



A WORLD OF **CHANGE**

2020 ANNUAL REPORT

MISSION

Our mission is to find, or create, and implement parking solutions for Baltimore City, and to be the resource on all things “parking” in Baltimore.

VALUES



INTEGRITY

We follow all laws, regulations, policies, and procedures. The decisions we make are morally right and in the best interest of the city.



PROFESSIONALISM

We interact with our customers and with our teammates with professional conduct and courtesy at all times. Our actions and appearance reflect the professional nature of our organization.



RESPONSIVENESS

We respond quickly to the questions, concerns, and needs of all of our customers and of our teammates.



FAIRNESS

In our interactions with customers and teammates, we are always fair and unbiased.



INNOVATION

We are always looking for ways to accomplish our mission better, faster, and at less cost.

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Board Chair
*Retired, Baltimore City
Law Department*



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ROBERT STOKES, SR.
Secretary, City
Councilman, District 12

Message from our Board of Directors

2020 certainly was a year of upheaval. When the pandemic forced city offices to close, I trusted the Parking Authority leaders and team members would find a way to continue their dedicated service to the residents of Baltimore City. The Executive Director, leadership team and staff stepped up to the plate and hit a home run.

As Board Chair since 2018 and Board Member since 2017, I knew that the Parking Authority could rely on many of the online programs that had been put in place. I have learned so much about technology from the staff; and, I am delighted to know that:

- The Residential Permit Parking (RPP) program is accepting applications for permits through its online permit system and is mailing permits to residents. Residents who have been approved for permits can also print a temporary permit for use until their actual permit arrives.
- The Reserved Residential Handicap Parking program is accepting applications for new service and renewal of service via an online application. Mail-in applications are also accepted.
- Applications for temporary retail pick up/drop off zones, truck loading zones, and passenger loading zones are all available and can be submitted online.
- Payments to vendors, who are supplying the City with goods and services to keep our parking operations running, are all being reviewed, approved, and processed online.
- While some organizations worried about getting timesheets submitted and approved, paychecks signed and distributed, I knew PABC had switched to a secure, online payroll system years ago that would serve them well in this time of crisis.
- I was especially proud to learn that team member Nikki Phillips, who works in the Parking Authority's Finance Department, stepped up to help a resident whose car had been towed just before the City closed down. When Nikki learned that the Department of Transportation had no way to remotely process a resident's payment and the resident could not get her vehicle out of the impound lot, Nikki found a way to help even though it was another agency's problem to fix. Within a day, she used DocuSign to create a completely new way of processing payments for the impound lot. Her ingenuity and dedication to the residents of Baltimore is to be commended. Nikki not only helped the one resident, but all residents who would find themselves in the same situation during the city shut-down.

I invite you to keep reading this annual report to learn more about Parking Authority initiatives that blend technology and ingenuity to bring parking solutions to Baltimore City. I am proud to have been involved with such effective and efficient team players.

Elva E. Tillman, Esq.
Board Chair
Retired, Baltimore City Law Department

“ I invite you to keep reading this annual report to learn more about Parking Authority initiatives that blend technology and ingenuity to bring parking solutions to Baltimore City. ”

~ Elva E. Tillman, Esq.
Board Chair



New Pay by License Plate Meters Don't Require Returning to the Vehicle

The Parking Authority and the Department of Transportation teamed up in 2019 to replace the aging Pay and Display multi-space meters across Baltimore City with new Pay by Plate multi-space meters within the next few years. As of December 11, 2020 we have replaced 645 pay by plate meters in Baltimore City with 286 IPS meters and 359 Flowbird touchscreen parking meters.

Aside from being newer, these meters are better because you don't have to display the receipt on your dash. Instead, you enter your license plate number into the parking meter when you pay.

Instead of looking inside each vehicle for a printed receipt to verify each car has paid, enforcement agents check the vehicle's license plate number against real-time data.

During the installation phase, the Department of Transportation's Parking Enforcement tested the real-time plate communications after each parking meter was installed.

Paychex and DocuSign Eased Transition to Remote Working

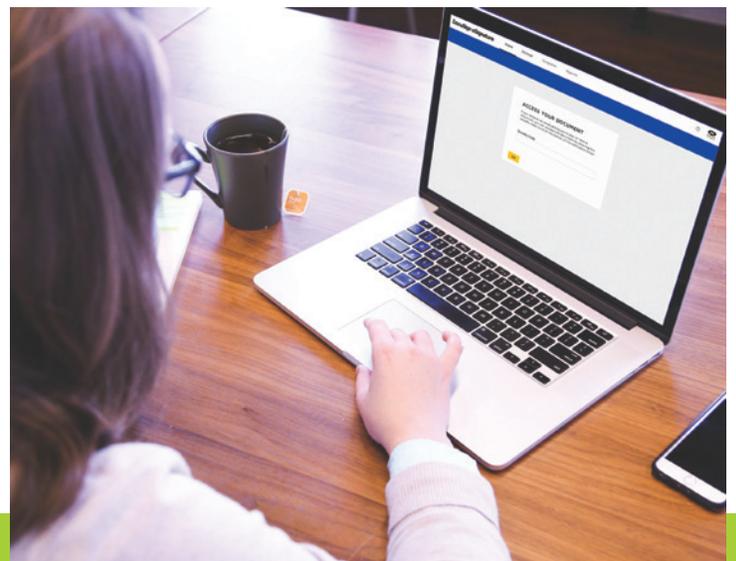
When the Coronavirus/COVID-19 pandemic required PABC to close its office to the public and team members to work from home, we were already well-positioned to make the transition. Two programs led by the Parking Authority's Finance Department made the transition especially possible—Paychex and DocuSign.

One hundred percent of PABC employees receive their paycheck through direct deposit thanks to our transition to Paychex in November 2016. Paychex allows each team member to securely login online to their personal account where they can clock in and out, approve their timecard, request time off, and view their leave balances. It eliminated all paper timecards and payroll records, making the transition to working at home seamless in terms of paying team members.

Last year, we began transitioning many of our paper forms that require multiple signatures to a secure online system called DocuSign. Many forms, including purchase orders,

reimbursement requests, official business permit applications and valet zone requests can now all be completed by customers and processed online by team members and their managers, all from home.

We were even in the position to assist the Department of Transportation transition to DocuSign to help a resident whose vehicle was stuck in the City's Impound Lot when the City shut down. Finance team member Nikki Phillips helped the agency create an online form that allowed the resident to pay her fines online and retrieve her car. This transition should help many residents in the future, as the agency makes use of this new option moving forward.





Temporary Retail Loading Zones Help Businesses During Pandemic

Due to the limitations on retail and restaurant activity caused by the COVID-19 pandemic, businesses have focused on pick up, carry out, and the delivery of goods and food. To make these curbside transactions go more smoothly and reduce double parking, the Parking Authority joined with other city agencies to make temporary retail pick up and drop off zones available for businesses in commercial areas.

Through this new program, retail businesses including shops, restaurants, and other food establishments, along with business districts throughout the city, can request temporary pick up/drop off zones for use by customers and delivery drivers. These zones enable residents to quickly and safely pick up purchases while ensuring frequent parking turnover so the locations remain reliably available for use.

Thirty-five temporary retail loading zones have been established throughout the City. Several valet parking zones have been converted to pickup/drop off zones because valet services were not offered when restaurants could not seat patrons.

"The way we regulate the curb is very specific to the uses in a given block or area," said Fran Burnszynski, Manager of Parking Planning at PABC, "Some of these pick up/drop off zones may become more permanent due to customers' habits changed by the pandemic."

Residential Permit Parking Adjusts Quickly During Pandemic

Even before social distancing and contactless deliveries were necessary due to the Coronavirus/COVID-19 outbreak in 2020, we had been working on making it possible for residents to "get their permits" without having to come into our office or go to a community permit distribution site.

In March, 2020 Residential Permit Parking (RPP) had to come to a standstill because of the pandemic. Governor Hogan declared a State of Emergency and Mayor Young closed all but the most vital city services. All permits remain valid until 30 days after the State of Emergency is lifted.

Parking enforcement for RPP halted city-wide except for Fells Point until September 1, 2020. Because all permits that expired after March, 2020 were still being honored, the only residents who needed new permits were those who moved to an RPP area or residents who had purchased a vehicle since March.



These residents can use the online system to purchase their permits, upload their documents, and pay with a credit card. Permits are mailed to residents who qualify. We have emailed many residents temporary permits they can print and display until their actual permits arrive.

For residents who do not have online access or have problems with the website, the Parking Authority Office is open three days a week starting August 10, 2020. Nearly 3,000 permits have been mailed to residents.

2020 FINANCIALS

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Independent Auditors' Report

To the Board of Directors of Baltimore City Parking Authority, Inc.

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities and fund information of the Baltimore City Parking Authority, Inc. (Authority) as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the accompanying table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

OPINION

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and fund information of the Baltimore City Parking Authority, Inc. as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

OTHER MATTER

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the management's discussion and analysis on Pages 8 through 9 and budgetary comparison information on Page 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



ELLIN & TUCKER
Certified Public Accountants
Baltimore, Maryland
November 10, 2020

Management's Discussion and Analysis

OVERVIEW OF THE FINANCIAL STATEMENTS

The Authority's basic financial statements consist of the Governmental Fund Balance Sheet/Statement of Net Position and the Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities. Notes to Financial Statements follow the presentation of the basic financial statements. The report also contains other required supplementary information, primarily the Budgetary Comparison Schedule.

The Governmental Fund Balance Sheet/Statement of Net Position is presented in reconciliation format and shows the difference between the assets and liabilities of the Authority as reported using the current financial resources measurement focus and modified accrual basis of accounting (Balance Sheet) and assets and liabilities as reported using the total economic resources measurement focus and the accrual basis of accounting (Statement of Net Position). For the Authority, the difference related primarily to capital assets which are reflected as assets on the Statement of Net Position but excluded from general fund assets.

The Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities is also presented in reconciliation format and shows the differences between revenues and expenditures as reported using the current financial resources measurement focus and modified accrual basis of accounting (Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance) and revenues and expenses as reported using the total economic resources measurement focus and the accrual basis of accounting (Statement of Activities). The primary differences relate to the treatment of capital asset purchases. For governmental fund accounting purposes, all cash payments for capital asset acquisitions are reflected as expenditures and deducted from revenues in calculating the net fund activity for the year. Under accounting principles generally accepted in the United States of America, capital asset acquisitions are not reflected in the Statement of Activities as a deduction from revenues but are reflected as increases to assets or reductions of liabilities.

Generally, fund financial statements are designed to report information about groupings of related accounts that are used to maintain control over resources segregated by specific activities or objectives. The Authority's financial activity is classified into one fund—the general fund. The general fund accounts for capital asset acquisitions as expenditures when acquired, rather than as capital assets as a result of the use of the current financial resources measurement focus in accordance with generally accepted accounting principles.

The Notes to Financial Statements provide additional information needed for a full understanding of the basic financial statements.

Required supplementary information consists of a comparison of actual financial activity to budgeted amounts to demonstrate compliance with the budget.

ANALYSIS OF NET POSITION AND CHANGES IN NET POSITION

The following is a comparison summary of the Authority's net position and changes in net position for the years ended June 30, 2020 and 2019:

	2020	2019
Assets:		
Current and Other Assets	\$ 9,905,422	\$ 8,465,442
Capital Assets	181,956	178,313
Total Assets	\$ 10,087,378	\$ 8,643,755
Liabilities:		
Current Liabilities	\$ 891,061	\$ 957,259
Net Position:		
Invested in Capital Assets	\$ 181,956	\$ 178,313
Unrestricted	9,014,361	7,508,183
Total Net Position	\$ 9,196,317	\$ 7,686,496
Changes in Net Position:		
Program Revenues:		
Baltimore City Grant	\$ 8,418,731	\$ 8,233,034
Other	304,791	413,738
Total Revenues	8,723,522	8,646,772
Expenses:		
Administration of Parking Facilities	7,168,741	6,886,548
Capital Outlay/Depreciation	44,960	37,773
Total Expenses	7,213,701	6,924,321
Increase in Net Position	1,509,821	1,722,451
Net Position – Beginning of Year	7,686,496	5,964,045
Net Position – End of Year	\$ 9,196,317	\$ 7,686,496

For the year ended June 30, 2020, the Authority received substantially all of its funding from an annual grant from the City of Baltimore. The purpose of the grant was to finance the administration of the City's parking operations through the Authority and cover all of the Authority's personnel costs, capital asset requirements, and other operating costs. The grant for the year ended June 30, 2020 was \$8,418,731. Operating expenses for the year ended June 30, 2020 totaled \$7,213,701 resulting in an increase in net position of approximately \$1,510,000. Total operating expenses increased approximately \$290,000 during the year ended June 30, 2020 as compared to the year ended June 30, 2019. The increase was primarily a result of an increase in salaries from filling certain vacant positions and higher maintenance and repair costs.

During the year ended June 30, 2020, the Authority purchased capital assets of approximately \$49,000. At June 30, 2020, the Authority had liabilities totaling \$891,061. These liabilities are expected to be funded through existing cash balances.

BUDGET ANALYSIS

The Budgetary Comparison Schedule for the fiscal year ended June 30, 2020 (FY 2020) is presented on Page 13. The most significant budget variations included salaries and benefits, equipment acquisitions, and merchant service fees.

Salaries and benefits, which include base salaries, benefits, and health insurance costs, were approximately \$228,000 less than expected. The decrease was due to employment vacancies not filled during the fiscal year.

Equipment acquisitions were approximately \$460,000 less than expected. The budget included expenses relating to computer and equipment system upgrades, which were not fully utilized during the year ended June 30, 2020.

Merchant service fees, which include credit card fees, were approximately \$339,000 less than expected. This is due to lower service fees charged on credit card usage following a decrease in meter related revenue during the year.

FISCAL YEAR ENDING JUNE 30, 2021

The budget for the fiscal year ending June 30, 2021 (FY 2021) has been submitted to the Baltimore City Board of Estimates in the amount of \$9,504,145, which represents an overall increase in the funding level compared to the fiscal year ended June 30, 2020 in the amount of \$700,375. The total grant appropriation includes \$4,899,876 for the base administrative grant, \$4,388,685 for the Meter Program Administrative grant, and \$215,584 for the Valet Regulations Program. This grant will pay salary, benefits, and other costs to support the administrative functions of the Authority.

The administrative portion of the grant supports salaries and benefits for 37 positions. It includes employee development for 50 employees, 2 employees in degree programs, and various training certification programs. Additionally, it includes funding for the following items: in-service training for Office 365, Microsoft Word, Microsoft Excel, and SharePoint; industry representation at the International Parking and Mobility Institute (IPMI), Great Plains User Group (GPUG) Summit, Middle Atlantic Parking Association (MAPA), and Human Resources (HR) conferences; GIS Certification and Leadership Certificates; and shared services, such as postage machine, copiers, and printers.

The Meter Management grant's funds support salaries and benefits for 10 positions. The Meter Program supports 852 multi-space meters and 3,790 single space electronic meters. In FY 2021, the Authority will be implementing several new pilot programs. The Authority will be replacing all pay-and-display with pay-by-license plate meters. Pay-by-License Plate meters use state-of-the-art technology to provide real-time data to Baltimore City's Department of Transportation (BCDOT) Enforcement agents' hand-held devices or computers inside vehicles equipped with license plate readers. They will

reduce the need for paper receipts, allowing for more efficient enforcement. Once pay-by-plate meters are installed, the Authority will be able to offer pay-by-cell phone service for parking at meters. Pay-by-cell phone will give the Authority additional options for payment at meters, reduce costs associated with the parking meter program, and allow for a more efficient flow of vehicles into and out of parking spaces.

The Valet Regulations grant's funds support salaries and benefits for two positions. The Valet Regulations program administers the licensing of valet operators in Baltimore and oversees the permitting of local businesses who offer valet parking. There are 35 current licensed valet operators and 54 valet loading zones.

In FY 2021, the Authority anticipates the implementation of a Virtual Parking Permit (VPP) program. This program will use vehicles' license plates' numbers instead of adhesive decals and paper visitor permits within the VPP Program. The program will allow permits to be purchased online, streamlining all application and renewal processes. As with pay-by-plate and pay-by-cell, BCDOT Enforcement agents will use license plate recognition to efficiently enforce neighborhood parking restrictions.

During fiscal year 2019, the Authority implemented DocuSign as a solution to workflow management. This initiative has reduced paper handling and enabled data to be managed in a digital format. DocuSign provides users with the ability to create, send, track, access, and sign forms and documents in or out of office on different devices. The advantages include portability, legally defensible audit trails, integration friendly, workflow, and use of Power Forms for public-facing online forms. This process is now used for financial documents as well as Valet Applications, Refund Request forms, Account Adjustments, and several internal forms. A cross-functional team has been formed to review and develop workflow for the Authority. In FY 2021, the Authority will be expanding this initiative throughout the Organization.

The financial system is now generating reports electronically containing current financial information by program which is being posted on the Authority's SharePoint site. Implementation of software to manage the revenue process and coordinate the electronic transfer of data from the billing system to the facility access control system will continue in FY 2021. During FY 2021, the Authority anticipates upgrading its financial software Microsoft Dynamics Great Plains reporting capability. The Authority will also be implementing time-saving data importing of information and providing improved reporting of financial information to management.

The management team of the Authority is committed to introducing new technology and other methods to increase revenues for the City and provide outstanding customer service to all City patrons.

Governmental Fund Balance Sheet/ Statement of Net Position

JUNE 30, 2020

	General Fund	Adjustments (Note 4)	Statement of Net Position
Assets			
Cash and Cash Equivalents	\$ 9,754,843	\$ -	\$ 9,754,843
Accounts Receivable	105,198	-	105,198
Other Assets	45,381	-	45,381
Capital Assets, Net (Note 2)	-	181,956	181,956
Total Assets	\$ 9,905,422	\$ 181,956	\$ 10,087,378
Liabilities			
Accounts Payable	\$ 443,811	\$ -	\$ 443,811
Due to Baltimore City	53,746	-	53,746
Deferred Revenue	11,808	-	11,808
Accrued Expenses	381,696	-	381,696
Total Liabilities	891,061	-	891,061
Commitments (Note 3)			
Fund Balances			
General Fund Balance	9,014,361	(9,014,361)	-
Total Liabilities and Fund Balances	\$ 9,905,422		
Net Position			
Invested in Capital Assets		181,956	181,956
Unrestricted		9,014,361	9,014,361
Total Net Position		9,196,317	9,196,317
Total Liabilities and Net Position		\$ 181,956	\$ 10,087,378

Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities

FOR THE YEAR ENDED JUNE 30, 2020

	General Fund	Adjustments (Note 4)	Statement of Activities
Expenditures/Expenses			
Administration of Parking Facilities	\$ 7,168,741	\$ -	\$ 7,168,741
Capital Outlay/Depreciation	48,603	(3,643)	44,960
Total Expenditures/Expenses	7,217,344	(3,643)	7,213,701
Program Revenue			
Grant Revenue - Baltimore City	8,418,731	-	8,418,731
Other Income	304,791	-	304,791
Total Revenue	8,723,522	-	8,723,522
Excess of Revenue over Expenditures	1,506,178	(1,506,178)	-
Change in Net Position		\$ 1,509,821	1,509,821
Fund Balance/Net Position - Beginning of Year	7,508,183		7,686,496
Fund Balance/Net Position - End of Year	\$ 9,014,361		\$ 9,196,317

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

Baltimore City Parking Authority, Inc. (Authority) was created in 2000 by Baltimore City Ordinance 2000-71. The Authority's purpose is to assist Baltimore City (City) in the planning, development, management, and administration of its parking assets. The Authority does not own any parking facilities or other real property. The Authority's main source of revenue is a grant from the City rather than parking receipts. The grant is intended to fund all operating expenses of the Authority.

The Board of Directors of the Authority consists of five members, four are appointed by the Mayor of Baltimore City and confirmed by the City Council and one is a member of the City Council appointed by the City Council President.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The Authority follows Governmental Accounting Standards Board (GASB) Statement No. 34, "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" (GASB 34) and GASB Statement No. 38, "Certain Financial Statement Note Disclosures" (GASB 38). GASB 34 requires net position be classified as restricted, unrestricted, or invested in capital assets and presentation of a Management's Discussion and Analysis section to introduce the basic financial statements. GASB 34 and 38 require certain expanded footnote disclosures.

The Authority's main source of revenue is a single grant from the City; therefore, all assets, liabilities, revenues, and expenses/expenditures are accounted for in a governmental fund.

The government-wide financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met. Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to certain other obligations, are recorded only when payment is due.

The general fund is the Authority's primary operating fund. It accounts for all financial resources of the Authority, except those required to be accounted for in another fund.

Amounts reported as program revenues primarily include the operating grant from the City.

BUDGETARY INFORMATION

The annual budget of the Authority is subject to approval by the City's Board of Estimates. The budget serves as the basis for determining the grant from the City. Budgetary data is presented as required supplementary information for the general fund. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP) for the governmental fund.

USE OF ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting periods. Actual results could differ from those estimates.

SUBSEQUENT EVENTS

The Authority has evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements through November 10, 2020, the date the financial statements were available to be issued.

CASH AND CASH EQUIVALENTS

The Authority considers all highly liquid investments with original maturities of three months or less when purchased to be cash equivalents. The Authority maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. Uninsured deposits are collateralized through the Federal Reserve Bank with securities held by the pledging financial institution.

CAPITAL ASSETS

Capital assets are recorded at cost and depreciated using the straight-line method over the useful lives of the assets, which range from 3 to 10 years. It is the Authority's policy to capitalize capital assets over \$500. Lesser amounts are expensed.

COMPENSATED ABSENCES

The Authority accrues a liability for compensated absences which consists primarily of accumulated vacation leave. The liability includes those amounts expected to be paid upon termination of employment or through paid leave time.

Notes to Financial Statements (cont.)

NOTE 2 CAPITAL ASSETS

Capital assets of the Authority are as follows:

	Beginning of Year	Additions	Retirements	End of Year
Capital Assets:				
Computer Equipment	\$ 559,617	\$ 48,603	\$ -	\$ 608,220
Office Equipment	42,059	-	-	42,059
Furniture and Fixtures	86,459	-	-	86,459
Leasehold Improvements	60,745	-	-	60,745
	<u>748,880</u>	<u>48,603</u>	<u>-</u>	<u>797,483</u>
Less: Accumulated Depreciation:				
Computer Equipment	427,708	36,790	-	464,498
Office Equipment	29,348	2,542	-	31,890
Furniture and Fixtures	52,766	5,628	-	58,394
Leasehold Improvements	60,745	-	-	60,745
	<u>570,567</u>	<u>44,960</u>	<u>-</u>	<u>615,527</u>
Net Capital Assets	<u>\$ 178,313</u>	<u>\$ 3,643</u>	<u>\$ -</u>	<u>\$ 181,956</u>

NOTE 3 COMMITMENTS

The Authority leases office space from the City under various leases, which expire through June 2021. The Authority leases office equipment under lease agreements, which expire through May 2022. Rent expense recorded for the year ended June 30, 2020 was approximately \$122,000.

Future minimum lease payments under operating leases are as follows:

Year Ending June 30,	2021	\$ 129,143
	2022	7,535

NOTE 4 EXPLANATION OF CERTAIN DIFFERENCES BETWEEN GOVERNMENTAL FUNDS FINANCIAL STATEMENTS AND GAAP FINANCIAL STATEMENTS

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET

The fund balance of the general fund differs from net position reported in the Statement of Net Position. The difference results primarily from the treatment of capital assets. When capital assets are used in governmental activities, the costs of the assets are reported as expenditures in governmental funds. However, the Statement of Net Position includes those assets among the assets of the Authority.

STATEMENT OF ACTIVITIES AND STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

As noted above, outlays for capital assets to be used in governmental activities are reported as expenditures in the general fund; however, those expenditures are reported as assets, not expenses, in the Statement of Activities.

NOTE 5 RETIREMENT PLAN

The Authority maintains a retirement plan covering substantially all employees. The Plan allows for discretionary matching, qualified nonelective, and profit sharing contributions. Amounts to be contributed to the plan are determined by the Board of Directors. The Authority made contributions for the year ended June 30, 2020 in the amount of \$100,519.

Required Supplementary Information

BUDGETARY COMPARISON SCHEDULE - GENERAL FUND

For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual (Budgetary Basis)	Variance (Negative) Positive
Revenue				
Grant - Baltimore City	\$ 8,740,207	\$ 8,803,770	\$ 8,418,731	\$ (385,039)
Other	-	-	304,791	304,791
Total Revenue	<u>\$ 8,740,207</u>	<u>\$ 8,803,770</u>	<u>\$ 8,723,522</u>	<u>\$ (80,248)</u>
Expenditures				
Salaries and Benefits	\$ 3,863,600	\$ 3,863,600	\$ 3,636,000	\$ 227,600
Telephones/Utilities/Internet	46,700	46,700	44,001	2,699
Vehicles/Travel	81,300	81,300	43,697	37,603
Business Machine Rental	20,100	20,100	23,084	(2,984)
Consultants	255,100	255,100	33,456	221,644
Equipment Warranty	155,000	155,000	260,780	(105,780)
Software	775,500	869,200	776,548	92,652
Legal	51,000	51,000	-	51,000
Printing and Copying	38,400	38,400	30,198	8,202
Merchant Service Fees	1,606,100	1,606,100	1,267,535	338,565
Computer Maintenance	80,000	80,000	101,976	(21,976)
Other Services	810,100	810,100	621,752	188,348
Maintenance and Supplies	189,800	189,800	140,261	49,539
Equipment Acquisitions	545,200	545,200	85,197	460,003
Rent	122,700	122,700	121,852	848
Advertising	11,300	11,300	905	10,395
Dues/Subscriptions/Training	58,100	58,100	30,102	27,998
Total Expenditures	<u>\$ 8,710,000</u>	<u>\$ 8,803,700</u>	<u>7,217,344</u>	<u>\$ 1,586,356</u>
Reconciliation of Budgetary Expenditures to Expenses Reported Under GAAP				
Depreciation Expense (Net of Disposals) Not Included in Budget			44,960	
Capital Asset Acquisitions Included in Expenses			(48,603)	
Total Expenses			<u>\$ 7,213,701</u>	



PARKING
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