State of California

Transit Operator Financial Transactions Report Instructions

For the Fiscal Year Ended June 30, 2025

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California State Controller's Office

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Transit Operator Financial Transactions Report Instructions

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Table of Contents

Special COVID-19 Instructions for FTR Reporting .... -i-

Introduction 1

Filing Requirements 2

Reporting Instructions 5

Cover Page Form 6

General Information Form 7

Comments for the Transit Operator Report Form 9

Statement of Revenues, Expenses, and Changes in Fund Net Position Form 10

Appropriations Limit Information Form 22

Supplemental Operating Data Form 23

Operating Exclusions and Exemptions Form 25

Statement of Contracts with the Prison Industry Authority Form 27

Long-Term Debt Form 28

Statement of Net Position Form 32

2026-27 State Transit Assistance (STA) Program Revenue Basis

(Public Utilities Code 99314) Form 41

Special COVID-19 Instructions for FTR Reporting

Overview

The State Controller's Office would like to capture COVID-19 revenues and expenses in the interest of transparency as well as in support of decision-makers. All sources and uses of COVID-19 relief funds received by transit operators should be separately reported on their respective financial transactions report. Given the unexpected complexity of so many funding resources, we ask that you separately identify all sources and uses of COVID-19 relief to the best of your ability. The amounts should match what you are reporting in the annual comprehensive financial report (ACFR) for the fiscal year. Examples of funding sources include the Coronavirus Relief Fund (CARES Act Title V; Sec 5001), the *Coronavirus State and Local Fiscal Recovery Funds (ARPA Act Title IX, Sec 9901),* COVID-19 Federal Disaster Assistance, State Allocations for Direct Disaster Response Operations related to COVID-19, and other COVID-19 grants or programs.

Specific Instructions

Identify these amounts with "COVID-19", separately stated from other program or funding amounts, while also noting the related funding source or program. All COVID-19 relief funds recognized in the current fiscal year by local government should be recorded according to the direct source of funds. For example, prime recipients of federal Coronavirus Relief Funds should report receipts as federal revenues, while subrecipients of that federal program receiving money directly from the State should report receipts as state revenues.

COVID-19 Revenues and Expenses: COVID-19 recognized revenues and expenses related to COVID-19 emergency relief should be included in the appropriate lines on Form 03, Statement of Revenues, Expenses, and Changes in Fund Net Position, for example, "Other Federal Funds" or "Other Nonoperating Expenses". COVID-19 expenditures should not be reported as extraordinary or special items. Provide a footnote showing how much is applicable to COVID-19 relief, identifying the source or program and the applicable amounts. For example: "COVID-19 Public Transportation Research Demonstration Grant Program – Revenues $800,000; Expenses $1,659,000". Reports submitted to the agencies providing the relief may be used to support the footnote.

Introduction

The purpose of the transit operator (TO) providing a financial transactions report (FTR) to the California State Controller's Office (SCO) is to furnish the public and executives with financial and statistical data about the operations of public transit services throughout California. The data compiled from this financial report are published on the SCO website at https://bythenumbers.sco.ca.gov/ for use by the California State Legislature, transportation planners, and the public.

Note: The 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form will be used by SCO only to determine each STA eligible operator's revenue basis portion of the 2026-27 STA allocation, pursuant to Public Utilities Code (PUC) section 99314. This data comes from the Statement of Revenues, Expenses, and Changes in Fund Net Position of the 2024-25 Transit Operators Financial Transactions Report. This information will not be published to https://bythenumbers.sco.ca.gov/.

Filing Requirements

General reporting instructions, electronic report format instructions, and applicable California laws related to the reporting requirements for transit operator who prepare an FTR are available on SCO's website at https://www.sco.ca.gov.

Who Must File

All transit operators (a city, county, special district, transit service, or consolidated transportation services agency) who operate or contract for operations of a general purpose transit system or specialized service transit system are required under PUC section 99243 to file a report of financial transactions with SCO.

When to File

PUC section 99243 requires that FTRs be filed seven months after the close of the transit operator's fiscal year. There is no statutory authority to grant extensions for filing this report. All reports submitted by the deadline are final. SCO will only accept revised FTRs if SCO has requested the revision after review.

What to File

The following items must be submitted:

- **FTR**
- **Cover Page**
- **2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form**

The FTR and Cover Page must be submitted either in an electronic format online or by mail to complete the filing requirements. The State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form must be signed by both the STA Program Manager and the Fiscal Officer, and must be signed electronically on LGRS Online or submitted in paper form to SCO to complete filing requirements for the STA Program.

The U.S Bureau of the Census Survey must be uploaded directly to the Census website at https://statecollection.census.gov/SDCHome.aspx. For questions regarding the U.S. Bureau of Census Survey, contact ewd.local.finance@census.gov or call (301) 763-5153 or 1-800-242-4523.

Audit Reports

PUC section 99243 requires that the data used for the FTR come from audited financial statements, if available. Although the inclusion of an audit report is not an FTR legal requirement, SCO would greatly appreciate if an audit report is sent as soon as one is available.

How to File

The FTR must be filed by the statutory deadline via the online process, U.S. Mail, or Express Mail.

Online Process

The electronic report can be filed online on SCO's website. The instructions for the online process are available in the alert package and on the SCO's website. Note: The Cover Page form must be signed and submitted electronically; or signed and mailed to SCO to complete filing requirements. The State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form must be signed by both the STA Program Manager and the Fiscal Officer, and must be signed electronically on LGRS Online or submitted in paper form to SCO to complete filing requirements for the STA Program.

By U.S. Mail

Local Government Reporting Section – Transit Operator
Local Government Programs and Services Division
California State Controller's Office
P.O. BOX 942850
Sacramento, CA 94250-5875

By Express Mail

Local Government Reporting Section – Transit Operator
Local Government Programs and Services Division
California State Controller's Office
3301 C Street, Suite 740
Sacramento, CA 95816

Electronic Reporting Program
An alert letter will be mailed to each agency containing instructions for preparing the FTR. The LGRS Online User Guide provides a step-by-step guide through the electronic reporting process and electronic transmission of the completed report.

Paper Reports
If you do not have access to the Internet, you can contact our support desk at (916) 322-9672 to request that forms, instructions, and cover page be mailed to you.

Report Assistance
The answers to commonly asked questions can be found in these instructions. Although SCO is unable to provide report preparation assistance at your office, assistance can be obtained by contacting SCO staff at (916) 322-9672 or by email at LGRsupport@sco.ca.gov.

Withhold of Payments

Pursuant to subdivision (d) of the Public Utilities Code section 99243, "the State Controller shall instruct the county auditor to withhold payments from the fund (i.e., Local Transportation Fund) to an operator that has not submitted its annual report to the State Controller within the time specified by subdivision (a)."

Reporting Instructions

Fiscal Year

The fiscal year should be consistent with the fiscal year end, indicating in which annual comprehensive financial report (ACFR) the activity belongs.

Current Year/Prior Year

Extreme fluctuations in values between years should be identified within the footnotes. A tool has been added at the top of the forms to help facilitate comparisons.

Required Report Format

Report Whole Amounts
Eliminate the cents for amounts by rounding to the nearest dollar.

Unused Paper Forms
If preparing a paper report, file only the forms used to complete the report.

Negative Amounts
If preparing a paper report, use parentheses, "( )" to indicate a reduction or negative amount on a line item.

Prohibited Characters
Do not use an apostrophe (') in any field of the report. Do not use all caps (e.g., ALL CAPS) in a description unless inputting an acronym or initials. Use Initial Caps (e.g., Initial Caps) for all text fields such as names, addresses, and descriptions.

Required versus Optional Forms

In order to prepare a complete report for the agency, all forms must be completed if applicable to the agency's activities. The reporting forms are organized in the order in which they should be completed. When submitting a paper report, file only the completed forms.

Numbering Sequences in Forms

Numbering in LGRS Online is identified with an "R" value on the left side of each form (i.e. R1, R2, R2.5, etc.). These values are an internal IT reference, which are not necessarily sequential. They may be used to help assist in identifying lines when speaking with representative of SCO.

Cover Page Form

This form allows the fiscal officer responsible for the report to signify that he or she has reviewed the agency's report for accuracy and is submitting the report on behalf of the agency. The Cover Page form must be signed and submitted to SCO to complete filing requirements for this report.

Electronic Reports

The Cover Page form can only be generated by the electronic report after all items entered on the report are validated by the electronic reporting program. The Cover Page form can be signed and submitted electronically via the LGRS Online to complete filing requirements. For more information on how to access and electronically sign the Cover Page, refer to the LGRS Online User Guide found at https://www.sco.ca.gov/ard_locinstr_transit_forms.html.

Paper Reports

If preparing a paper report, provide the agency's name, 11-digit identification number, and the reporting year of the report. The Cover Page form must be signed and submitted in paper form to complete filing requirements.

General Information Form

The purpose of this form is to report pertinent, nonfinancial data about the agency's officials, members of the governing body, the agency's independent auditor, and the preparer of the report. Provide all information requested. It is important to include data relating to who prepared the report and his or her telephone number and email, in the event that SCO has questions while reviewing the report.

Specific Instructions

Report all nonfinancial information requested on this form. Transit operators providing transit service for general public use, and transit service exclusively for the elderly/ handicapped, must complete a separate report for each type of service. Indicate, in the boxes provided, the type of service provided by the transit operator (General Public Use or Elderly Handicapped for the elderly and/or handicapped). To help expedite the review of reports, ensure that all items are entered accurately. Your attention to the following details is appreciated:

Members of the Governing Body
Report the full name and title of the agency's chairperson and members of the governing body.

Agency Officials
Report the full name, title, phone number, and email address of the agency's transit manager, secretary, fiscal officer, independent auditor, and STA program manager.

Report Prepared By
Report the firm name and the full name, title, phone number, and email address for the person who prepared the report. This person will be the primary contact if SCO staff has questions while reviewing the report.

Mailing Address

Street 1 and Street 2
Report the primary address where the agency receives U.S. mail.

Has Address Changed?
Check this box if the agency's mailing address has changed since the last report was filed.

Type of Service Provided
Check one box only, either "General Public Use" or "Elderly Handicapped", not both. Those agencies providing a service to the general public and an exclusive service to the elderly or handicapped must file a separate report for each type of service.

Does the report contain data from audited financial statements?
If the report was prepared with data from audited financial statements, check the box next to "Yes". If not, check the box next to "No".

Component Unit Information

1. **Is this agency a component unit (CU) of a city or county (Choose one)? If “Yes”, answer question 2.**
   If the agency is a component unit of a city or county, check the box next to “Yes”. If not, check the box next to “No”. If “Yes”, answer question 2.

2. **Is this agency a blended component unit (BCU) or a discretely presented component unit (DPCU) of a city or county (Choose one)? See below for definitions of these terms. If the agency is a BCU, answer questions 3 - 5.**
   If the agency is a blended component unit of a city or county, check the box next to “BCU”. If the agency is a discretely presented component unit of a city or county, check the box next to “DPCU”. If the agency is a BCU, answer questions 3 - 5.

   Component Unit
   CUs are legally separate organizations for which the elected officials of the agency are financially accountable. CUs can also be organizations whose relationship with the agency is such that exclusion would cause the agency’s financial statements to be misleading.

   Blended Component Unit
   BCUs, although legally separate entities, are, in substance, part of the agency’s operations. Therefore, data from blended CUs are integrated into the appropriate funds for reporting purposes.

   Discretely Presented Component Unit
   DPCUs are legally separate from the agency and usually provide services to entities and individuals outside the agency.

3. **Is financial data of this BCU included in the financial statements or ACFR of a city or county (Choose one)?**
   If the financial data of this BCU is included in the financial statements or ACFR of a city, check the box next to “City”. If the financial data of this BCU is included in the financial statements or ACFR of a county, check the box next to “County”.

4. **In which city or county financial statements or ACFR is the financial data of this BCU included?**
   If the financial data of this BCU is included in the financial statements or ACFR of a city, input the city’s name in the space provided. If the financial data of this BCU is included in the financial statements or ACFR of a county, input the county’s name in the space provided.

5. **Is financial data of this BCU included in the city or county FTR?**
   If the financial data of this BCU is included in the city or county FTR, check the box next to “City” or “County” as appropriate.

Comments for the Transit Operator Report Form

The purpose of this form is to report any general comments the agency has on items reported, suggestions for improving the report, or other comments that the agency would like to communicate to SCO staff.

Statement of Revenues, Expenses, and Changes in Fund Net Position Form

The purpose of this form is to report transit operator's actual and budgeted revenues, expenses, and changes in net position.

Specific Instructions

Report the actual and budgeted amounts for transit operator services in the respective columns. The account numbers shown in parenthesis are in accordance with the accounts prescribed by the Federal Transit Administration (FTA) in the FTA Uniform System of Accounts.

Operating Revenues

Passenger Fares (Account No. 4110)
Report revenues paid by the rider to use transit services. Include passenger-paid fares and organization-paid fares. Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Examples include full adult fares, senior citizen fares, fares for individuals with disabilities, handling fees, or no-show fines. Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. An example is payments from a local university to a transit agency to provide rides free of charge to its students.
Report revenues earned from carrying passengers via directly operated and purchased transportation (PT) services. Report the full amount of PT fare revenues regardless of whether the buyer or seller retains the revenue.

Example: Purchased Transportation Fares
You are Anytown Transit and a buyer of bus service from XYZ, Inc.
Scenario 1: Seller retains fares
XYZ collects $1,000 in fare revenue, which they keep. You pay XYZ an additional $3,000 for the transit service.
You report $1,000 in PT fare revenue and $4,000 in purchased transportation expenses.
Scenario 2: Buyer retains fares
XYZ collects $1,000 in fare revenue and passes it to you. You pay XYZ $4,000 for the transit service. You report $1,000 in PT fare revenue and $4,000 in purchased transportation expense.

Include fares from contracted general service and/or community transit services per PUC 99312.2(f) and PUC 99314(b) that are remitted and/or not remitted to this transit operator. Provide a footnote with full name of contractors and corresponding amounts for each kind of service

Note: The electronic report will automatically carry forward the Actual amount reported for Passenger Fares to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Park-and-Ride Parking Revenues (Account No. 4120)
Report parking fees paid by a passenger who drives to park-and-ride facilities operated by the agency to use transit services. An example is parking fees at a park-and-ride facility located at a passenger station for a light rail system.

Note: The electronic report will automatically carry forward the Actual amount reported for Park-and Ride Parking Revenues to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Nonpublic Transportation Revenues (Account No. 4130)

School Bus Service Revenues
Report revenues paid by schools under school bus contracts for the operation of buses exclusively to carry children to and from their schools.

Note: The electronic report will automatically carry forward the Actual amount reported for School Bus Service Revenues to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Other Nonpublic Transportation Revenues
Report all other revenues for providing transportation services to private groups or entities or for carrying freight. Examples include charter service, freight tariffs, and sight-seeing fares. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Nonpublic Transportation Revenues to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Auxiliary Transportation Funds (Account No. 4140)
Report revenues earned from activities related to the provision of transit services, but are not payment for transit services. Examples include advertising revenues, concessions, and other auxiliary transportation revenues.

Note: The electronic report will automatically carry forward the Actual amount reported for Auxiliary Transportation Funds to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Revenues Accrued through a Purchased Transportation Agreement (Account No. 4160)
Report revenues accrued by the transit agency as a seller of transportation service through purchased transportation agreements. An example is revenues earned from a transit agency selling its vanpool service to another transit agency. Provide full names of contractors and corresponding amounts for each kind of service in the footnote.

Note: The electronic report will automatically carry forward the Actual amount reported for Revenues Accrued through a Purchased Transportation Agreement to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Subsidy from Other Sectors of Operations (Account No. 4170)
Report funds received from other sectors of operations within the larger transportation entity to help cover the cost of transit. Examples include subsidies from bridge and tunnel tolls owned and operated by the transit agency. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Subsidy from Other Sectors of Operations to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Other Operating Revenues
Report all other operating revenues for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Operating Revenues to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Total Operating Revenues
The electronic report will calculate Total Operating Revenues for actual and budgeted amounts. If preparing a paper report, enter the sum of all Operating Revenues reporting categories for actual and budgeted amounts.

Operating Expenses

Labor

Operators’ Salaries and Wages (Account No. 5011)
Report salaries and wages including the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are classified as revenue vehicle operators or crewmembers.

Note: The electronic report will automatically carry forward the Actual amount reported for Operators’ Salaries and Wages to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Other Salaries and Wages (Account No. 5013)
Report the cost of labor, excluding paid absences and fringe benefits, for the transit agency's employees who are not classified as revenue vehicle operators or crewmembers. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Salaries and Wages to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Fringe Benefits (Account No. 5015)
Report expenses for employment benefits that an employee receives in addition to his or her base salaries and wages. Include payments associated with the employee's labor that do not arise from the performance of work, but still arise from the employment relationship. Examples include paid absences, employment taxes, health and welfare expenses, and retirement costs/pension plans.

Note: The electronic report will automatically carry forward the Actual amount reported for Fringe Benefits to the 2025-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Services (Account No. 5020)
Report labor and other work provided by outside organizations for fees and related expenses. Examples include management services fees, professional and technical services, temporary help, and contract maintenance services.

Note: The electronic report will automatically carry forward the Actual amount reported for Services to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Materials and Supplies

Fuel and Lubricants (Account No. 5031)
Report the costs of products obtained from outside suppliers or manufactured internally, such as gasoline, diesel fuel, propane, lubricating oil, transmission fluid, grease, etc. for use in vehicles. Include freight-in, purchase discounts, cash discounts, but not sales and excise taxes.

Note: The electronic report will automatically carry forward the Actual amount reported for Fuel and Lubricants to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Tires and Tubes (Account No. 5032)
Report the costs for tires and tubes. Include freight in, purchase discounts, cash discounts, sales taxes, and excise taxes. Also include lease payments for tires and tubes rented on a time period or mileage basis, and the replacement costs of tires and tubes on vehicles.

Note: The electronic report will automatically carry forward the Actual amount reported for Tires and Tubes to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Other Materials and Supplies (Account No. 5039)
Report the costs of materials and supplies for which a specific account is not otherwise provided. Include any materials and supplies issued from inventory or purchased for immediate consumption. Examples include vehicle parts, track materials, and cleaning supplies. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Materials and Supplies to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Utilities (Account No. 5040)
Report payments to various utilities such as electric, gas, water, telephone, heating oil, fuel for backup generators, and internet.

Note: The electronic report will automatically carry forward the Actual amount reported for Utilities to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Casualty and Liability Expenses (Account No. 5050)
Report cost related to protection of the operator from loss through insurance programs, and compensation of others for their losses due to acts for which the transit system is liable. Do not include the cost of repairing damaged property; instead, report this expense in the labor, fringe benefit, materials, and service object classes, as applicable.

Note: The electronic report will automatically carry forward the Actual amount reported for Casualty and Liability Expenses to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Taxes (Account No. 5060)
Report those taxes levied against the transit operator by federal, state, and local governments such as sales and excise taxes on fuels and lubricants.
Note: The electronic report will automatically carry forward the Actual amount reported for Taxes to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Purchased Transportation (Account No. 5100)
Report payment or accrual to other transit systems for providing transportation service. Include an amount equal to the fare revenues that are retained by the service provider that are not reported in Passenger Fares (Account No. 4110). Do not include the capital-leasing portion of the contract. Include payments for contracted general services and/or local community transit services per PUC 99312.2(f) and PUC 99314(e); Provide full names of contractors and corresponding amounts for each kind of service in the footnote.

Note: The electronic report will automatically carry forward the Actual amount reported for Purchased Transportation to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

ADA Expenses (Account No. 5910)
Report the operating expenses that result from ADA requirements for complementary paratransit in demand response and demand response-taxi modes.

Note: The electronic report will automatically carry forward the Actual amount reported for ADA Expenses to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Depreciation (Account No. 5260)
Report the amount of depreciation charges on plant and equipment.

Amortization of Intangibles (Account No. 5270)
Report the amount of amortization charges on intangible assets.

Other Operating Expenses
Report all other operating expenses for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Operating Expenses to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Total Operating Expenses
The electronic report will calculate Total Operating Expenses for actual and budgeted amounts. If preparing a paper report, enter the sum of all Operating Expenses reporting categories for actual and budgeted amounts.

Operating Income (Loss)
The electronic report will calculate Operating Income (Loss). If preparing a paper report, subtract Total Operating Expenses from Total Operating Revenues and enter the result.

Nonoperating Revenues

Directly Generated Dedicated Funds (Account No. 4200)
Report taxes and fees levied by a transit agency that is organized as an independent political entity with its own taxation authority. Examples include sales taxes, highway tolls, vehicle licensing fees, and transit impact fees used for transit operations. Do not include funds restricted for capital purposes.

Note: The electronic report will automatically carry forward the Actual amount reported for Directly Generated Dedicated Funds to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Local Government Funds

General Revenues of the Local Government (Account No. 4310)
Report non-dedicated funding. The government may appropriate a portion of its general budget to transit without a dedicated source of funding. The transit agency annually competes for funding with other entities such as schools and police forces. Do not include funds restricted for capital purposes.

Note: The electronic report will automatically carry forward the Actual amount reported for General Revenues of the Local Government to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Local Funds Dedicated to Transit at Their Source (Account No. 4320)
Report revenues provided by a local government explicitly dedicated to transit operations. Examples include taxes and fees levied by local governments dedicated to transit operations. Do not include funds restricted for capital purposes.

Note: The electronic report will automatically carry forward the Actual amount reported for Local Funds Dedicated to Transit at Their Source to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

Other Local Government Funds (Account No. 4390)
Report all other nonoperating local government funds used for transit operations for which a specific reporting category has not otherwise been provided. This also includes, but is not limited to, revenues earned from activities not associated with the provision of transit services, rental of revenue vehicles or property, parking lot fees, and interest and investment revenue used for transit operations. Do not include funds restricted for capital purposes. Provide a footnote describing what is included on this line.

Note: The electronic report will automatically carry forward the Actual amount reported for Other Local Government Funds to the 2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) form.

State Government Funds

General Revenues of the State Government (Account No. 4410)
Report revenues provided by the State without a dedicated funding source. The transit agency annually competes for funding with other programs. Do not include funds restricted for capital purposes.

Local Transportation Fund (LTF: TDA ¼ Cent Sales Tax)
Report revenues earned from the LTF (1/4 cent sales tax) for general operating assistance in accordance with the Transportation Development Act (TDA). Do not include LTF restricted for capital purposes.

State Transit Assistance Fund (STA: TDA - Diesel Fuel Sales Tax)
Report revenues earned from the State Transit Assistance Fund (STAF) for general operating assistance in accordance with the TDA. Do not include STAF restricted for capital purposes.

Other State Government Funds
Report all other State funds for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line. Do not include funds restricted for capital purposes.

<u>Federal Funds (Account No. 4500)</u>

Funds for Operating Assistance
Report federal funds explicitly intended to be spent on operations. In most cases, these funds require a 50% local match.

Funds for Capital Assistance
Report federal funds that are required to be spent on capital assets. In most cases, these funds require a 20% local match.

Funds for Capital Assistance Spent on Operations
Report federal capital grants that may be spent on operations. In most cases, these funds require a 20% local match. Examples include grants spent on preventive maintenance and ADA service.

Other Federal Funds
Report all other federal funds for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Nonadded Revenues:
Nonadded revenues are funds received by the transit agency that are not included in the total funds earned during the operating period.

Contributed Services (Account No. 4610)
Report the value of in-kind services provided by another entity or person at no cost to the transit operator. An example is when a retired lawyer provides pro-bono legal services.

Voluntary Nonexchange Transactions (Account No. 4620)
Report the value received of nonexchange transactions when all applicable eligibility requirements have been met. An example is when one government agency builds capital assets and transfers the assets to another transit agency that operates them.

Sales and Disposals of Assets (Account No. 4630)
Report all revenues from the sale or disposal of capital assets.

Transportation Development Credits (Account No. 4640)
Report funds spent at the state level that can be used as a nonfederal match for federal grants to transit agencies.

Other Nonadded Revenues
Report other nonadded revenues for which a specific reporting category has not been provided. Provide a footnote describing what is included on this line.

Total Recoveries (Account No. 4190)
Report proceeds recovered from insurance companies or from others held liable for damage to the transit agency's property. Include monies received for items or events that are not classified as extraordinary or special items.

Other Nonoperating Revenues
Report miscellaneous nonoperating revenues for which a specific reporting category has not otherwise been provided except funds used for transit operations. Include revenues earned from activities not associated with the provision of transit services, rental of revenue vehicles or property, parking lot fees, and interest and investment revenue restricted for capital purposes. Provide a footnote describing what is included on this line.

Total Nonoperating Revenues
The electronic report will calculate Total Nonoperating Revenues for actual and budgeted amounts. If preparing a paper report, enter the sum of all Nonoperating Revenues reporting categories for actual and budgeted amounts.

Nonoperating Expenses

Interest Expense (Account No. 5210)
Report payments for interest on debt (e.g., interest payments on bonds, notes, other long-term debt).

Lease Interest Expense
Report the interest portion of lease payments related to (right-to-use) lease assets, as defined by GASB Statement No. 87.

SBITA Interest Expense
Report the interest portion payments related to subscription-based IT arrangements (SBITA), as defined by GASB Statement No. 96.

Voluntary Nonexchange Transactions (Account No. 5250)
Report the value provided of nonexchange transactions when all applicable eligibility requirements have been met. An example is when one transit operator builds capital assets, such as railways and train stations, and transfers the assets to another transit agency that operates them.

Loss on Disposal of Capital Assets
Report all losses incurred from the disposal of capital assets, including residual equity transfers to governmental funds.

Other Nonoperating Expenses
Report miscellaneous nonoperating expenses for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Total Nonoperating Expenses
The electronic report will calculate Total Nonoperating Expenses for actual and budgeted amounts. If preparing a paper report, enter the sum of all Nonoperating Expenses reporting categories for actual and budgeted amounts.

<u>Income (Loss) Before Capital Contributions, Transfers, and Extraordinary and Special Items</u>

The electronic report will calculate Income (Loss) Before Capital Contributions, Transfers, and Extraordinary and Special Items for actual and budgeted amounts. If preparing a paper report, add Operating Income (Loss) and Total Nonoperating Revenues, subtract Total Nonoperating Expenses, and enter the result for actual and budgeted amounts.

<u>Capital Contributions</u>

Report grants and any other contributions that are restricted by a government/grantor for the acquisition and/or construction of capital assets.

<u>Transfers In</u>

Report funds transferred from the agency's governmental or proprietary funds. Provide a footnote describing the purpose of transfers, corresponding amounts, and where these funds are transferring in from. In the footnote, separately state capital transfers.

<u>Transfers Out</u>

Report funds transferred to the agency's governmental or proprietary funds. Enter the amount as a <u>negative</u> value. Provide a footnote describing the purpose of transfers, corresponding amounts, and where these funds are transferring out to. In the footnote, separately state capital transfers.

<u>Extraordinary and Special Items</u>

Directly Generated Funds (Account No. 4180)
Report directly generated funds from events or transactions that are unusual in nature and/or infrequent in occurrence. An example is insurance recoveries for property damaged in a natural disaster. Provide a footnote describing what is included on this line.

Local Government Funds (Account No. 4330)
Report local government funds from events or transactions that are unusual in nature and/or infrequent in occurrence. An example is county disaster relief funds. Provide a footnote describing what is included on this line.

State Government Funds (Account No. 4430)
Report State funds from events or transactions that are unusual in nature and/or infrequent in occurrence. An example is State disaster relief funds. Provide a footnote describing what is included on this line.

Federal Funds
Report federal funds from events or transactions that are unusual in nature and/or infrequent in occurrence. An example is federal disaster relief funds. Provide a footnote describing what is included on this line.

Other Extraordinary and Special Items (Account No. 5280)
Report other funds and expenses from events or transactions that are unusual in nature and/or infrequent in occurrence. An example is capital assets that were impaired by extraordinary events such as Hurricane Sandy or Hurricane Katrina. Enter expenses as a <u>negative</u> value. Provide a footnote describing what is included on this line.

Total Extraordinary and Special Items
The electronic report will calculate Total Extraordinary and Special Items for actual and budgeted amounts. If preparing a paper report, enter the sum of all Extraordinary and Special Items reporting categories for actual and budgeted amounts.

<u>Change in Net Position</u>

The electronic report will calculate Change in Net Position for actual and budgeted amounts. If preparing a paper report, enter the sum of Income (Loss) Before Capital Contributions, Transfers, and Extraordinary and Special Items; Capital Contributions; Transfers In; Transfers Out; and Total Extraordinary and Special Items for actual and budgeted amounts.

Net Position (Deficit), Beginning of Fiscal Year
The electronic report will bring forward the amount reported as Net Position (Deficit), End of Fiscal Year from the transit operator’s prior-year report for actual and budgeted amounts. If preparing a paper report, enter the amount reported as Net Position (Deficit), End of Fiscal Year from the transit operator’s prior-year report for actual and budgeted amounts.

Adjustments (Specify)
Report any actual and estimated prior-period adjustments resulting from the transit operator’s audit or correction of an error in the prior-year’s report. The electronic report will calculate the sum of the subform actual and estimated amounts. If preparing a paper report, enter the sum of all subform actual and estimated amounts.

Net Position (Deficit), End of Fiscal Year

The electronic report will calculate Net Position (Deficit), End of Fiscal Year for actual and budgeted amounts. If preparing a paper report, enter the sum of Change in Net Position; Net Position (Deficit), Beginning of Fiscal Year; and Adjustments for actual and budgeted amounts.

Appropriations Limit Information Form

The purpose of this form is to report information about the transit operator's appropriations limit, as defined in the California State Constitution, Article XIII B, and Government Code sections 7900 to 7914.

Appropriations Limit

Report the transit operator's appropriations limit at fiscal year-end.

Total Annual Appropriations Subject to the Limit
Report the transit operator's total annual appropriations that are subject to the appropriations limit established for the fiscal year.

Amount (Over) Under the Appropriations Limit
The electronic report will calculate Amount (Over) Under the Appropriations Limit. If preparing a paper report, subtract Total Annual Appropriations Subject to the Limit from Appropriations Limit and enter the result.

Supplemental Operating Data Form

The purpose of this form is to collect statistical data about different modes of transportation services provided. The operating data for each mode of transportation service should be completed in the appropriate column.

Total Passengers – Annual
Report all passengers boarded on unlinked passenger trips.

<u>Actual Vehicle Revenue Hours – Annual</u>

Report the vehicle revenue hours for weekdays, Saturdays, and Sundays. Annual vehicle revenue hours should reflect total number of actual hours of all vehicles in revenue service.

Total Actual Vehicle Revenue Hours – Annual
The electronic report will calculate Total Actual Vehicle Revenue Hours – Annual for each mode of transportation. If preparing a paper report, enter the sum of Weekdays, Saturdays, and Sundays for each mode of transportation.

Total Actual Vehicle Revenue Miles - Annual
Report the total number of miles <u>while in revenue service</u> for the fiscal year, for each mode of transportation. Do not include miles traveled to and from storage facilities and other travel that does not generate revenue.

Revenue Vehicle Inventory
Report only the total number of active vehicles for each mode of transportation. Active vehicles include those that are available to operate in revenue service. Do not include vehicles awaiting sale or disposal, or those held in storage.

<u>Vehicles in Operation – Weekly</u>

Weekdays – Middays
Report the number of vehicles operating during a typical week during the midday. Midday is the period between the end of the morning peak period and the beginning of the afternoon peak period.

Weekdays – Peak
Report the number of vehicles operating during a typical week during peak hours. Peak hours are when additional services are provided to handle higher passenger volumes.

Saturday
Report the number of vehicles operating on an average Saturday. An average Saturday is neither the maximum or minimum number of vehicles during the year, but the average of several Saturdays throughout the year.

Sunday
Report the number of vehicles operating on an average Sunday. An average Sunday is neither the maximum or minimum number of vehicles during the year, but the average of several Sundays throughout the year.

Total Employees – Public and Contract
Report the number of employee equivalents. Public Utilities Code section 99247(j) defines "Vehicle service hours per employee" as the vehicle service hours divided by the number of employees employed in connection with the public transportation system. Use the assumption that 2,000 person-hours of work in one year constitutes one employee. The count of employees shall also include those individuals employed by the operator who provide services to the agency of the operator responsible for the operation of the public transportation system, even though not employed by that agency.

Date Service Began Operations (MM/DD/YYYY)
Report the date that service began for each mode of transportation. This date should be consistently reported each year. Enter the date in a MM/DD/YYYY format. For example, July 1, 2001, should be reported as 07/01/2001.

Operating Exclusions and Exemptions Form

The purpose of this form is to compute the ratio of fare revenues to operating costs, and fare and local support revenues to operating costs.

Specific Instructions

Public Utilities Code (PUC) sections are cited for reference in preparing this form. Report all applicable exclusions and exemptions listed.

Expense Exclusions

Charter Service Expenses (PUC 99247(a))
Report the amount of charter service expenses incurred.

Vehicle Lease Expenses (PUC 99247(a))
Report the amount of vehicle lease expenses incurred.

Commuter Rail Services Expenses (PUC 99247(a))
Report the amount of commuter rail service expenses incurred.

Principal and Interest Payments on Capital Projects Funded with COP (PUC 99247(a))
Report the amount of principal and interest on capital projects funded with COP incurred.

Expense Exemptions

Exempted Services Extension and Ridesharing Expenses (PUC 99268.8 and 99268.16)
The required ratios of fare revenues to operating cost prescribed by this article shall not apply to an extension of public transportation services until two years after the end of the fiscal year in which the extension of services was put into operation. Notwithstanding Section 99247(a), the costs of providing ridesharing services are excluded from operating costs.

Paratransit and Other Exempt Costs (PUC 99268.17)
Notwithstanding Section 99247(a), the additional operating costs required to provide comparable complementary paratransit service shall be excluded from operating costs. Additionally, certain other transit start-up costs, improvement costs, and unusual cost increases related to operations will be excluded.

Total Expense Exclusions and Exemptions
The electronic report will calculate Total Expense Exclusions and Exemptions. If preparing a paper report, enter the sum of all Expense Exclusions and Expense Exemptions reporting categories.

Excluded Revenues – Per Extension of Service

Fare Revenues (California Code of Regulations, Title 21, Section 6633.8)

Report fare revenues received per Title 21 of California Code of Regulations, section 6633.8. This amount is excluded from the fare ratio.

Included Revenues

Fare Revenues Supplemented by Local Funds (PUC 99268.19)
Report fare revenues supplemented by local funds per PUC Section 99268.19.

Total Fares
The electronic report will calculate Total Fares. If preparing a paper report, add the actual Passenger Fares and the actual School Bus Service Revenues (from the Statement of Revenues, Expenses, and Changes in Fund Net Position form), subtract Fare Revenues (California Code of Regulations 6633.8), add Fare Revenues Supplemented by Local Funds (PUC 99268.19), and enter the result.

Total Expenses
The electronic report will calculate Total Expenses. If preparing a paper report, enter the sum of actual Total Operating Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Depreciation and Amortization
The electronic report will calculate Depreciation and Amortization. If preparing a paper report, enter the sum of actual Depreciation and Amortization of Intangibles from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Total Expenses (Excluding Depreciation and Amortization)
The electronic report will calculate Total Expenses (Excluding Depreciation and Amortization). If preparing a paper report, subtract Depreciation and Amortization from Total Expenses and enter the result.

Total Expense Exclusions and Exemptions
The electronic report will carry forward Total Expense Exclusions and Exemptions calculated above. If preparing a paper report, enter the Total Expense Exclusions and Exemptions calculated above.

Farebox Recovery Ratio
The electronic report will calculate the Farebox Recovery Ratio. If preparing a paper report, enter the Total Fares divided by Net Operating Expenses and round to two decimal places. Note: Net Operating Expenses is Total Expenses (Excluding Depreciation and Amortization) minus Total Expense Exclusions and Exemptions.

Statement of Contracts with the Prison Industry Authority Form

The purpose of this form is to report contracts with the California Prison Industry Authority (PIA). The California State Legislature passed Assembly Bill 1147 (Chapter 562, Statutes of 1989) into law as a mechanism to increase awareness of PIA goods and services available to transit operators.

AB 1147 amended Public Utilities Code section 99243(c) to require the California State Controller to report the dollar amount of goods and services contracted from PIA for the current fiscal year, and the estimated dollar amount of goods and services to be contracted for in the next fiscal year.

For information regarding available contract services, contact:

California Prison Industry Authority
560 East Natoma Street
Folsom, CA 95630-2200
Telephone: (916) 358-2727

Specific Instructions

Report contractual expenses for each of the following reporting categories in the Actual and Estimate columns.

Contracted Items Categories

- Uniforms
- Furniture
- Bus Repair

Other Contracted Items
Report other contracted items actual and estimated amounts for which a specific reporting category has not otherwise been provided. The electronic report will calculate the sum of the subform actual and estimated amounts. If preparing a paper report, enter the sum of all subform actual and estimated amounts.

Total Contracted Items
The electronic report will calculate the Total Contracted Items actual and estimated amounts. If preparing a paper report, enter the sum of all Contracted Items reporting categories actual and estimated amounts.

Long-Term Debt Form

The purpose of this form is to report all indebtedness of the agency. Report bond types including General Obligation, Revenue, Improvement District, Special Assessment (i.e., 1911, 1913, and 1915 Act bonds), and Pension Obligation, as well as Certificates of Participation (COPs), Loans, Notes, Leases, and Other Debt. The characteristics of the bond types and COPs are described below.

General Obligation Bonds

a) The principal and interest are paid with the proceeds of property taxes or assessments levied by the local agency.
b) When issued, the entire territory of the local agency is responsible for the bond.

Revenue Bonds

a) The principal and interest are paid with the revenue generated from an enterprise.
b) The bond covenant may also include the provision for augmentation from other sources.

Improvement District Bonds

a) The principal and interest are paid with the proceeds of property taxes or assessments levied by the local agency.
b) The local agency is responsible for bonds issued to an area which is less than the entire agency.

Special Assessment Bonds

1911 Act

a) Obligation authorized by Street and Highway Code section 5000, et seq.
b) The local agency has no obligation to the bondholder, except to forward to him/her any money paid by the benefited property owners.

1913 Act

a) Obligation authorized by Street and Highway Code section 10000, et seq.
b) The local agency maintains a contingent liability.

1915 Act

a) Obligation authorized by Street and Highway Code section 8500, et seq.
b) The local agency maintains a contingent liability. In the case of delinquent payments, the local agency can either advance the amount of the delinquency or levy a limited tax rate on the affected area. In the event of an advance, the funds are eventually repaid to the local agency.

Pension Obligation Bonds

Report bonds issued to finance one or more elements of pension obligations.

Certificates of Participation
Report lease financing agreements that are in the form of tax-exempt securities similar to bonds.

Specific Instructions

Information reported for each debt must be consistently reported throughout the term of the debt. It is important to properly classify the type of debt and purpose for each new issuance. The information reported will be published as reported by the agency until maturity. You will not be able to modify this information on the electronic report once established.

Use a separate form for each debt issued. Report principal and interest payments on this form.

Refunding bond issues should be reported in addition to the original issue that will be refunded until the original issue is “called” and redeemed. Once the original issue has been legally extinguished or “defeased” through the establishment of a trust, the original issue should no longer be reported.

Purpose of Debt
Briefly describe the purpose for which the debt was issued.

Debt Type
Select the type of debt that was issued (General Obligation Bonds, Revenue Bonds, Improvement District Bonds, Special Assessment Bonds, Pension Obligation Bonds, Certificates of Participation, Loans, Notes, Leases, and Other Debt).

Year of Authorization
Report the year the debt was authorized.

Beginning Maturity Year
Report the year the first principal payment is due.

Ending Maturity Year
Report the year the last principal payment is due.

Principal Authorized
Report the total principal amount authorized whether or not the amount was fully issued.

Principal Issued to Date
Report the face value of debt issued to date. Also, report the face value of debt issued in the current fiscal year in Principal Issued in Current Fiscal Year. Report any discount or premium at the time bonds are issued in Bond Discount/Premium at Issuance in Current Fiscal Year.

Principal Payable, Beginning of Fiscal Year
The electronic report will calculate Principal Payable, Beginning of Fiscal Year. If preparing a paper report, enter the amount reported on the transit operator's prior-year report as Principal Payable, End of Fiscal Year.

Adjustment to Principal in Current Fiscal Year
Report any adjustment made during the current fiscal year. Include accreted interest, if applicable, and the current-year unamortized bond discount or premium of existing debt that was not previously reported.

Reason for Adjustment to Principal in Current Fiscal Year
Briefly explain the adjustment to principal.

Principal Issued in Current Fiscal Year
Report the face value of debt issued during the current fiscal year. Also, include the debt issue face value in Principal Issued to Date. For debt issued with a discount or a premium, report the discount as a negative value and the premium as a positive value in Bond Discount/Premium at Issuance in Current Fiscal Year.

Bond Discount/Premium at Issuance in Current Fiscal Year
Report a discount or a premium from face value at the time of bonds issuance. Enter a negative value for the discount and a positive value for the premium.

Principal Paid in Current Fiscal Year
Report the amount of principal paid in the current fiscal year.

Bond Discount/Premium Amortized in Current Fiscal Year
Report a discount or a premium amortized during the current fiscal year. Enter a negative value for the amortized discount and a positive value for the amortized premium.

Principal Defeased in Current Fiscal Year
Report the amount of principal defeased during the current fiscal year.

Principal Payable, End of Fiscal Year
The electronic report will calculate the Principal Payable, End of Fiscal Year. If preparing a paper report, enter the sum of Principal Payable, Beginning of Fiscal Year; Adjustment to Principal in Current Fiscal Year; Principal Issued in Current Fiscal Year; and Bond Discount/Premium at Issuance in Current Fiscal Year; minus the sum of Principal Paid in Current Fiscal Year; Bond Discount/Premium Amortized in Current Fiscal Year; and Principal Defeased in Current Fiscal Year.

Principal Payable, Current Portion
Report the amount of principal payable that is due within one year of the end of the current fiscal year.

Principal Payable, Noncurrent Portion
The electronic report will calculate Principal Payable, Noncurrent Portion. If preparing a paper report, subtract Principal Payable, Current Portion from Principal Payable, End of Fiscal Year and enter the result.

Interest Paid in Current Fiscal Year
Report the amount of interest paid in the current fiscal year.

Principal Delinquent, End of Fiscal Year
Report the principal amount that has matured but is in default.

Interest Delinquent, End of Fiscal Year
Report the interest amount that is due but is in default.

Note: "Default" means failure to pay the principal of or the interest on a debt obligation, or failure to make other payment to the holder or owner of a debt obligation, in the full amount and at the time provided for in the contractual agreement with respect thereto, unless the time for such payment has been extended by the owner or holder of the debt obligation without penalty or premium and without effect of subjecting the local agency to the initiation of remedies pertaining to such debt obligation or other debt obligations.

Amount Held in Reserve
Report the amount held in a reserve account in accordance with the debt agreement.

Statement of Net Position Form

The purpose of this form is to report the transit operator's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. All assets and liabilities should be reported on the accrual basis.

Specific Instructions

The account numbers shown in parenthesis correspond to the accounts prescribed by the Federal Transit Administration (FTA) in the FTA Uniform System of Accounts.

Assets

Current Assets

Cash and Cash Equivalents (Account No. 1110)
Report all cash on hand, in banks, and in the form of short-term investments and deposits, that is available for liquidation of transit operator liabilities. Include working funds, special deposits, and temporary cash investments.

Accounts Receivable (Account No. 1120)
Report amounts owed by other parties. Include trade receivables, notes, acceptances receivable, and receivables from officers, employees, affiliates, and others.

Lease Receivable
Report the present value of intangible (right-to-use) lease payments expected to be received within one year over the entire lease term. Do not include leases that are excluded from intangible (right-to-use) lease definition.

Inventory (Account No. 1130)
Report the cost of unapplied materials and supplies such as tools, repair parts, and fuel.

Prepaid Expenses (Account No. 1140)
Report payments for goods and services to be received in the future.

Current Investments and Current Portions of Long-Term Investments (Account No. 1150)
Report investments that can be converted into cash within one year. Include time drafts receivable and time loans, bankers' acceptances, United States Treasury certificates, marketable securities, and stocks and bonds that are readily convertible into cash.

Other Current Assets (Account No. 1190)
Report other assets that can be converted to cash within one year of the balance sheet date for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Total Current Assets
The electronic report will calculate Total Current Assets. If preparing a paper report, enter the sum of all Current Assets reporting categories.

Noncurrent Assets

Cash and Investments, Restricted
Report cash and claims to cash that are restricted as to withdrawal or use for other than current operations, are designated for expenditure in the acquisition or construction of noncurrent assets, or are segregated for the liquidation of long-term debt.

Investments (Account No. 1260)
Report investments in the operation of other entities for purposes other than the temporary investment of surplus cash. Include investments in securities issued or assumed by companies and the notes of companies and persons maturing more than one year from date of issue.

Lease Receivable
Report the present value of intangible (right-to-use) lease payments expected to be received beyond one year over the entire lease term. Do not include leases that are excluded from intangible (right-to-use) lease definition.

Capital Assets

Land
Report the cost or, if acquired by gift, the appraised value at the date received, of land.

Buildings and Improvements
Report the cost or, if acquired by gift, the appraised value at the date received, of all permanent buildings, structures, monuments, fences, retaining walls, pavement, sidewalks, grading and landscaping, docks and waterfront improvements, tunnels, viaducts, canals and anything else which adds to the value of property. Include the cost of fixtures attached to and forming a permanent part of buildings and improvements, and the cost of improvements made by the local agency to leased property.

Equipment
Report the cost or, if acquired by gift, the appraised value at the date received, of all physical property of a permanent nature, other than land, buildings and improvements.

Infrastructure
Report the cost of all infrastructure assets, including roads, bridges, tunnels, drainage systems, water and sewer systems, and dams.

Lease Assets (Lessee)
Report the intangible (right-to-use) lease asset recorded at the present value of lease payments along with any direct costs for placing into service. Do not include leases that are excluded from intangible (right-to-use) lease definition.

Lessor Note: Do not report the underlying leased asset here; continue to report the lease asset in other investment or capital asset categories.

SBITA Assets (Subscriber)
Report the amount of intangible assets resulting from subscription-based IT arrangements, recognized at the commencement of the arrangement. The asset should be measured consistently with the related subscription liability and amortized over the subscription term.

Other Intangible Assets – Amortizable
Report the cost or, if acquired by gift, the appraised value at the date received, of all resources that have all of these characteristics:

a. Lack of physical substance
b. Nonfinancial nature
c. Initial useful life extending beyond a single reporting period
d. Useful life is not indefinite

Construction in Progress
Report the cost of construction work undertaken but not yet completed.

Intangible Assets – Nonamortizable
Report the cost or, if acquired by gift, the appraised value at the date received, of all resources that have all of these characteristics:

a. Lack of physical substance
b. Nonfinancial nature
c. Initial useful life extending beyond a single reporting period
d. Useful life is indefinite

Other Capital Assets
Report all other capital assets for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on these lines.

Less: Accumulated Depreciation/Amortization
Report the amount of depreciation and amortization to date. Enter the amount as a negative value.

Net Pension Asset
Report the excess of a pension plan's fiduciary net positon over the total pension liability, if applicable.

Net OPEB Asset
Report the excess of an other postemployment benefit (OPEB) plan's fiduciary net position over the total OPEB liability, if applicable.

Other Noncurrent Assets (Account No. 1290)
Report other assets expected to provide benefits for longer than one year for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Total Noncurrent Assets
The electronic report will calculate Total Noncurrent Assets. If preparing a paper report, enter the sum of all Noncurrent Assets reporting categories.

Total Assets
The electronic report will calculate Total Assets. If preparing a paper report, enter the sum of Total Current Assets and Total Noncurrent Assets.

<u>Deferred Outflows of Resources (Account No. 3100)</u>

Related to Pensions
Per Governmental Accounting Standards Board (GASB) Statement No. 68, report decreases in net pension liability that were not included in pension expense. Employer contributions subsequent to the measurement date of the net pension liability are required to be reported as deferred outflows of resources.

Related to OPEB
Per GASB Statement No. 75, report decreases in net OPEB liability that were not included in OPEB expense. Employer contributions subsequent to the measurement date of the net OPEB liability are required to be reported as deferred outflows of resources.

Related to Debt Refunding
Per GASB Statement No. 65, for refunding issues resulting in defeasance of debt, report the difference between the *reacquisition price* and the *net carrying amount* of the old debt resulting in a <u>deferred refunding loss</u> as a <u>deferred outflow of resources</u>. Recognize this difference as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter. "Reacquisition price" is the amount required to repay previously issued debt in a refunding transaction. "Net carrying amount" is the amount due at maturity, adjusted for any unamortized premium or discount related to the old debt, as well as any deferred outflow/inflow of resources associated with a derivative instrument used as an effective hedge of the old debt.

Other Deferred Outflows of Resources
Report the consumption of assets that is applicable to future reporting periods. An example is a decrease in fair value of hedging derivatives. Do not include deferred outflows of resources related to pensions, OPEB, or debt refunding. Provide a footnote describing what is included on this line.

Total Deferred Outflows of Resources
The electronic report will calculate Total Deferred Outflows of Resources. If preparing a paper report, enter the sum of all Deferred Outflows of Resources reporting categories.

Total Assets and Deferred Outflows of Resources
The electronic report will calculate Total Assets and Deferred Outflows of Resources. If preparing a paper report, enter the sum of Total Assets and Total Deferred Outflows of Resources.

Liabilities

Current Liabilities

Current Accounts Payable (Account No. 2110)
Report amounts payable to others within one year for materials and services received. Include use of property, matured rents, amounts due to public authorities, amounts of payable judgments, current accounts with officers and employees, and personal injury and property damage claims.

Short-Term Debt and Current Portions of Long-Term Debt (Account No. 2120)
Report obligations to repay borrowings for periods of less than one year, and the current principal to be paid on long-term debt.

Accrued Liabilities (Account No. 2130)
Report obligations to pay expenses recognized or incurred but not yet paid. Include interest, wages, taxes, and pension liabilities.

Lease Liability
Report the portion of the lease liability expected to be paid within one year related to (right-to-use) lease assets. This includes the principal portion due under lease agreements that meet the criteria for recognition as lease liabilities. Do not include interest. Only report for leases with terms greater than 12 months.

SBITA Liability
Report the portion of the subscription-based IT arrangement liability expected to be paid within one year. This includes only the principal portion due on recognized subscription liabilities. Do not include interest. Only report for arrangements with terms greater than 12 months.

Other Current Liabilities (Account No. 2190)
Report other current liabilities for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Total Current Liabilities
The electronic report will calculate Total Current Liabilities. If preparing a paper report, enter the sum of all Current Liabilities reporting categories.

Noncurrent Liabilities

Long-Term Debt (Account No. 2210)
Report obligations due after one year from the current fiscal year ending date and evidenced by formal long-term debt instruments. Include equipment obligations, bonds, receivers and trustees' securities, and long-term construction liabilities.

Noncurrent Accounts Payable (Account No. 2220)
Report amounts payable to others evidenced by open accounts and notes rather than by more conventional long-term debt instruments. Include interest accrued when such expenses are not subject to current settlement.

Lease Liability
Report the portion of the lease term for intangible (right-to-use) lease assets not expected to be paid within one year. Do not include leases that are excluded from intangible (right-to-use) lease definitions in GASB Statement No. 87, such as lease-purchase agreements and short-term leases (see Definitions and Terminology in the instructions).

SBITA Liability
Report the portion of the subscription-based IT arrangement liability not expected to be paid within one year. Do not include arrangements excluded from the definitions of SBITAs under GASB Statement No. 96.

Lease Obligations (Purchase Agreements)
Report the amount of principal paid during the current fiscal year for leases obligations that meets the following:

i. leases with a term of more than 10 years under which the local agency is the lessee and has the right, by option or otherwise, to acquire ownership of the property leased or
ii. contracts whereby a local agency is obligated to make installment payments for a period of more than 10 years for an acquisition or improvement, such payments being made from a special fund, provided, that revenue bonds or any contract, indenture, resolution or ordinance providing for the issuance of revenue bonds shall not be deemed a lease obligation.

Net Pension Liability
Report the unfunded liability to employees for benefits provided through a defined benefit plan.

Net OPEB Liability
Report the unfunded liability to employees for postemployment benefits other than pensions.

Estimated Liabilities (Account No. 2250)
Report amounts that represent recognition of a probable future charge that results from a prior act. Examples include uninsured public liability, and property damage losses.

Other Noncurrent Liabilities (Account No. 2290)
Report other noncurrent liabilities for which a specific reporting category has not otherwise been provided. Provide a footnote describing what is included on this line.

Total Noncurrent Liabilities
The electronic report will calculate Total Noncurrent Liabilities. If preparing a paper report, enter the sum of all Noncurrent Liabilities reporting categories.

Total Liabilities
The electronic report will calculate Total Liabilities. If preparing a paper report, enter the sum of Total Current Liabilities and Total Noncurrent Liabilities.

<u>Deferred Inflows of Resources (Account No. 3200)</u>

Related to Pensions
Per GASB Statement No. 68, report increases in net pension liability that were not included in pension expense.

Related to OPEB
Per GASB Statement No. 75, report increases in net OPEB liability that were not included in OPEB expense.

Related to Debt Refunding
Per GASB Statement No. 65, for refunding issues resulting in defeasance of debt, report the difference between the *reacquisition price* and the *net carrying amount* of the old debt resulting in a <u>deferred refunding gain</u> as a <u>deferred inflow of resources</u>. Recognize this difference as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter. "Reacquisition price" is the amount required to repay previously issued debt in a refunding transaction. "Net carrying amount" is the amount due at maturity, adjusted for any unamortized premium or discount related to the old debt, as well as any deferred outflow/inflow of resources associated with a derivative instrument used as an effective hedge of the old debt.

Related to Leases
Per GASB Statement No. 87, report an offset to the lease receivable and any prepayments received that are applicable to future periods, including applicable remeasurement amounts.

Deferred inflow of resources should be adjusted by the same remeasurement amount as the corresponding lease receivable adjustment, with any reduction in excess of the remaining unamortized deferred inflow being recorded as a loss.

Other Deferred Inflows of Resources
Report the acquisition of assets that is applicable to future reporting periods. An example is the upfront payment received arising from a service concession arrangement. Do not include deferred inflows of resources related to pensions, OPEB, leases, or debt refunding. Provide a footnote describing what is included on this line.

Total Deferred Inflows of Resources
The electronic report will calculate Total Deferred Inflows of Resources. If preparing a paper report, enter the sum of all Deferred Inflows of Resources reporting categories.

Total Liabilities and Deferred Inflows of Resources
The electronic report will calculate Total Liabilities and Deferred Inflows of Resources. If preparing a paper report, enter the sum of Total Liabilities and Total Deferred Inflows of Resources.

Total Net Position (Deficit)
The electronic report will calculate Total Net Position (Deficit). If preparing a paper report, subtract Total Liabilities and Deferred Inflows of Resources from Total Assets and Deferred Outflows of Resources and enter the result. See Note below.

<u>Net Position (Deficit)</u>

Net Investment in Capital Assets
Report capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Include deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt. Do not include significant related debt proceeds or deferred inflows of resources unspent at the end of the reporting period. Instead, include the related debt or deferred inflows of resources in the same net position component (restricted or unrestricted) as the unspent amount.

Restricted
Report restricted assets reduced by liabilities and deferred inflows of resources related to those assets. *Restricted assets* are assets the use of which is subject to constraints that are either 1) externally imposed by creditors (debt covenants), grantors, contributors, or laws or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

Unrestricted
Report the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in net investment in capital assets or restricted net position.

Total Net Position (Deficit)
The electronic report will calculate Total Net Position (Deficit). If preparing a paper report, enter the sum of all Net Position (Deficit) reporting categories.

Note: Total Net Position (Deficit) calculated from the net position components above must equal the Total Net Position (Deficit) calculated by subtracting Total Liabilities and Deferred Inflows of Resources from Total Assets and Deferred Outflows of Resources.

Total Net Position (Deficit) must equal actual Net Position (Deficit), End of Fiscal Year on the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

2026-27 State Transit Assistance (STA) Program Revenue Basis (Public Utilities Code 99314) Form

The purpose of this form is to report the transit operator’s qualifying revenues and operating expenses pursuant to Public Utilities Code (PUC) section 99314. The majority of data will automatically carry forward from the 2024-25 Statement of Revenues, Expenses, and Changes in Fund Net Position form.

This form, together with the annual State Transit Assistance (STA) program eligibility certification submitted to SCO by each transportation planning agency, county transportation commission, and the San Diego Metropolitan Transit Development Board, will be used by SCO to determine each STA-eligible operator’s revenue basis portion of the 2026-2027 STA allocation.

Specific Instructions

All transit operators must complete this form. This form must be signed by both the STA Program Manager and the Fiscal Officer, and must be signed electronically on LGRS Online or submitted in paper form to SCO to complete filing requirements to the STA program.

When to File

Since this form is a supplement of the TO FTR, the same filing requirement from PUC section 99243 applies. Specifically, this form is to be filed seven months after the close of the transit operator's fiscal year. There is no statutory authority to grant extensions for this filing. All reports submitted by the deadline are final. SCO will only accept revised FTRs if SCO has requested the revision after review.

How to File

The form must be filed by the statutory deadline via the online process and U.S. Mail or Express Mail.

By U.S. Mail

Local Government Reporting Section – Transit Operator
Local Government Programs and Services Division
California State Controller's Office
P.O. BOX 942850
Sacramento, CA 94250-5875

By Express Mail

Local Government Reporting Section – Transit Operator
Local Government Programs and Services Division
California State Controller's Office
3301 C Street, Suite 740 Sacramento, CA 95816

Qualifying Revenues

Passenger Fares
The electronic report will carry forward the Actual amount reported for Passenger Fares from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Passenger Fares from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Park-and-Ride Parking Revenues
The electronic report will carry forward the Actual amount reported for Park-and-Ride Parking Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Park-and-Ride Parking Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

School Bus Service Revenues
The electronic report will carry forward the Actual amount reported for School Bus Service Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for School Bus Service Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Nonpublic Transportation Revenues
The electronic report will carry forward the Actual amount reported for Other Nonpublic Transportation Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Nonpublic Transportation Revenues from Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Auxiliary Transportation Funds
The electronic report will carry forward the Actual amount reported for Auxiliary Transportation Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Auxiliary Transportation Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Revenues Accrued through a Purchased Transportation Agreement
The electronic report will carry forward the Actual amount reported for Revenues Accrued through a Purchased Transportation Agreement from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Revenues Accrued through a Purchased Transportation Agreement from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Subsidy from Other Sectors of Operations
The electronic report will carry forward the Actual amount reported for Subsidy from Other Sectors of Operations from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Subsidy from Other Sectors of Operations from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Operating Revenues
The electronic report will carry forward the Actual amount reported for Other Operating Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Operating Revenues from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Directly Generated Dedicated Funds
The electronic report will carry forward the Actual amount reported for Directly Generated Dedicated Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Directly Generated Dedicated Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

General Revenues of the Local Government
The electronic report will carry forward the Actual amount reported for General Revenues of the Local Government from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for General Revenues of the Local Government from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Local Funds Dedicated to Transit at Their Source
The electronic report will carry forward the Actual amount reported for Local Funds Dedicated to Transit at Their Source from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Local Funds Dedicated to Transit at Their Source from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Local Government Funds
The electronic report will carry forward the Actual amount reported as Other Local Government Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Local Government Funds from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Transfers In that are used for transit operations, except federal and state funds and revenues used for capital expenditures or deprecation.
Report funds transferred from the agency’s governmental or proprietary fund. This includes any funds that are used by the operator in the delivery of transit service, except federal and state funds.

Do not include transfers in used for capital expenditure or deprecation. An example is local sales tax measure funds transferred from the agency’s governmental fund to the transit enterprise fund to be used as transit operating assistance.
Note: The amount reported cannot be greater than the Actual amount reported for Transfers In on the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Total Qualifying Revenues
The electronic report will calculate Total Qualifying Revenues. If preparing a paper report, enter the sum of all Qualifying Revenues reporting categories.

Operating Expenses

Operators’ Salaries and Wages
The electronic report will carry forward the Actual amount reported for Operators’ Salaries and Wages from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Operators’ Salaries and Wages from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Salaries and Wages
The electronic report will carry forward the Actual amount reported for Other Salaries and Wages from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Salaries and Wages from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Fringe Benefits
The electronic report will carry forward the Actual amount reported for Fringe Benefits from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Fringe Benefits from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Services
The electronic report will carry forward the Actual amount reported for Services from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Services from the Statement of Revenues, Expenses, and Changes in Fund Net Position form

Fuel and Lubricants
The electronic report will carry forward the Actual amount reported for Fuel and Lubricants from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Fuel and Lubricants from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Tires and Tubes
The electronic report will carry forward the Actual amount reported for Tires and Tubes from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Tires and Tubes from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Materials and Supplies
The electronic report will carry forward the Actual amount reported for Other Materials and Supplies from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Materials and Supplies from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Utilities
The electronic report will carry forward the Actual amount reported for Utilities from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Utilities from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Casualty and Liability Expenses
The electronic report will carry forward the Actual amount reported for Casualty and Liability Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Casualty and Liability Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Taxes
The electronic report will carry forward the Actual amount reported for Taxes from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Taxes from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Purchased Transportation
The electronic report will carry forward the Actual amount reported for Purchased Transportation from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Purchased Transportation from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

ADA Expenses
The electronic report will carry forward the Actual amount reported for ADA Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for ADA Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Other Operating Expenses
The electronic report will carry forward the Actual amount reported for Other Operating Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form. If preparing a paper report, enter the Actual amount reported for Other Operating Expenses from the Statement of Revenues, Expenses, and Changes in Fund Net Position form.

Total Operating Expenses
The electronic report will calculate Total Operating Expenses. If preparing a paper report, enter the sum of all Operating Expenses reporting categories.

STA Revenue Basis Subject to SCO Review

The electronic report will calculate STA Revenue Basis Subject to SCO Review. If preparing a paper report, report the lower amount of Total Qualifying Revenues or Total Operating Expenses (PUC 99314(e)).

Note: If your agency prepares both a General TO FTR and a Specialized TO FTR, SCO will combine total qualifying revenues and total operating expenses amounts from both forms before calculating the STA Revenue Basis.