

Durham Orange Joint Staff Working Group
Policies and Procedures to be Developed
June 2018

At May Staff Working Group policies and procedures were reviewed and categorized as either policy or finance. The SWG members assigned themselves to either policy or finance.

Policy will be led Aaron Cain, and will include either Matthew or Geoff, Harmon, Nick or Kayla, Theo, and Linda.

1. Carryover policy (definition, tracking, decisions about disposition, etc.)
2. Define changes to Transit Plans, including what triggers a change, and what process must be followed to amend Plan.
3. How can a sponsor request changes to projects/services to be funded (how are these made, what are thresholds for approval - SWG vs. managers vs. GoTriangle Board vs. all 3 Boards)
4. Decisions about Revenue Surplus (definition, reporting, decisions about disposition, etc.)

Finance will appoint a committee head, and will have Harmon, Mindy, Praveen, Rick and Toni

5. Capital project encumbrances (accounting and legal documentation, tracking, reporting, etc.)
6. Revenue reporting template
7. Invoicing of Projects and Reimbursement Procedures.
8. Debt Policy
9. Revenue accounting methodology for accounting for fares in reimbursements and federal or state grants.
10. Federal policies (particularly FTA and Transit)
11. Interlocal Implementation Agreements