



# SEMI-ANNUAL TMP FUND REPORT



Project Name: \_\_\_\_\_

Reporting Year: \_\_\_\_\_

Address: \_\_\_\_\_

TMP SUP# \_\_\_\_\_

TMP Coordinator: \_\_\_\_\_

<p><b>Check One Box Only</b></p> <p><input type="checkbox"/> January 1 - June 30</p> <p><input type="checkbox"/> July 1 - December 31</p>	<p><b>Report Due</b></p> <p>July 15</p> <p>January 15</p>
---	---

Section 1. TMP FUND BALANCE (AT THE END OF PREVIOUS REPORTING PERIOD)

\$

Section 2. TMP FUND PAYMENTS FOR THIS REPORTING PERIOD

Column 1 USE	Column 2 TOTAL LEASABLE SQ. FT or # of UNITS	Column 3 TOTAL OCCUPIED SQ. FT OR # OF UNITS	Column 4 ANNUAL RATE (\$)	Column 5 TOTAL ANNUAL PAYMENT (\$)	Column 6 6 MONTH PAYMENT (\$) <i>(Divide Column 5 by 2 for 6 month total)</i>
a. Office					
b. Retail					
c. Hotel					
d. Warehouse/Other					
e. Residential					
f. Other (list): Additional contribution by Park Center					
<b>2. TOTAL PAYMENTS FOR THIS REPORTING PERIOD (Add Column 6: a thru f)</b>					\$

## EXPENDITURES

Section 3. TRANSIT SUBSIDY EXPENDITURES

Column 1 TRANSIT SUBSIDY TYPE	Column 2 COST PER PASS/FARE MEDIA (\$)	Column 3 TMP SUBSIDY PER PASS/FARE MEDIA (\$)	Column 4 NUMBER OF PASSES/FARE MEDIA SOLD	Column 5 TOTAL TMP COST (\$) <i>(Multiply columns: 3 x 4)</i>
a. Metrochek Voucher				
b. Metrorail Smarttrip Card				
c. Metrorail Farecard	\$20.00			
f. Metrobus Tokens	\$25.00			
g. DASH Base Pass	\$30.00			
h. VRE Monthly Ticket				
i. VRE Monthly 10-Trip Ticket				
j. VRE Single Ride Ticket				
k. Other (list):				
l. Other (list):				
<b>3. TOTAL TMP TRANSIT SUBSIDY EXPENDITURES (Add Column 5: a thru l)</b>				\$

**Section 4. CARPOOL, VANPOOL AND SHUTTLE SUBSIDY EXPENDITURES**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
<b>SUBSIDY TYPE</b>	<b>COST OF PARKING SPACE PER MONTH (\$)</b>	<b>NUMBER OF POOL SPACES USED PER PERIOD</b>	<b>TMP SUBSIDY PER POOL SPACE (\$)</b>	<b>SHUTTLE EXPENSE PER WEEK (\$)</b>	<b>TOTAL TMP COST (\$)</b> <i>(Multiply columns: 3 x 4 or (Multiply column 5 x # of weeks — 26 weeks)</i>
a. Carpool					
b. Vanpool					
c. Shuttle					
<b>4. TOTAL TMP CARPOOL/VANPOOL AND SHUTTLE EXPENDITURES (Add Column 6: a + b + c)</b>					<b>\$</b>

**Section 5. TMP COORDINATOR'S TIME (Must have written authorization from OTS&P to charge for TMP Coordinator's time)**

Column 1	Column 2	Column 3	Column 4
<b>5. TOTAL TMP COORDINATOR'S TIME EXPENDITURE (Not to exceed 20% of total TMP expenditures)</b>	<b>HOURLY RATE</b>	<b># OF HOURS WORKED</b>	<b>TOTAL TMP COST – \$</b> <i>(Multiply Columns: 2 by 3)</i>
			<b>\$</b>

**Section 6. MARKETING AND PROJECT EXPENSES (Attach Copies of Receipts & Samples)**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
<b>EXPENSE TYPE</b>	<b>MATERIALS/ SUPPLIES (\$)</b>	<b>PRINTING (\$)</b>	<b>POSTAGE (\$)</b>	<b>CONSULTANT FEES/COSTS (\$)</b>	<b>OTHER COST (\$)</b>	<b>TOTAL TMP COST (\$)</b> <i>(Add columns: 2 thru 6)</i>
a. Flyers/Brochures						
b. Newsletters						
c. Promotional Items						
d. Fairs						
e. Web Page						
g. Other (list)						
<b>6. TOTAL MARKETING AND PROJECT EXPENSES (Add Column 7: a thru g)</b>						<b>\$</b>

Section 7. DIRECT PAYMENTS MADE TO THE CITY OF ALEXANDRIA: \$ \_\_\_\_\_

Section 8. TOTAL EXPENDITURES FOR THIS PERIOD (Section 3 + Section 4 + Section 5 + Section 6 + Section 7) \$ \_\_\_\_\_

<b>SUMMARY OF THE TMP ACCOUNT</b>	
9. TMP FUND BALANCE AT END OF PREVIOUS YEAR (Section 1)	_____
10. TOTAL PAYMENTS DUE FOR THIS REPORT PERIOD (Section 2)	_____
11. TOTAL AVAILABLE TMP FUNDS (Section 9 + Section 10)	_____
12. TOTAL EXPENDITURES FOR THIS REPORT PERIOD (Section 8)	_____
13. TMP FUND BALANCE (Section 11 - Section 12)	_____

I HAVE READ THIS FORM AND DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS FORM IS TRUE, CORRECT AND COMPLETE.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)