mail Equipment Lease	\$1,951.20
10843	9/28/2021	UPS	Shipping	\$13.58
10858	9/29/2021	BMO Harris Bank Master Card	Midcom-HP Plotter Repair	\$7,633.88
10844	9/30/2021	Applied Pavement Technology Inc	8/21 municipal pavement mngmt	\$2,295.40

10845	9/30/2021	BerryDunn	8/21 ERP Assessment project	\$7,058.50
10846	9/30/2021	Chicago Office Technology Group	Copier Usage	\$557.92
10847	9/30/2021	Civiltech Engineering Inc	8/21 Will Frght Transp & Land	\$2,848.00
10848	9/30/2021	Delta Dental - Risk	10/21 Dental	\$8,553.19
10849	9/30/2021	EBP US Inc	8/21 Rgnl Employment Forecast	\$7,688.88
10850	9/30/2021	First Communications LLC	9/21 Telephone	\$374.36
10851	9/30/2021	Health Care Cost Management Inc	9/21 FSA admin fees	\$253.50
10852	9/30/2021	The Lakota Group	8/21 Hickory Hills Comp Plan	\$8,447.50
10853	9/30/2021	Looking Glass Creative LLC	State of the Region event mngm	\$5,000.00
10854	9/30/2021	Mutual of Omaha	9/21 EE life insurance	\$5,042.85
10855	9/30/2021	Resource Systems Group Inc	8/21 Activity Based Model	\$24,156.56
10856	9/30/2021	Sam Schwartz Engineering	8/21 PAO A Bartlett Streamwood	\$5,085.00
10857	9/30/2021	Span Studio LLC	PAO F-MacArthur Video	\$31,528.00
JE	9/1/2021	IMRF	Cash receipt FOR Retirees Insurance	(\$3,518.05)
WT	9/1/2021	IL Department of Revenue	State Income Taxes	\$14,546.32
WT	9/1/2021	Internal Revenue Service	Federal Income Taxes	\$86,427.69
WT	9/7/2021	Michigan Department of Revenue	Unemployment	\$127.62
DD	9/10/2021	BMO Harris Bank	Payroll	\$222,800.85
DD	9/10/2021	State Disbursement Unit	PY Withholding	\$391.76
WT	9/10/2021	Illinois Municipal Retirement Fund	Retirement	\$80,818.12
WT	9/13/2021	Empower Financial Group	Deferred Comp Payroll Payment	\$16,059.36
WT	9/15/2021	IL Department of Revenue	State Income Taxes	\$14,449.80
WT	9/15/2021	Internal Revenue Service	Federal Income Taxes	\$85,824.64
DD	9/22/2021	BMO Harris Bank	Bank Service Fee	\$663.49
WT	9/23/2021	Michigan Department of Revenue	State Income Taxes	\$346.67
DD	9/24/2021	BMO Harris Bank	Payroll	\$227,951.02
DD	9/24/2021	State Disbursement Unit	PY Withholding	\$391.76
WT	9/27/2021	Empower Financial Group	Deferred Comp Payroll Payment	\$16,307.16
WT	9/29/2021	IL Department of Revenue	State Income Taxes	\$14,904.16
WT	9/29/2021	Internal Revenue Service	Federal Income Taxes	\$88,962.03
JE	9/30/2021	Payroll	Payroll reversal	(\$2,258.78)
				<u>\$1,605,236.66</u>