



FINANCIAL POLICIES AND PROCEDURES

Version 1.13

Adopted: 04/07/23

Amended: _____

Officers

City of Quincy
City of Revere
City of Boston

Mayor Thomas P. Koch, Chair
Mayor Brian M. Arrigo, Vice Chair
Vineet Gupta, Clerk/Secretary

Budget & Audit Committee

Town of Wellesley
Town of Arlington
Town of Millbury
City of Quincy
City of Revere

Colette Aufranc (Chair)
Lenard Diggins
Sean Hendricks
Frank Tramontozzi, P.E.
Gianni Hill

Staff

Brian Kane
Amira Patterson

Executive Director
Transportation Planner

March 07, 2023

Approved by Budget & Audit Committee: 03/07/2023
Approved by full MBTA Advisory Board: 04/07/2023
In effect until amended or superseded

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A. RELATIONSHIP TO BY-LAWS

These financial policies and procedures shall be implemented at all times consistently with the organization's by-laws. Article IV, part 3 of the by-laws of the Advisory Board creates and authorizes the Budget & Audit Committee, and details its membership, powers and duties, and charge.

B. FISCAL YEAR

The fiscal year of the organization is January 1 through December 31.

C. BUDGET

- I. **Budget Calendar:** The budget year shall be the same as the fiscal year of the organization.
- II. **Budget Format:** The budget format shall be in the form as determined by the Budget & Audit Committee.
- III. **Budget Process:**
 - a. **Presentation of Budget:** Two to three months prior to the start of the fiscal year, the Executive Director shall present a draft annual budget to the Budget & Audit Committee. The Budget & Audit Committee shall recommend a draft budget to the full Advisory Board for its consideration no later than the December 31 each year.
 - b. **Board Action:** The full Advisory Board will receive the draft report and recommendation, and adopt a budget based thereon, subject to any amendments or edits approved by the full Advisory Board.
- IV. **Administration of Budget:** Expenses not anticipated and approved in the budget (either in type or amount) shall be submitted to Treasurer for review, approval and direction as to payment. In the event of a vacancy in this office, said unanticipated expense should be submitted to any Officer for review, approval and direction as to payment.
- V. **Bookkeeper:** The Advisory Board may retain the services of a bookkeeper for the purposes of bookkeeping, reporting, and assistance with implementing these financial policies and procedures. Written documentation of expenses shall be provided to the



organization's Bookkeeper for recording. The Bookkeeper shall not conduct any audit review of the Advisory Board's finances, nor shall they issue any payments directly. Any audit must be by an independent entity.

D. BANK ACCOUNTS

- I. **Creation:** The organization shall maintain such bank accounts and investments as consistent with the organization's policies and as authorized by the Budget & Audit Committee from time to time.
- II. **Reconciliation:** Monthly account statements shall be received by the Bookkeeper either by electronic means, or via the United States Postal Service. Promptly upon receipt of the monthly account statement, the Bookkeeper, who does not have signatory authority over the account, shall reconcile the bank account transactions and ending balance with the financial records of the organization.
- III. **Signature Authority:** The following individuals have signatory authority on Advisory Board bank accounts and checks:
 - The Chair of the Advisory Board or their designee
 - The Executive Director
 - The Treasurer or their designee
- IV. **Signature Requirements:** The Executive Director has authority to issue checks or payments up to and including \$10,000.00. For any checks or payments in amounts greater than \$10,000.00, those with signature authority (see Section III above) must review the documentation and approve payment in writing before the payment is issued. The Budget & Audit Committee may also authorize payments in excess of \$10,000 by majority vote.
- V. **Checking Account:** Should the MBTA Advisory Board choose to retain a checking account for the payment of expenses, it may, upon the recommendation of the Budget & Audit Committee, transfer such funds as deemed appropriate for the payment of bills into said checking account.
- VI. **Money Market Account:** Should the MBTA Advisory Board choose to retain a money

market account, linked or unlinked to its checking account, it may, upon the recommendation of the Budget & Audit Committee, transfer such funds as deemed appropriate into said money market account. The Executive Director is authorized to make transfers between any money market and checking accounts as he/she deems necessary for the payment of authorized expenses, and to avoid overdrafts.

- VII. **Statements:** The Executive Director, or their designee, shall make any and all bank statements available to the organization’s Bookkeeper regularly, as well as to any and all members of the Budget & Audit Committee and/or Officers of the organization as request them.

E. RESERVES/INVESTMENTS

The Advisory Board may establish and periodically review a Reserves/Investments policy as it deems fit.

F. RECEIPTS

- I. **General:** All organizational receipts for deposit shall be deposited in the organization’s bank account. All funds received for deposit shall be promptly recorded and deposited into the organization’s checking account within a week of receipt. Deposits shall be made intact and cash shall not be returned back upon deposit
- II. **Recognition of Income:** Revenue will be recognized over the period to which it relates. Such amounts earned, but not received, will be reported as receivables. Such amounts received, but not earned, will be reported as deferred revenue.
- III. **Accounts Receivable:** All receivables shall be treated as fully collectible. Accordingly, no allowance for doubtful accounts is required. If accounts become uncollectible, they will be charged to operations when that determination is made.
- IV. **Checks:** All checks shall be restrictively endorsed immediately upon receipt by those with signature authority (see DIII) with the notation, “For Deposit Only, [Bank Name], [Account Number].”
- V. **Cash:** To the fullest extent allowable by law, the Advisory Board does not accept cash

(i.e., currency).

G. DISBURSEMENTS

- I. **Disbursements:** Disbursements shall preferably be made by pre-numbered checks, or via electronic payments from the bank account. Disbursements may be made using debit cards following the policies set out in part V of this section.
- II. **No Cash Transactions:** Checks shall not be made out to “cash” nor shall checks be signed in blank. The Advisory Board should not make any payments in cash.
- III. **Checkbook:** The Executive Director shall maintain the organizational checkbook. Signatories to the organizational checking account shall be those with signatory authority as described in DIII.
- IV. **Voided Checks:** Voided checks shall be defaced and kept on file.
- V. **Debit Cards:** The organization may maintain debit cards to allow debit transactions on the organization’s checking account. Use of organization debit cards shall be strictly limited to payment of legitimate expenses of the organization. The Executive Director is authorized to make payments, by setting up “recurring monthly debit card charges” for those payments which cannot easily be made by check, for recurring monthly invoices up to \$500.00 in each instance.
- VI. **Disbursement Authorization:** The Executive Director is authorized to make check or electronic payments from the operating account for expenses within the approved budget up to and including \$10,000.00. Expenses not anticipated and approved in the budget (either in type or amount) shall be referred to Treasurer for review, approval and direction as to payment. In the event of vacancies in this office, said unanticipated expense should be submitted to any Officer for review, approval and direction as to payment.
- VII. **Disbursement Vouchers:** Documentation shall be prepared for each invoice, debit card transaction, or request for reimbursement that details the date of the check, check number, payee, amount of check, and description of expense account(s) to be charged. Invoices or accompanying receipts will be attached as backup to the check stub or electronically to the transaction in the organizations book keeping system.

- VIII. **Expense Reimbursements:** Requests for reimbursement of expenses incurred by organization Officers, employees, members or designees on behalf of the organization, shall be checked for mathematical accuracy and reasonableness before approval. All requests for reimbursement shall be supported by receipts or other appropriate documentation and shall include a statement of the purpose for which the expense was incurred. No individual may authorize any reimbursements for themselves.
- IX. **Expense Verification:** Before signing any check or authorizing any electronic or debit card payment, the signatory shall review disbursement vouchers, invoices and supporting documentation for accuracy, and to verify that it is a legitimate expense of the organization. Invoices from unfamiliar or unusual vendors shall be reviewed and approved before payment.
- X. **Payment Preparation and Issuance:** The Executive Director shall be responsible for preparing and processing all check and electronic payments to vendors. Checks shall be mailed promptly upon signature and after all authorizations are received, and any electronic payments will be made promptly.
- XI. **Payment Record Keeping:** Proper copies of all checks or electronic payments are to be kept according to the record retention policy see Section K below. Electronic copies of all payments will be provided monthly to the Bookkeeper, who shall ensure that such payments are properly recorded in the organization's bookkeeping system. As soon as practicable, the debit card user shall send supporting documentation for each debit card transaction to the Bookkeeper. However, notice of regular, recurring debit transactions need only be notified once per fiscal year.
- XII. **Prepaid Expenses:** Expenses related to future periods will be classified as prepaid expenses and will be recognized as expenses in the period during which the related expense occurs.
- XIII. **Unpaid Invoices:** Unpaid invoices shall be maintained in an unpaid invoice file.
- XIV. **Bi-Weekly Payment Recommendation Memo:** Each month, or whenever payments are processed, the Executive Director shall submit a Payment Recommendation Memo to the Bookkeeper and the Treasurer or their designee. In the event of vacancies in these offices, said memo should be submitted to any officer of the organization. This memo shall

recommend which payments to make each month, their amounts, and all other pertinent information. The Executive Director, or other payment authorizer (see D III above) shall not issue any payments other than those included in this recommendation memo, except as authorized.

H. BOOKS AND RECORDS; FINANCIAL REPORTING

- I. **Chart of Accounts:** The organization's financial reporting shall be created and maintained in a form approved by the Budget & Audit Committee.
- II. **General:** The Treasurer, via the Executive Director shall maintain all financial books and records subject to conditions set forth by the Budget & Audit Committee, and/or the full Advisory Board. All such books and records shall be open to review by the Treasurer, officers, members of the Budget & Audit Committee, other members/designees that request them, and other authorized agents of the organization at all times.
- III. **Monthly Financial Reports:** On a monthly basis as soon as practicable the Bookkeeper shall provide appropriate financial reports to the Executive Director. The Executive Director, shall, after reviewing the same, cause the report package to be provided to the Budget & Audit Committee Chair, and any Officer or member/designee that requests it. Documentation shall be maintained of all checks or other documents resulting in the debit of funds from any organization financial account. Documentation shall be maintained of all deposits or transfers of funds into any organization financial account.
- IV. **Annual Financial Reports:** On an annual basis as soon as practicable after receipt of the monthly bank account statement for the twelfth month of the fiscal year, the Bookkeeper, via the Executive Director, shall provide to the Treasurer and Budget & Audit Committee Chair the following reports:
 - Annual Profit and Loss Statement showing income and expenses by budget category;
 - End of Year Balance Sheet showing all organizational assets and liabilities as of the last day of the fiscal year
 - Budget versus Actual report with narrative.



The Treasurer, via the Executive Director shall cause copies of all such reports to be provided to the Officers, Budget & Audit Committee members, and any other member or designee of the Board that requests them, and other authorized agents of the organization.

- V. **Publication of Annual Financial Reports.** Annual financial reports of the organization shall be made available to any member or designee who requests the same.
- VI. **Form 990 reporting.** The MBTA Advisory Board, as a government entity, is a section 115 organization for IRS purposes. As such, it does not file state and federal taxes or file returns.
- VII. **Independent Audit.** The Treasurer, via the Executive Director, shall ensure that an independent financial audit review is completed for each fiscal year. They shall oversee the completion of said audit, receive the audit and any management letters, and provide a report on all audits to the Budget & Audit Committee. Said audit review shall be conducted in a manner approved by the Budget & Audit Committee, and include all such areas of review as said committee sees fit.
- VIII. **Access to Records.** The Bookkeeper shall cooperate by providing the outside auditor access to such books and records of the organization as are necessary to carry out the audit function.

I. CONTRACTS AND FINANCIAL COMMITMENTS

- I. **Board Authority.** No employee, member, designee, agent, independent contractor or other representative of the organization shall bind the organization to any contract or agreement involving a financial commitment of the organization except upon the authorization of the Executive Director. Any contracts greater than or equal to \$10,000.00 for a period of 12-months shall not be approved without the authorization of the Treasurer or their designee. In the event of vacancies in this office, said financial commitment should be submitted to any Officer of the organization for review, approval and direction as to payment. The Budget & Audit Committee may also approve said financial commitment via resolution.
- II. **Signed Contracts.** All written contracts between the organization and any vendor or other



provider of goods or services to the organization or its membership shall be signed on behalf of the organization by the Executive Director, or an Officer of the Advisory Board if there is no Executive Director.

J. PAYMENT OF EMPLOYEE SALARIES, WAGES, BENEFITS, AND RELATED COSTS:

This procedure should be used to authorize the hiring, supervision, compensation, payment of compensation (including fringe benefits) and associated payroll processing expenses for employees of the MBTA Advisory Board. The MBTA Advisory Board shall utilize the services of an independent, third party to process payroll. It may also enter into agreements with 3rd parties to offer appropriate employee benefits to its employees. The authorization of any contracts or agreements related to employee wages or benefits are subject to Section I, Part II above.

- I. **Executive Director:** The MBTA Advisory Board’s enabling legislation references the position of Executive Director of the organization. The Executive Director shall be the Chief Administrative Officer for the Board. The Executive Director shall perform the duties specified in the Enabling Legislation, the Board By-Laws and such other duties as the Board and its various committees shall from time to time assign to them.
- II. **Executive Director Employment Agreement:** The Board may enter into an employment agreement with the Executive Director at the discretion of the Board Chair. This agreement may determine the salary, fringe benefits, and related other expenses to compensate the Executive Director. For the purposes of the Fair Labor Standards Act, the Executive Director shall be an "exempt employee." The Executive Director may also be hired as an “at will” employee.
- III. **Other MBTA Advisory Board Employees:** The Executive Director shall hire and supervise any other employees of the MBTA Advisory Board, subject to budgetary oversight.
- IV. **Employee Benefits:** The MBTA Advisory Board may offer, and expends funds on those employee benefits as approved in the annual budget, or any employment agreement, any employment policies adopted by the Board, or other relevant oversight. In FY23, the



MBTA Advisory Board offers its employees the following employee benefits: health insurance (family or individual), dental insurance (family and individual), retirement contributions via a Simple Employment Pension (SEP) Individual Retirement Account (IRA), and life insurance. The Executive Director is authorized to make such payments from the MBTA Advisory Board, subject to budgetary oversight and Section I, Part II above.

- V. **Employer-Paid Payroll Taxes:** The Executive Director is authorized to transfer all relevant state and federal employer-paid payroll taxes on behalf of the MBTA Advisory Board. Such taxes should be calculated by the 3rd party payroll entity.
- VI. **Employee-Paid Payroll Taxes:** The Executive Director is authorized to transfer all relevant state and federal employer-paid payroll taxes withheld from paychecks, on behalf of all MBTA Advisory Board employees. Such taxes should be calculated by the 3rd party payroll entity.
- VII. **3rd Party Payroll Fees:** The Executive Director is authorized to pay all relevant payroll fees incurred for the use of an independent, 3rd party payroll processing company. Such payments are subject to budgetary oversight and Section I, Part II above

K. DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy of the MBTA Advisory Board identifies the record retention responsibilities of the organization, and administrative and service providers for maintaining and documenting the storage and destruction of documents and records. This policy is consistent with the Commonwealth's records retention regulations and all applicable laws and statutes. The MBTA Advisory Board will abide by all applicable Massachusetts Statewide Records Retention Rules as published by the Massachusetts Secretary of State:

https://www.sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule_updated2022-10-31.pdf

L. CONFLICTS OF INTEREST

All Officers, members, designees and employees of the MBTA Advisory Board shall at all times comply with applicable state, federal laws, statutes, and regulations with respect to conflicts of interest. Special attention shall be paid at all times to M.G.L. chapter 268A, Conduct of Public Officials and Employees, as well as publications of the Massachusetts State Ethics Commission.

M. Appendices

- I. Accounts Payable Procedure
- II. Recurring Payments Procedure
- III. Payroll Payment Procedure
- IV. Payments Authorization Memo Sample

Appendix I: Accounts Payable Procedure (non-payroll, non-recurring)

This procedure should be used to make non-recurring, non-payroll payments of invoices. This procedure is at all times a product of the Financial Policies of the MBTA Advisory Board, and subject to it.

1. All invoices or requests for payments by the Advisory Board should be sent to: invoices@mbtaadvisoryboard.gov that is accessible by multiple individuals.
2. Staff shall review all invoices to check for accuracy (no sales tax, etc.). Any invoices requiring additional authorizations are forwarded as per the Financial Policy. Said approval (most likely an email), once received, will be included in the memo referenced in #6 below.
3. Every two weeks, a Payment Recommendation Memo shall be drafted in a format approved by the Budget & Audit Committee. Section A of this memo should include all non-payroll, non-recurring accounts payable.
4. The Executive Director reviews all such memos, invoices, and other relevant information for approval. Once approved, the complete a Payment Recommendation Memo is submitted to the Advisory Board's bookkeeper, either via email, secure portal, or other means.
5. The bookkeeper receives the Payment Recommendation Memo and all associated documents for review. If satisfied, the bookkeeper shall enter all relevant information into QuickBooks. The memo field in QB should include a brief explanation for easy future reference.
6. The bookkeeper should match payments to invoices as relevant.
7. The Payment Recommendation Memo should include copies of all invoices received since the previous set of payments. It should also include a description, or justification of all such payments as necessary.

Appendix II: Recurring Payments Procedure (non-payroll)

This procedure should be used to authorize the payment, via debit card or via recurring on-line bank payment of regular, recurring payments, excluding payroll. No authorization may exceed 12 months. Ideally, approval for recurring payments should be made early in the new fiscal year. This procedure is at all times a product of the Financial Policies of the MBTA Advisory Board, and subject to it.

1. All invoices or requests for payments by the Advisory Board should be sent to: invoices@mbtaadvisoryboard.gov that is accessible by multiple individuals.
2. Staff shall review all invoices to check for accuracy (no sales tax, etc.). Any invoices requiring additional authorizations are forwarded as per the Financial Policy. Said approval (most likely an email), once received, will be included in Payment Recommendation Memo.
3. The approval of payments as recurring payments should be noted to the bookkeeper.
4. Every two weeks a Payments Authorization Memo shall be drafted in a format approved by the Budget & Audit Committee. Section B of this memo should include all recurring payments.
5. The Executive Director reviews all such memos, invoices, and other relevant information for approval. Once approved, the complete a Payment Recommendation Memo is submitted to the Advisory Board's bookkeeper, either via email, secure portal, or other means.
6. The bookkeeper receives the Payment Recommendation Memo and all associated documents for review. If satisfied, the bookkeeper shall enter all relevant information into QuickBooks. The memo field in QB should include a brief explanation for easy future reference.
7. The bookkeeper should match payments to invoices as relevant.

8. The Payment Recommendation Memo should include copies of all invoices received since the previous set of payments. It should also include a description, or justification of all such payments as necessary.

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Appendix III: Payroll Procedure

This procedure should be used to make employee salary, wages, employer-paid health insurance premiums, employer-paid dental insurance premiums, SEP-IRA payments, employer-paid life insurance premium payments, other relevant employer-paid employee benefit payments, and payroll processing fees. This procedure is at all times a product of the Financial Policies of the MBTA Advisory Board, and subject to it.

The MBA Advisory Board uses Paychex for payroll processing. Paychex makes direct deposits into employee's personal bank accounts on behalf of the organization, and according to the protocols and information provided to it by MBTA Advisory Board staff. Paychex executes payroll every other Thursday, with the most recent payments transferred on (2/23/23, 2/9/23, 1/26/23, 1/22/23 etc.). Staff process these payments on the preceding Tuesday. The most recent payroll processing dates were (2/21/23, 2/7/23, 1/24/23, 1/20/23, etc.).

1. Paychex alerts the MBTA Advisory Board via email that payroll is pending. These alerts usually come the Friday, and Tuesday before the Thursday that payroll is executed.
2. On the Tuesday before payroll execution, Paychex produces a report, accessible online, of the cash requirements needed to cover all necessary salary and employer-paid payroll tax liabilities. Specifically, net employee earnings, employee withholdings, and employer paid payroll taxes should specifically be noted.

3. This cash requirements reports are reviewed by staff for accuracy. Any divergence or unexpected liabilities should be flagged and reported to the bookkeeper, and questioned to Paychex.
4. On the Tuesday before payroll execution, Paychex also produces an invoice or notification of automatic payment noting the fee charged to the MBTA Advisory Board for payroll processing.
5. This invoice should also be reviewed for staff for accuracy. Any divergence should be noted, reported, and questioned to Paychex.
6. All payroll or employee-benefit related invoices or requests for payments by the Advisory Board should be sent to: invoices@mbtaadvisoryboard.gov that is accessible by multiple individuals. This includes any requests for payments related to employer-paid health insurance premiums, employer-paid dental insurance premiums, IRA-SEP payments, and any other relevant payroll expenses should be reviewed by staff for accuracy. Any divergence or unexpected liabilities should be flagged, reported, and questioned.

Appendix IV: Payment Recommendation Memo Sample

TO: Treasurer & Bookkeeper
 FROM: Brian Kane, Executive Director
 RE: Payments Memo: Saturday, 02/11/2023 to Friday, 02/24/2023
 DATE: February 22, 2023

| Bank Balances | Actual 02/21/2022 |
|------------------------|----------------------|
| Santander Checking | \$28,035.78 |
| Santander Money Market | \$0 |
| MMDT Account | \$707,572.65 |
| Total Cash | \$735,608.43 |

A. Accounts Payable:

Non-recurring, non-payroll invoices/expenses for payments this week are included in this section. Copies of the related invoiced are also attached, in the same order as the table below. These invoices have been reviewed for accuracy, and copies have been uploaded to the bookkeeping online portal. The table below details the invoices/expenses in question this period.

| # | PAYEE | DESC/ MEMO | INVOICE # | INVOICE DATE | AMOUNT | NOTE |
|----|------------|-----------------------|--------------|-----------------|-------------------|--|
| A1 | Brian Kane | MMA conference | N/A | 2/2/2023 | \$83.05 | Reimbursement (Payment pending) |
| A2 | Brian Kane | MMA conference | N/A | 2/2/2023 | 333.39 | Reimbursement (Payment pending) |
| A3 | Eversource | Gas- Utilities | N/A | 2/1/2023 | \$537.92 | Final balance |
| A4 | Comcast | Phone and Internet | N/A | 2/20/2023 | \$933.59 | Final bill; early term. fee \$420.00 + \$513.59 past due |
| A5 | Staples | Office Supplies | N/A | 2/13/2023 | \$93.13 | Office Supplies |
| A6 | QRGA, LLP | Bookkeeping | 54257 | 1/27/2023 | \$3,000.00 | Monthly Bookkeeping |
| | | | TOTAL | | \$1,987.08 | |

B. Recurring Expenses:

Previously approved recurring expenses are included in this section. These expenses are included in the CY2023 Operating Budget. Relevant invoices are also attached, in the same order as the table below. These invoices have been reviewed for accuracy, and copies have been uploaded to the bookkeeping online portal. Evidence of payment has also been uploaded to the portal. The table below details the recurring invoices/expenses in question this period.

| # | COMPANY NAME | DESCRIPTION/ MEMO | INVOICE/RECEIPT NUMBER | DATE | AMOUNT | NOTE |
|----|--------------------|-------------------|------------------------|----------|--------------------|----------------|
| B1 | Dewey Square Group | Monthly Fee | 428103087 | 02/14/23 | \$10,000.00 | Consulting Fee |
| B2 | NARCS Inc. | Monthly Fee | 119342 | 02/17/23 | \$3,250.00 | IT Services |
| B3 | Colonial Life | Monthly Fee | 35968300220095 | 02/20/23 | \$18.00 | Insurance |
| | | | TOTAL | | \$13,268.00 | |

C. Payroll:

Payroll cash requirements, Paychex fees, employer-paid health insurance payments, employer-paid retirement payments, and other miscellaneous employee costs are detailed in this section. These expenses are included in the CY2023 Operating Budget. Relevant reports, requirements, and other information is included in this report. These reports, including copies of direct deposit payment advices were also uploaded to the online bookkeeping portal. The table below details the recurring invoices/expenses in question this period.

| Payroll Expense Type | VENDOR | DATE | TOTAL | NOTE |
|---|---------------|-------------|--------------------|----------------|
| C1. Net Employee Earnings | Paychex | 02/22/23 | \$8,083.63 | Direct Deposit |
| C2. Employee Withholdings | Paychex | 02/22/23 | \$2,365.60 | Taxpay |
| C3. Employer-paid tax liabilities | Paychex | 02/22/23 | \$841.51 | Taxpay |
| Subtotal- Payroll Cash Requirements | | | \$11,290.74 | |
| C4. Paycheck fees | Paychex | 2/7/2023 | \$56.39 | |
| Total Paychex Expenses | | | \$11,347.13 | |
| C5. Employer-paid health insurance benefits | n/a | | \$0 | |
| C6. Employer-paid retirement benefits | n/a | | \$0 | |
| C7. Misc. payroll expenses | n/a | | \$0 | |
| TOTAL EMPLOYEE COSTS | | | \$11,347.13 | |

The next date for disbursements is Friday, March 10, 2023. It will be processed on Tuesday, March 7, 2023.

Memo Approved: _____


Brian Kane, Executive Director

A2. Accounts Payable: Brian Kane Reimbursement #2 (Previously approved, payment pending)

| 1/25/23, 11:20 AM | | American Express - Account Activity | |
|---|-----------|-------------------------------------|----------|
| Menu | | Log Out | \$10.00 |
| CVS/PHARMACY BROOKLINE MA | | | |
| Jan 11 | 4X Points | | \$84.67 |
| VEGGIE CRUST BROOKLINE MA | | | |
| Jan 10 | | | \$75.59 |
| CVS/PHARMACY BROOKLINE MA | | | |
| Jan 10 | | | |
| FEDEX OFFICE BOSTON MA | | | |
| Jan 10 | | | \$120.00 |
| <i>Shipping MBTA AB items for distribution to Mass. Municipal Assoc. trade show. Paid by Blk.</i> | | | |
| THE BROOKLINE CENTERBROOKLINE MA | | | |
| Jan 9 | | | \$139.00 |
| AMAZON PRIME AMAZON.COM WA | | | |
| Jan 9 | | | \$14.95 |
| AUDIBLE AUDIBLE.COM NJ | | | |
| Jan 9 | | | \$44.21 |
| CVS PHARMACY BRIGHTON MA | | | |
| Jan 9 | | | \$165.57 |
| INVOICE NUMBER 3089IRELAND IR | | | |
| Jan 9 | | | \$9.99 |
| KINDLE UNLTD*E36HJ50888-802-3080 WA | | | |
| Jan 9 | 4X Points | | \$107.28 |
| STAR MARKET 0645 064CHESTNUT HILL MA | | | |
| Jan 9 | 4X Points | | \$64.20 |
| THE ABBEY 6500000048BROOKLINE MA | | | |
| Jan 8 | | | \$19.49 |
| APLPAY BROOKLINE WINBROOKLINE MA | | | |
| Jan 8 | | | \$149.37 |
| JIN BROOKLINE 9782129886 MA | | | |
| Jan 8 | | | \$20.00 |
| https://global.americanexpress.com/activity/recent | | | |

Continued

A2. Accounts Payable: Brian Kane Reimbursement #2 (Previously approved, payment pending CONTINUED)



FedEx Office is your destination for printing and shipping.

50 Park Plaza
Boston, MA 02116-4004
Tel: (617) 423-0204

1/10/2023 4:49:11 PM EST
Team Member: Trey H.

SALE
Tax Exempt

FedEx Ground 1 @ 221.7700 E
FedEx Tracking #: 393267843370
004552 Reg. Price 221.77

HndlngFee 30.1-40lbs 3 @ 25.0000 N
001357 Reg. Price 25.00
Std- Med, 16x16x16 3 @ 11.4900 T
004506 Reg. Price 11.49

Regular Total 331.24
Discounts 0.00

Total 331.24


Sub-Total 331.24
Tax 0.00% 0.00
Tax 6.25% 2.15
Deposit 0.00

Total 333.39

***** PURCHASE *****
APPROVED

Total: **\$333.39**
Card Type: AMEX
Card Entry: CHIP
Acct #: *****1009
Approval Code: 825784
***** EMV PURCHASE *****
App Label: AMERICAN EXPRESS
Mode: Issuer
AID: A000000025010801
TVR: 0000008000
IAD: 06480103A0A006
TSI: E800
ARC:
AC: 0F62924853BB0E5F
CVM: 5E0300

Total Tender 333.39
Change Due 0.00



Address: 50 PARK PLAZA
BOSTON
MA 02116

Location: GBRKK
Device ID: -BTC01
Transaction: 940356180170

FedEx 2Day
Tracking Numbers:
o 393267843370 (S) ***
o 393267843381 (S)
o 393267843392 (S)

No Signature Required
Total Declared Value: \$150
Total Weight: 86.65 lb

Recipient Address:
MBTA Advisory Board Booth#706
MMA 2023 Annual Meeting & Trade Sho
150 Manley St
West Bridgewater, MA 02379
0000000000

Scheduled Delivery Date 01/13/2023

Pricing option:
STANDARD RATE

Package Information:
Your Packaging

| #Pcs | Weight/pc (lb) | DU/pc (USD) | Dims. (In) |
|------|-------------------|----------------|---------------|
| 1 | 36.40 (S) | 50.00 | 16 x 16 x 16 |
| 1 | 38.50 (S) | 50.00 | 16 x 16 x 16 |
| 1 | 11.75 (S) | 50.00 | 16 x 16 x 16 |

Treasurer's Approval for A1 and A2

Kane, Brian

From: Heather A. Hamilton <hhamilton@brooklinema.gov>
Sent: Wednesday, January 25, 2023 6:27 PM
To: Kane, Brian
Subject: Re: Request for approval

Approved.

~Heather

Heather Hamilton
Chair, Brookline Select Board
333 Washington St., 6th floor
Brookline, MA 02445
hhamilton@brooklinema.gov (617) 651-0776

Please give to Brookline's Safety Net Fund, providing emergency funding for rent, utilities, food and other needs to anyone who lives, works, or goes to school in Brookline. That includes Brookline's METCO families, small business owners, and employees – all regardless of documentation status. Assistance is available in multiple languages. Call 617-277-8107 for support.

From: Kane, Brian <BKane@MBTAADVISORYBOARD.GOV>
Sent: Wednesday, January 25, 2023 11:36 AM
To: Heather A. Hamilton <hhamilton@brooklinema.gov>; hamiltonhe@gmail.com <hamiltonhe@gmail.com>
Subject: Request for approval

Madame Treasurer (for 6 more days):

Attached please find 2 reimbursement requests from me, and 1 from Amira. They all relate to our attendance at the Massachusetts Municipal Association Tradeshow last Friday and Saturday. Original receipts are attached, Amex statements for me, and descriptions for each expense.

I approved Amira's receipts, but you should too. Please let me know if there are any questions? Thanks

Brian Kane
Executive Director
MBTA Advisory Board
20 Park Plaza, Suite 473
Boston, MA 02116
Office: 617-426-6054
Cell: 617-680-9144
<https://mbtaadvisoryboard.org/>

[EXTERNAL EMAIL] [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

A3. Accounts Payable: Eversource

EVERSOURCE

Account Number: **2638 150 1001**
Statement Date: 02/01/23

MBTA ADVISORY BOARD
177 TREMONT ST 4FL
BOSTON MA 02111-1029

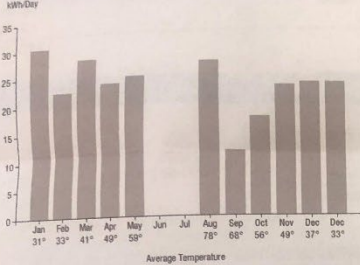
Total Amount Due by 02/26/23

\$537.92

| | |
|------------------------|----------|
| Amount Due On 01/28/23 | \$498.92 |
| Last Payment Received | \$0.00 |
| Balance Forward | \$498.92 |
| Total Current Charges | \$39.00 |

Electric Usage History - Kilowatt Hours (kWh)

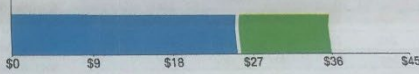
kWh/Day



| Month | Avg Temp | kWh/Day |
|-------|----------|---------|
| Jan | 31° | 30 |
| Feb | 33° | 23 |
| Mar | 41° | 29 |
| Apr | 49° | 25 |
| May | 58° | 26 |
| Jun | | |
| Jul | 78° | 29 |
| Aug | 68° | 13 |
| Sep | 56° | 19 |
| Oct | 49° | 25 |
| Nov | 37° | 25 |
| Dec | 33° | 25 |

Current Charges for Electricity

| | |
|---|----------------|
| Supply | \$25.31 |
| Cost of electricity from Eversource | |
| Delivery | \$10.43 |
| Cost to deliver electricity from Eversource | |



Your electric supplier is
Eversource
247 Station Drive
Westwood, MA 02090

Electric Usage Summary

| | |
|--|---|
| This month your average daily electric use was 23.7 kWh | This month you used 30.7% less than at the same time last year |
|--|---|

30.7%
USAGE ↓

News For You

We're taking a leadership role to prepare for Massachusetts' energy future by investing in clean and reliable energy and making the grid smarter to reduce outages, increase response times, and manage an increasingly complex system. Delivering on these commitments requires sustained investment which is why we implemented new rates in the "Delivery" section of your bill this month. For more information on the Rate Review, visit Eversource.com/ma-rate-review.

Remit Payment To: Eversource, PO Box 56007, Boston, MA 02205-6007

EM_230121.TXT-30733-000010526

EVERSOURCE

Account Number: **2638 150 1001**

You may be subject to a 1.02% late payment charge if the "Total Amount Due" is not received by 03/28/23

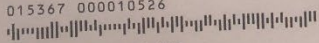
Total Amount Due by 02/26/23

\$537.92

Amount Enclosed

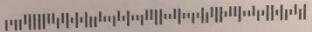
Please make your check payable to Eversource or to make your payment today visit Eversource.com. If mailing your payment, please allow up to 5 business days to post to your account.

015367 000010526



MBTA ADVISORY BOARD
20 PARK PLZ STE 473
BOSTON MA 02116-4329

254 0 0



Eversource
PO Box 56007
Boston, MA 02205-6007

12 1 0000053792 21 80 2638 150 1001

A4: AP Comcast

**COMCAST
BUSINESS**

| | |
|-------------------------|----------------------------|
| Account Number | 8773 10 314 1055921 |
| Billing Date | 02/20/23 |
| Balance Forward | \$617.56 |
| New Charges | \$316.03 - Upon Receipt |
| Total Amount Due | \$933.59 |
| | Page 1 of 2 |

Contact us: @ www.business.comcast.com ☎ 1-800-391-3000

Mbta Advisory Board

For service at:
177 TREMONT ST FL 4
BOSTON MA 02111-1020

News from Comcast

This is the final bill for your Comcast Business services. Your account contains an unpaid balance, which may include charges for unreturned equipment. Please make payment in full and return any equipment at your earliest convenience.

Comcast Business Online Account: Service at your fingertips. Use your Online account to manage services, pay your bill, and shop business-grade apps. Simply go to business.comcast.com/myaccount to register.

Monthly Statement Summary

| | |
|---------------------------------------|-----------------|
| Previous Balance | 617.56 |
| Payment | 0.00 |
| Balance Forward | 617.56 |
| New Charges - Upon Receipt | 316.03 |
| <i>See below for more information</i> | |
| Total Amount Due | \$933.59 |

New Charges Summary

| | |
|--|-----------------|
| Partial Month Charges & Credits | -103.52 |
| <i>Changes were made to your account this month. See the following pages for more details.</i> | |
| Other Charges & Credits | 420.00 |
| Taxes, Surcharges & Fees | -0.45 |
| Total New Charges | \$316.03 |



Detach and enclose this coupon with your payment. Please write your account number on your check or money order. Do not send cash.

**COMCAST
BUSINESS**

If undeliverable, please return to:
PO BOX 6505, CHELMSFORD, MA 01824
8633 0100 NO RP 20 02202023 NNNNNYNN 01 002229 0008

MBTA ADVISORY BOARD
20 PARK PLAZA, STE 473
BOSTON, MA 02116

| | |
|-------------------------|----------------------------|
| Account Number | 8773 10 314 1055921 |
| Payment Due By | Due Now |
| Total Amount Due | \$933.59 |
| Amount Enclosed | \$ |

Make checks payable to Comcast, and remit to address below

A4: AP Comcast Continued

**COMCAST
BUSINESS**

Service Details

Contact us: @ www.business.comcast.com 1-800-391-3000

| | |
|-----------------------|----------------------------|
| Account Number | 8773 10 314 1055921 |
| Billing Date | 02/20/23 |
| Balance Forward | \$617.56 |
| New Charges | \$316.03 - Upon Receipt |
| Total Amount Due | \$933.59 |
| | Page 2 of 2 |

Partial Month Charges & Credits

Because we had already billed you when the latest changes were made to your account, we have adjusted this bill. Listed in this section are credits and/or charges for these changes.

Effective 02/19/23, Equipment Fee at a monthly rate of \$19.95, Internet 1G & Security at a monthly rate of \$399.99 with a monthly discount of \$137.39 and Static IP - 5 at a monthly rate of \$29.95 were removed from your account.

Adjustments for services removed 02/19/23

| | | |
|--|---------------|------------------|
| Equipment Fee | 02/19 - 02/28 | -7.12 |
| 10 days @ \$0.7120/day based on a monthly rate of \$19.95 | | |
| Internet 1G & Security | 02/19 - 02/28 | -142.83 |
| 10 days @ \$14.2830/day based on a monthly rate of \$399.99 | | |
| Bundle Discount | | 57.12 |
| 10 days @ \$5.7120/day based on a monthly discount of \$137.39 | | |
| Static IP - 5 | 02/19 - 02/28 | -10.69 |
| 10 days @ \$1.0690/day based on a monthly rate of \$29.95 | | |
| Total Partial Month Charges & Credits | | -\$103.52 |

Other Charges & Credits

| | | |
|--|-------|-----------------|
| Bc Early Term Fee | 02/20 | 420.00 |
| Total Other Charges & Credits | | \$420.00 |

Taxes, Surcharges & Fees

| | |
|---|----------------|
| Internet | |
| Sales Tax | -0.45 |
| Total Taxes, Surcharges & Fees | -\$0.45 |

Important Account Information

Please call Comcast at 1-800-391-3000 if you have any questions regarding the charges billed to your account. You have 60 days from the date of this bill to dispute any charges included on this bill.

Local Franchise Authority: MA Department of Telecommunications and Cable, Consumer Division, 1000 Washington Street, Boston, MA 02118-6500. The FCC ID for your town is MA0182.




A5. Accounts Payable: Staples

Account Statement

Commercial Account
MBTA ADVISORY BOARD

Account Number: 6035 5178 1880 3560



Customer Service:
StaplesBusiness.accountonline.com

Account Inquiries:
1-800-767-1291 (TTY: 711) Fax 1-801-779-7425

Summary of Account Activity

| | |
|------------------------|----------------|
| Previous Balance | \$549.79 |
| Payments | -\$549.79 |
| Credits | -\$0.00 |
| Purchases | +\$44.58 |
| Debits | +\$0.00 |
| FINANCE CHARGES | +\$9.55 |
| Late Fees | +\$39.00 |
| New Balance | \$93.13 |

Send Notice of Billing Errors and Customer Service Inquiries to:
STAPLES CREDIT PLAN
PO Box 790449, St. Louis, MO 63179-0449

Payment Information

| | | |
|-------------------------|-----------------|---------|
| Current Due | \$50.00 | |
| Past Due Amount | + | \$0.00 |
| Minimum Payment Due | = | \$50.00 |
| Payment Due Date | 03/10/23 | |

| | |
|------------------------|----------|
| Credit Line | \$2,500 |
| Credit Available | \$2,406 |
| Closing Date | 02/13/23 |
| Next Closing Date | 03/16/23 |
| Days in Billing Period | 28 |

Important Changes: Our Privacy Notice has changed and can be found at www.citi.com/privacy.

Your New Overnight Delivery/Express Mail Payment Address is:
3137 East Elwood Street Suite 130
Phoenix AZ 85034

Reminder: Payments can be made by mail, online or by calling 1-800-767-1291.
Note: In-store payments are not accepted.

TRANSACTIONS

| Trans Date | Location/Description | PO # | Order # | Amount |
|---|----------------------|------|-------------------------------|-----------------|
| CARD ENDING 3560 MBTA ADVISORY BOARD | | | | |
| 02/03 | PUTNAM CT | | | |
| 02/03 | PUTNAM CT | | 9910793084 | \$ 15.99 |
| | | | 9910793084 | \$ 28.59 |
| | | | TOTAL CARD ENDING 3560 | \$ 44.58 |

PAYMENTS, CREDITS, FEES AND ADJUSTMENTS


| | | | | |
|-------|---------------------|--|-------------------|------------|
| 02/10 | LATE FEE | | | \$ 39.00 |
| 02/11 | PAYMENT - THANK YOU | | | \$ 549.79- |
| 02/13 | FINANCE CHARGE | | P9194001Q09G4ZFMD | \$ 9.55 |

FINANCE CHARGE SUMMARY


| Type of Balance | Annual Percentage Rate (APR) | Your Annual Percentage Rate (APR) is the annual interest rate on your account. Daily Periodic Rate | Balance Subject to Finance Charge | Finance Charge |
|-------------------------------|------------------------------|---|-----------------------------------|----------------|
| PURCHASES | | | | |
| REGULAR REVOLVING CREDIT PLAN | 23.99% | 0.06572% | \$518.89 | \$9.55 |

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION Page 1 of 6 This Account is Issued by Citibank, N.A.

Please detach and return lower portion with your payment to ensure proper credit. Retain upper portion for your records.



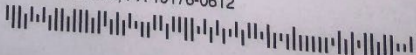
Your Account Number is 6035 5178 1880 3560



| | |
|---------------------|----------------------|
| Payment Due Date | March 10, 2023 |
| New Balance | \$93.13 |
| Past Due Amount | \$0.00 |
| Minimum Payment Due | \$50.00 |
| Amount Enclosed: \$ | <input type="text"/> |

Print address changes on the reverse side.
Make Checks Payable to ▼

STAPLES CREDIT PLAN
DEPT. 51 - 7818803560
PO BOX 70612
PHILADELPHIA, PA 19176-0612



04400 0005000 0009313 0054979 06035517818803560 0903



A6. Accounts Payable: QRG

QRGA, LLP

220 Norwood Park South, Suite 105
Norwood, MA 02062
781-551-0040

The MBTA Advisory Board
177 Tremont Street
Boston, MA 02111

Invoice No. 54257
Date 01/27/2023

Please make your check payable to **QRGA, LLP**

Second progress bill for bookkeeping assistance provided in the cleanup of the Quickbooks file for 2020 to agree to issued auditor statements; twelve months of bank reconciliations for 2022 and tying out payroll reports; establishing best practice procedures for bill processing and payment

\$ 3,000.00

| 0 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | Over 120 | Balance |
|----------|---------|---------|----------|----------|----------|
| 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 |

Credit card services are now available for payment of your invoice. If you choose to utilize this service please complete the authorization information below and return it to us. Thank you.

Name on Card _____ Card Type: Amex_ Discover_ Mastercard_ Visa_

Billing Zipcode _____ Signature _____ Date _____


Invoice # _____ Amount _____

Card number _____ Expiration Date _____ CVV number _____

B1. Recurring Payments: DSG

DEWEYSQUAREGROUP

1801 K Street, NW 202 638 5616 T Boston
Suite 900 202 638 5612 F St. Louis
Washington, DC 20006 dewey-square.com Sacramento



Invoice

| | | |
|---|--|--|
| <p>MBTA Advisory Board 177 Tremont Street #4 Boston, MA 02111 Attn: Amira Patterson</p> <p>apatterson@mbtaadvisoryboard.gov</p> | <p>Dewey Square Group 1801 K Street, NW Suite 900 Washington DC 20006</p> <p>Phone: 202-638-5616</p> <p>Invoice No: 428103087 Invoice Date: 2/14/2023 Client PO Ref: From: Matt Mariano Project No: 42820263 Due Date: 3/16/2023</p> | |
|---|--|--|

| | |
|-------------------------------|----------------------|
| Consulting Fee - January 2023 | 10,000.00 |
| INVOICE TOTAL DUE | USD 10,000.00 |

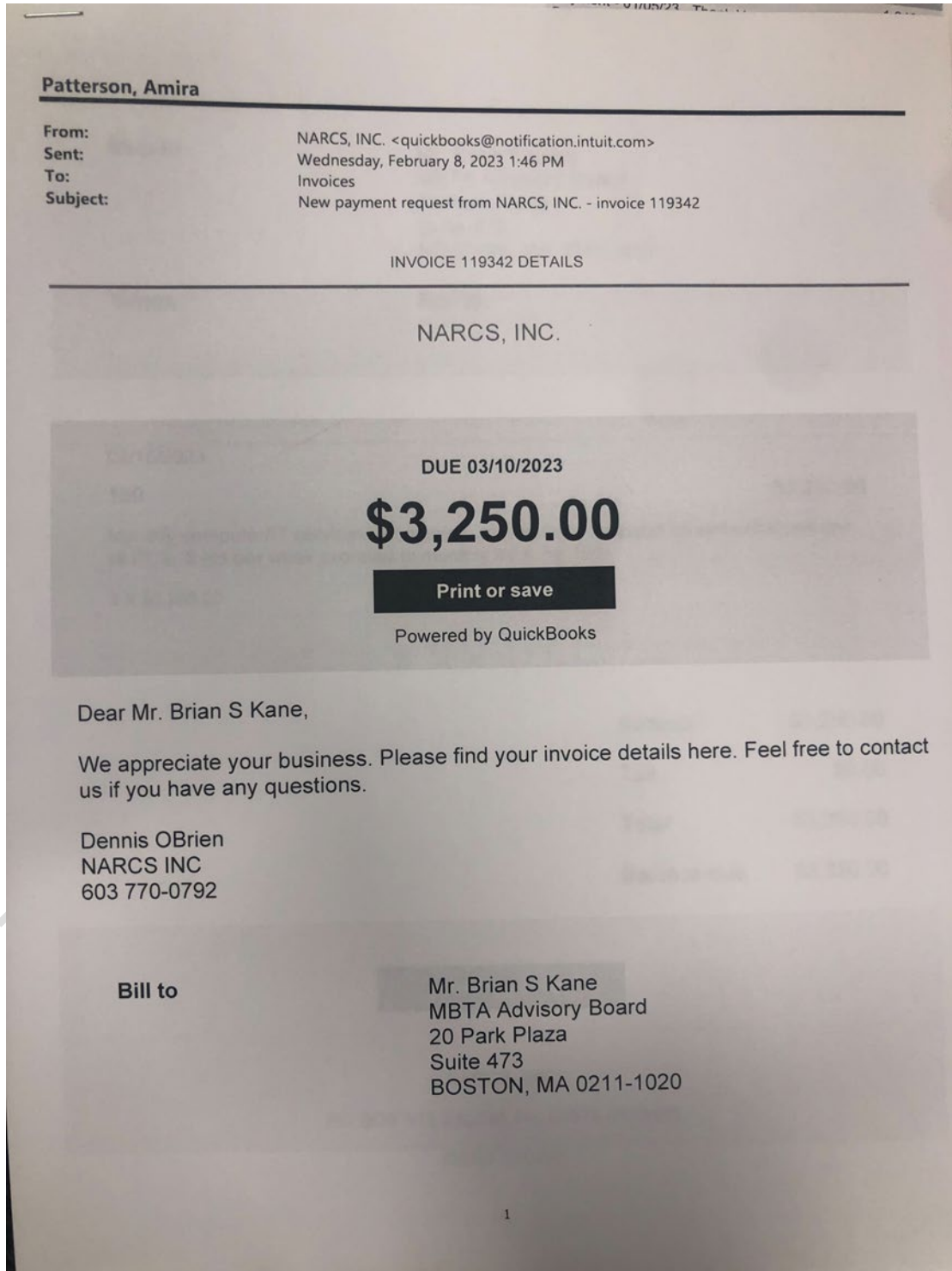
Please remit to Dewey Square Group at the address below:

| | | |
|---|---|---|
| <p>CHECKS Dewey Square Group P.O. Box 60340 Charlotte, NC 28260-0340</p> | <p>OVERNIGHT Wells Fargo Bank Dewey Square Group, LLC Lockbox 60340 1525 West WT Harris Blvd 2C2 Charlotte, NC 28262</p> | <p>WIRES \ ACH Bank: Wells Fargo Bank Routing Wires: 121000248 Routing ACH: 053101561 Account No: 2079900577837 SWIFT Code: WFBUI56S</p> |
|---|---|---|

Dewey Square Tax ID
20-4031493

Dewey Square Group is part of the WPP Group of companies and adheres to WPP ethical standards, which can be found in the WPP Corporate Social Responsibility report on the wpp.com website.

B2. Recurring Payments: NARCS



B3. Colonial Life

008359683002200950000018000008

Colonial Life.

Invoice details
#35968300220095

Please check this box if any changes have been made to this invoice.

Your account details

BCN: E3596830
Account: Mbita Advisory Board


Attention: Deborah West/Amira Patterson
Mbita Advisory Board,
177 Tremont Street 4Th Floor
Boston, MA 02111-1020


Invoice date: Feb. 20, 2023
Pay by date: Feb. 20, 2023
Deduction dates: Monthly
Invoice frequency: Monthly
Download date: Feb. 21, 2023


Invoice summary

Total amount due **\$18.00**

How to pay

 **Pay online on the Colonial Life for Clients Portal.**
Visit <https://www.coloniallife.com/clientportal>

 **Send mail-in payments with the remittance slip to:**
Premium Processing, P.O. Box 903, Columbia, SC 29202

 **Send overnight payments with the remittance slip to:**
Processing Center, 828 Bistline Dr Suite 100, West Columbia, SC 29172

Page 1 of 2 008359683002200950000018000008

**C1. Net Employee Earnings [\$8,083.63] &
C2. Employee Withholdings [\$2,365.60] &
C3. Employer Paid Taxes [\$841.51]**

0011 1211-6696 MBTA Advisory Board

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/23/23: \$11,290.74

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

| | | |
|--------------------------------------|---|-----------|
| SUMMARY BY TRANSACTION TYPE - | TOTAL ELECTRONIC FUNDS TRANSFER (EFT) | 11,290.74 |
| | CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT | 11,290.74 |
| | TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES | 310.38 |
| | CASH REQUIRED FOR CHECK DATE 02/23/23 | 11,801.12 |

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

| TRANS. DATE | BANK NAME | ACCOUNT NUMBER | PRODUCT | DESCRIPTION | | BANK DRAFT AMOUNTS & OTHER TOTALS |
|-------------|--------------------|---------------------|----------------|---------------------------|-----------------|--------------------------------------|
| 02/22/23 | SANTANDER BANK, NA | xxxxxxxxxxxxxxxx753 | Direct Deposit | Net Pay Allocations | 8,083.63 | 8,083.63 |
| 02/22/23 | SANTANDER BANK, NA | xxxxxxxxxxxxxxxx753 | Taxpay® | Employee Withholdings | | |
| | | | | Social Security | 648.97 | |
| | | | | Medicare | 151.77 | |
| | | | | Fed Income Tax | 1,104.23 | |
| | | | | MA Income Tax | 460.83 | |
| | | | | Total Withholdings | 2,365.60 | |
| | | | | Employer Liabilities | | |
| | | | | Social Security | 648.97 | |
| | | | | Medicare | 151.78 | |
| | | | | Fed Unemploy | 3.54 | |
| | | | | MA ER PFL | 11.83 | |
| | | | | MA ER PML | 22.38 | |
| | | | | MA Work Train F | 3.01 | |
| | | | | Total Liabilities | 841.51 | 3,207.11 |
| | | | | EFT FOR 02/22/23 | | 11,290.74 |
| | | | | TOTAL EFT | | 11,290.74 |

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

| TRANS. DATE | BANK NAME | ACCOUNT NUMBER | PRODUCT | DESCRIPTION | | TOTAL |
|-------------|---|----------------|---------|---------------------|-------|-------|
| 02/23/23 | Refer to your records for account information | | Payroll | Employee Deductions | | |
| | | | | Dental Family EEE | 38.94 | |
| | | | | Dental Insurance | 17.12 | |
| | | | | Life Insurance | 18.00 | |

0011 1211-6696 MBTA Advisory Board
Run Date 02/21/23 12:55 PM

Cash Requirements
Page 1 of 2
CASHREQ



C3. Paychex fees:

NOTICE OF AUTOMATIC PAYMENT

PAYCHEX

Paychex of New York LLC
 714 Brook Street Suite 120
 Rocky Hill CT 06067

Client # 0011 1211-6696
 Invoice # 2023022101

AUTOMATIC PAYMENT \$56.39

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/23/23.

ADDRESS SERVICE REQUESTED

0011 1211-6696
 MBTA Advisory Board
 177 Tremont Street 4th Floor
 Boston, MA 02111

XXXXXXXXXXXXXXXX753

For questions regarding your account, please call (860) 257-0677

Page 1 of 1

| ACCOUNT SUMMARY | | | | | AMOUNT |
|--|--|--|--|--|--------------|
| Previous Balance on Invoice#2023020701 Due 02/09/23 | | | | | 56.39 |
| Payment Received - Thank You | | | | | -56.39 |
| Balance Forward | | | | | 0.00 |
| Total New Charges | | | | | 56.39 |
| Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments) | | | | | 56.39 |

| CHECK DATE | DESCRIPTION OF SERVICE | PROCESSING DATE | # TRANSACTIONS | AMOUNT |
|---|------------------------|-----------------|----------------|--------------|
| NEW CHARGES | | | | |
| 02/23/23 | Paychex Flex® Select | 02/21/23 | 3 | 68.60 |
| | Time Off Accrual | | | 5.00 |
| | Client Discount | | | -17.21 |
| Total New Charges | | | | 56.39 |
| Automatic Payment (Includes New Charges and applicable credits from Balance Forward above) | | | | 56.39 |