



COLORADO
Department of Education

Form CDE-40 General Instructions for Submission and Audit

**Office of School Finance
Field Analyst Support Team (FAST)**

Summer 2017

Agenda

- **Overview of the On-Line CDE-40 Transportation Reimbursement Claim Form**
 - Submission Process
 - Due Dates
- **Transportation Audit Resource Guide**
 - Current Operating Expenditures
 - Scheduled Count Day Miles
 - Pupil Transportation Mileage
- **Worksheet Templates**
 - Expenditures, Mileage, Split Calendar
- **Contact Information**
- **Questions**



Transportation CDE-40 Claim Form

All districts providing transportation to students from home to school, school to school, and school to home participate in the CDE-40 Claim form data submission/collection process.

Data are submitted electronically through a web-based application.

What is the CDE-40?

Under the “Rules for the Administration of the Public School Transportation Fund 1 CCR 301-4-R-2.00” all public school districts, BOCES, and facilities that provide directly, or contract for, pupil transportation are eligible to receive reimbursement from this fund. In order to determine the amount to which districts are entitled, they must complete and submit a Pupil Transportation Reimbursement Claim (Form CDE-40) to the School Finance Division.

CDE-40 On-Line Submission Form

- The CDE-40 Form is submitted on the CDE website
<https://cdeapps.cde.state.co.us/CDEAccess/login.jsp>
- The Transportation system opens for districts on July 1st
- Please do not mail or fax forms
- Only authorized district personnel can submit the form – this is typically the District Business Manager
- Local Access Managers (LAMs) are able to assign and change authorizations to complete the form – if you are brand new to submitting this data, you need to be set up by a LAM at your district.

CDE-40 Claim Form Submission Timeline

- Online submission process opens in Mid- July 2016
- This form will cover the July 1, 2016 – June 30, 2017 reimbursement period.
- Deadline for completing and submitting the CDE-40 form is on or before August 15, 2017
- CDE Data Reviews and Corrections completed by October 1st
 - +/- 20% Review Process
- Payments dispersed by October 15, 2017

CDE-40 Claim Form

Data reported on the CDE-40 Claim Form are:

1. Total current operating expenditures for pupil transportation
2. Mileage scheduled to be traveled on the official mileage count day
3. Days school was in session and students transported
4. Days room and board was paid in lieu of transportation
5. Capital outlay
6. Number of students scheduled to be transported on the official mileage count day
7. Total actual miles traveled for activity trips
8. Total actual miles travel by pupil transportation vehicles



CDE-40 Form

EXAMPLE: CDE-40 PUBLIC SCHOOL TRANSPORTATION FUND REIMBURSEMENT CLAIM

MUST BE COMPLETED AND FILED ON OR BEFORE AUGUST 15, 2017
(For entitlement period of July 1, 2016 through June 30, 2017)
DO NOT SUBMIT A PAPER FORM TO CDE

(Name of person preparing report) _____		(Date) _____
(School District Name & No.) _____		(County) _____

REIMBURSEMENT INFORMATION

- Total current operating expenditures for pupil transportation _____

Remember to reduce total current operating expenditures by any specific transportation revenue the district may have received, including, but not limited to:

 - Federal revenue received for transportation
 - Summer school and preschool transportation revenue
 - Revenue received from other school districts to furnish transportation

Do not reduce Total current operating expenditures by any Special Education High Cost Revenue Received.
- Mileage scheduled for regular pupil transportation on the mileage count date Pursuant to State Board Rule 22-51-R-3.00. (Includes all miles driven on the mileage count date when establishing routes for all eligible pupils. Same date as official pupil count date.) _____
- Days school was in session and pupils were transported in the 2016-2017 school term (calendar). Remember to remove snow and mud days _____
- Number of days for which room and board was paid for pupils in lieu of transportation _____
- Capital Outlay: If the district or charter schools within the district contract for transportation services (home to school/school to home) with a private transportation company (not taxi, not public transportation), you need to complete the Capital Outlay Depreciation Schedule (available on the CDE website) and provide the calculated ten year depreciation figure here. If you are not a Capital Outlay district, enter zero. _____

ADDITIONAL INFORMATION

- Number of pupils who were scheduled to be transported to and from public school at public expense on the mileage count date _____
- Total actual miles traveled for activity trips, field trips, athletic trips, etc. (July 1, 2016 through June 30, 2017) _____
- Total actual miles traveled for any purpose by pupil transportation vehicles (July 1, 2016 through June 30, 2017) _____
If pupil transportation vehicles are also used for other purposes (administrative), exclude the miles for other purposes.
Total Odometer Miles: Pupil Transportation Vehicles Only _____

Public School Finance Unit

Example CDE-40 FY16-17



CDE-40 Claim Form

- Additional information about the submission of the CDE-40 can be found on the Transportation Funding webpage
 - <http://www.cde.state.co.us/cdefinance/sftransp>

Accessing the CDE-40 Form

- The CDE-40 form is an electronic process – districts log into the CDE-40 system to submit their data
- You must be assigned to this system and have passwords
- CDE does not assign district staff to any data collection system and CDE does not control or assign passwords – This is all done at the district level

Accessing the CDE-40 Form

- If you need to be assigned to the CDE-40/Transportation system you need to contact a Local Access Manager (LAM) at your district
- In the Identity Management System (IDM) Your LAM will assign you as: TRANSPORTATION LEAAPPROVER in the STEQ collection
- Once you are assigned to this system, you will complete the electronic CDE-40 form here: <https://cdx.cde.state.co.us/equal>
- The CDE-40 collection opens on July 1, 2017

Transportation Funding Webpage

Transportation Funding

Payments

- [Fiscal Year 2015-16 Public School Transportation Reimbursement Payments](#) (Paid in FY 2016-17)
- [Fiscal Year 2014-15 Public School Transportation Reimbursement Payments](#) (Paid in FY 2015-16)
- [Fiscal Year 2013-14 Public School Transportation Reimbursement Payments](#) (Paid in FY 2014-15)
 - [Second Payments](#) (Paid in FY 2014-15)
- [Fiscal Year 2012-13 Public School Transportation Reimbursement Payments](#) (Paid in FY 2013-14)

CDE-40 Transportation Reimbursement Claim Information and Procedures

- [General Instructions and Guidelines](#) (DOC)
- [FY 2015-16 Advance](#) (XLS)
- [Fiscal Year 2015-16 Transportation: CDE-40 Online Form](#)
 - [Assistance Request Form to Complete CDE-40 Form](#)
 - [CDE-40 Example Form](#) (PDF) (do not submit this form to CDE)
- [Capital Outlay Depreciation](#) (XLS) (for districts contracting for transportation)
- [Entitlement and Payment Worksheet](#) (DOC)

Transportation Supporting Information

- [CDE School Transportation Information Page](#)
- [Field Analyst Support Team \(FAST\) Transportation Audit Information and CDE-40 Worksheets](#) (Audit Team Website)
- [Reimbursement Claim Form \(CDE-40\) and Audit Resource Guide](#) (PDF)
- [Fiscal Year 2008-09 through Fiscal Year 2013-14 Historical Transportation Data](#) (XLS)
- [Rules for the Administration of the Public School Transportation Fund](#) (PDF)
- [Transportation Mill Levy Override Revision - Pursuant to HB06-1375](#) (XLS)

For additional information, E-Mail: [Adam Williams](#)



CDE-40 Claim Form

- All documentation used in the completion of the CDE-40 should be set aside until the audit is complete.
- Information regarding the audit of the CDE-40 information can be found on the Field Analyst Support Team (FAST) website
 - <http://www.cde.state.co.us/cdefinance/auditunit.htm>
 - http://www.cde.state.co.us/cdefinance/auditunit_transportation

FAST Website (Homepage)

School Finance Division Home

Field Analyst Support Team (Audit)

Audit Process

At-Risk / Free Lunch Count

Pupil Count

Audit Resource Guide

Duplicate Count

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Grants Fiscal

School Nutrition (OSN)

School Transportation

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Field Analyst Support Team / Audit Team

About Us

The Field Analyst Support Team (FAST), formerly known as the Audit Team at CDE, ensures compliance with funds received via the Public School Finance Act of 1994 as amended and the Public School Transportation Fund. The FAST performs compliance audits of school districts every one to four years depending on the student population and other predetermined risk factors. It is the team's mission to educate and train districts on document requirements needed for audit and to maximize the district's funding for the aforementioned programs above.

Some forms recommended by the Field Analyst Support Team may contain personally identifiable information of students. Because email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses; forms with PII should not be emailed. Contact the intended recipient to mutually determine enhanced security options for transferring such information.



Pupil Enrollment Count Date and Mileage Count Dates

2017	Pupil Enrollment & Mileage Count Dates	11-Day Count Window
Five Day Week District	Monday, October 2	Mon, Sept 25 - Mon, Oct 9
Four Day Week District (Mon.-Thurs.)	Monday, October 2	Thurs, Sept 21 - Tues, Oct 10
Four Day Week District (Tues.-Fri.)	Tuesday, October 3	Fri, Sept 22 - Wed, Oct 11
For Preschool Program Using the Nov. 1 Pupil Enrollment Count Date	Wednesday, November 1	Wed, Oct 25 - Wed, Nov 8

Fast Website (Transportation)

Audit Process
At-Risk / Free Lunch Count
Pupil Count
Duplicate Count
Transportation
Training Schedule
Contact Us

Capital Construction
Grants Fiscal
School Nutrition (OSN)
School Transportation
Calendar
Contact Us

Transportation

Summary

Under the “Rules for the Administration of the Public School Transportation Fund” (1 CCR 301-14), all public school districts that provide directly, or contract for, pupil transportation are eligible to receive reimbursement from this fund.

The Fund allows for districts to be reimbursed for a portion of the expenditures incurred in transporting pupils from home to school, school to school, and school to home (i.e. pupil route transportation). It does not allow for the inclusion of expenditures associated with pupil activities (such as athletics, field trips, and other extra-curricular activities), or non-pupil transportation.

In order to determine the fund amount to which districts are entitled, each district must complete and submit a CDE-40 claim form (Public School Transportation Fund Reimbursement Claim form) to the Office of School Finance via the CDE website. As part of the fund oversight process and to ensure fund payments are accurate, the Field Analyst Support Team (FAST) of the Office of School Finance at CDE conducts periodic audits of the information submitted on the CDE-40 claim form and subsequent fund distributions.

Resource Guide



- [Reimbursement Claim Form \(CDE-40\) and Audit Resource Guide \(pdf\)](#)

Webinar Recording



A better quality recording will be posted after the next webinar

- [Public Transportation Fund and CDE-40 Claim Form](#) (recording) (6/22/17)
- [Public Transportation Fund and CDE-40 Webinar Presentation \(PDF\)](#) (6/22/17)



Upcoming Pupil Transportation CDE-40 Webinars



Supplemental Resources



CDE-40 Claim Form Worksheets

- [CDE-40 Expenditures Worksheet \(XLS\)](#)
- [CDE-40 Mileage Worksheet \(XLS\)](#)
- [CDE-40 Split Calendar Calculation Worksheet \(XLS\)](#)

Internal CDE Resources

- [CDE-40 and Related Materials](#)

Rules

- [Rules for the Administration of the Public School Transportation Fund \(PDF\)](#)

CDE-40 Audit Fields

- All data submitted on the CDE-40 claim form are subject to audit. However the following reported data are used when determining the district's reimbursement:
 - Current Operating Expenditures
 - Official Mileage Count Day Miles (Scheduled Route Miles)
 - Number of School Days Students Actually Transported
 - Activity Miles
 - Total Miles

Current Operating Expenditures

Allowable vs Non-Allowable Expenditures

Allowable Expenditures- any expenditure incurred in order to transport students from home to school, school to school, and school to home.

Non-allowable Expenditures- any expenditure that was specifically identified as non-allowable or that was NOT incurred in order to transport students from home to school, school to school, and school to home.

Current Operating Expenditures

Non-Allowable Expenditures

- These are any expenditures that are NOT attributed to transporting students from home to school, school to school, or school to home.
 - Includes expenses attributed to transport students for activities, athletics or field trips, as well as transportation expenditures incurred for non-pupil transportation purposes (such as white fleet or administrative mileage).
- These are also expenditures that are not allowed per Rule such as capital outlay - including tools and facility/building repairs-greater than \$1,000 with a useful life of more than one year.

Current Operating Expenditures

Allowable Expenditures

Direct Costs
(allowed at 100%)

VS

Prorated Expenditures/Shared Costs
(allowed at the reimbursable percentage)

Current Operating Expenditures

Allowable Expenditures

Direct Costs- expenditures that are 100% incurred/associated with transporting students from home to school, school to school, and school to home (ONLY).

Examples include:

- Route driver salaries/benefits, parent mileage reimbursement, contracted transportation services, public transportation bus passes for students, etc.

Current Operating Expenditures

Allowable Expenditures

Prorated Expenditures/Shared Costs- expenditures that are incurred to transport students (for any purpose).

- The vast majority of allowable expenditures are subject to the reimbursable percentage.
- Examples include: supplies, maintenance, repairs, fuel, etc.
- Any expenditure attributed to the bus garage/facility should be prorated (if it is an allowable expenditure)

Current Operating Expenditures

Allowable current operating expenditures may be listed under a district's:

- Transportation Funds
- General Funds
 - Utilities
 - Insurances (vehicle, property, umbrella)
 - Workers' Compensation
- Or calculated
 - Support Costs
 - Non-transportation employees who assist in pupil transportation related functions (ex. business manager, payroll technician, etc.)

Current Operating Expenditures

In order for districts to accurately identify and report their current operating expenditures (associated with pupil transportation from home to school, school to school, and school to home) districts must be aware of:

- The type of vehicles the district uses for pupil transportation (both exclusive use and non-exclusive use vehicles)
- How the district tracks expenditures for all of its vehicles

Current Operating Expenditures

Expenditures attributed to Non-Pupil Transportation Vehicles and/or Miles

Yellow Fleet Expenditures

(pupil transportation)

vs

White Fleet Expenditures

(administrative/non-pupil transportation)

In the event the district does not separate out expenditures attributed to both their pupil and non-pupil vehicles, the district will need a mechanism by which to reduce these shared expenditures before applying the reimbursable percentage.

- *Examples of mechanisms that the district may consider include, but are not limited to:*
 - Determining the percentage of district miles that are attributed to non-pupil transportation (aka. “Admin Miles”)
 - Reducing expenditures (as appropriate) by this percentage before applying the reimbursable percentage.
 - Applying a reasonable cost per mile and reducing that total prorated expenditures by that amount
 - This would be appropriate in cases where the district does not separate out any white fleet expenditures from the yellow fleet expenditures.

Current Operating Expenditures

In the event a district has individual vehicles that are used for both pupil AND non-pupil transportation purposes, the district will need to determine what percentage of the vehicle is used for pupil vs non-pupil transportation.

If expenditures for these types of vehicles are co-mingled with expenditures attributed to vehicles used to transport students exclusively, then the district needs a mechanism by which to reduce the total shared expenditures prior to applying the reimbursable percentage.

For example:

A district has a van that is used to transport kindergarten and preschool students on scheduled routes, as well as to deliver district mail to its various buildings (non-pupil transportation). The expenditures for this vehicle are co-mingled in the transportation accounts with all other expenditures attributed to pupil transportation (such as buses).

In this case, the district will need to reduce the shared expenditure by an appropriate amount to off-set the amount that would be attributed to non-pupil transportation portion of this vehicle (i.e. mail delivery), prior to applying the reimbursable percentage.

Example: Total miles for the van = 10,000. Of these miles, 7,000 miles were incurred to transport the kindergarteners and preschoolers on route, the other 3,000 miles were incurred to deliver mail.

In this case, the district may consider applying a reasonable cost per mile x the 3,000 non-pupil miles incurred by this vehicle, and then reducing the total prorated costs by this amount prior to applying the reimbursable percentage.

Scheduled Count Day Mileage

Scheduled Count Day Mileage

Districts must report their total mileage scheduled to be traveled by pupil transportation vehicles on the official mileage count date in transporting all pupils enrolled in its schools.

Pupil transportation vehicles are any vehicle used in whole or in part for the purpose of providing pupil transportation. This includes school buses, small vehicles, and multifunction buses. Examples of small vehicles may include vans, suburbans, and expeditions.

Official Mileage Count Date

The official mileage count date for 2016-2017 was
Wednesday, October 5, 2016

The official mileage count date for 2017-2018 will be
Monday, October 2, 2017

Because the official mileage count date is the same day as the pupil enrollment count date (for Student October Count), in the event a district requests and is granted an alternative count date, then the alternative count date should be used as the official mileage count date.)

Scheduled Count Day Mileage

Scheduled mileage DOES include:

- Scheduled mileage to and from a pupil's legal residence and school in which the pupil is enrolled, including mileage for loaded and unloaded pupil transportation vehicles.
- Scheduled mileage between two or more schools in which pupils are regularly enrolled and which pupils are required to attend as part of their scheduled programs.
- In other words, "Scheduled mileage" refers to miles traveled for scheduled routes as of the official mileage count date (i.e. home to school, school to school, and school to home)

Scheduled Count Day Mileage

Scheduled mileage does NOT include:

- Miles traveled for the purpose of providing transportation for pupils of another district.
- Miles traveled for school field trips, extracurricular trips, athletic trips, etc.
- Miles traveled in trips which are NOT for the purpose of transporting pupils from home to school, school to school, and school to home.

Scheduled Count Day Mileage

In the event a district has a scheduled route that does not run every day, including on the official mileage count date, the district can still report these miles with their scheduled count day mileage, however the district will need to utilize a split calendar calculation.

Scheduled Count Day Mileage

Split Calendar Calculation

The purpose of the split calendar calculation is to determine the average number of scheduled route miles per day per the district calendar (less cancelled days) for instances when routes are not scheduled to run every day or when a route follows a different calendar (such as routes transporting students to facility schools)

A split calendar calculation should be used if a district has regularly scheduled route(s) that follow different calendars that vary by more than 3 days from the district calendar.

Instructions on how to conduct a split calendar calculation and a work paper template to do so can be found on the audit transportation webpage.

Scheduled Count Day Mileage

Parent Mileage

In cases where the district is reimbursing parents to transport their students from home to school, school to school, and school to home, the district can:

- Include these miles in the scheduled count day miles
 - The district will need to utilize a split calendar calculation. Total number of days for this “route” would be the total number of actual days in which the parent transported the student (as evidenced by the student’s attendance records or invoices for which the parent was reimbursed)
- Claim the total expenditures attributed to parent mileage reimbursement at 100%

Scheduled Count Day Mileage

Contracted Mileage

In cases where the district is contracting for transportation services, the district may be able to include these miles in the scheduled count day miles.

- If the contracted transportation services are for district routes only, then the regularly scheduled route miles can be included in the district's reported count day mileage.
- If the contracted transportation services include both district routes and student activities, the district can only report the regularly scheduled route mileage.
 - Be sure NOT to include activity miles ran on the official mileage count date.
- If the district contracts transportation services to transport students for activity trips on the official mileage count date, the district can NOT include these miles in their reported scheduled count day mileage.
- Depending on the type of student transportation the district contracts, the district may be able to claim the expenditure at either 100% or at the prorated amount.

Days School was in Session and Students were Transported

Actual Days Students were Transported

Every district is required to report the total number of days school was in session and students were actually transported. This total should reflect the total number of days evidenced by the district calendar, less any cancelled school days.

Example: District calendar shows that students are scheduled to attend 170 days. However the district canceled 2 school days in February due to weather, and 1 school day in March because the district high school made it to the final state basketball tournament. In this case, the district would report 167 days on their CDE-40 form ($170 - 3 = 167$).

Common Error: Counting half-day school days as half-day rather than whole days for transportation purposes.

Total Miles Traveled by Pupil Transportation Vehicles

Every district is required to report the total actual miles traveled for any purpose by all pupil transportation vehicles.

In addition, of the total actual miles traveled, the district must also report how many of them were traveled for school field trips, extracurricular trips, and athletic trips by pupil transportation vehicles (aka “activity” miles).

Total Miles Traveled by Pupil Transportation Vehicles

Reimbursable Percentage

The purpose of reporting both the total actual miles traveled and total activity miles is to determine the reimbursable percentage that will be applied to those expenditures attributed to both route and activity miles (prorated expenditures).

Total Miles Traveled by Pupil Transportation Vehicles

Reimbursable Percentage

Example:

If a district had a total of 50,000 miles traveled for any purpose by all pupil transportation vehicles, and of those miles, 12,500 were traveled for school field trips, extracurricular trips, and athletic trips, then the district would determine its reimbursable percentage as follows:

(Total Miles minus Activity Miles) divided by Total Miles
 $(50,000 - 12,500) / 50,000 = 37,500 / 50,000 = .75$ or 75%

This means that approximately 75% of all miles traveled by pupil transportation vehicles were attributed to transporting students from home to school, school to school, and school to home. As such, for those expenditures attributed to pupil transportation for any purpose, and were allowed at the reimbursable percentage, the district could claim 75% of those expenditures.

Total Miles Traveled by Pupil Transportation Vehicles

In order to determine the total actual miles traveled for any purpose for all pupil transportation vehicles, the district must track the beginning year odometer readings (taken on July 1) and the end of year odometer readings (taken on June 30) for each pupil transportation vehicle.

Once the ending year odometer reading is taken, the district can subtract the beginning year reading from the end of year reading for each pupil transportation vehicle to determine the total number of actual miles traveled by that vehicle.

The district must be prepared to provide all odometer readings (beginning and end of year) for all pupil transportation vehicles at the time of audit (this includes vehicles that are used only in part to transport students).

Total Miles Traveled by Pupil Transportation Vehicles

Helpful Hints:

- When reporting total actual miles traveled for any purpose, districts must use the total mileage as evidenced by the odometer readings.
- The district should ensure that the current year's beginning odometer reading for each vehicle matches the prior year's end of year odometer readings. If these odometer readings do not match, adjustments to total miles will likely be taken at the time of audit.
- The district should NOT use any system generated reports to determine total actual miles traveled for any purpose by pupil transportation vehicles.
- The district should NOT determine total actual miles traveled for any purpose by pupil transportation vehicles by taking the total scheduled mileage for the year for all route types and then adding total activity miles.

Total Miles Traveled by Pupil Transportation Vehicles

Helpful Hints:

- The district can NOT include parent miles in “Total Miles” as reported on the CDE-40 form (because expenditures attributed to this mileage type are allowed at 100%).
- The district may be able to include contracted miles in “Total Miles” depending on how the district claims expenditures associated with these contracted miles.
 - If the contracted transportation services are for district routes only, then these miles can NOT be included in total miles (because expenditures attributed to this mileage type are allowed as 100%)
 - If the contracted transportation services include both district routes and student activities, the district should include all mileage (route and activity) in “Total Miles” and reported “Activity Miles” as appropriate.
 - If the district contracts transportation services to transport students for activity trips at any time during the school year, the district does not have to include these miles in the reported “Total Miles” or “Activity Miles”, as long as the district has not included any expenditures attributed to these contracted miles in their total current operating expenditures.

Required Audit Documentation

- District work papers explaining amounts claimed on CDE-40
- Beginning and ending odometer readings for all pupil transportation vehicles
- District calendar with cancelled school days noted
- Scheduled mileage on the count date with route descriptions and odometer readings
- Split Calendar Calculation (with accompanying calendars) if applicable
- Summary general ledger YTD report balances
- Account detail report for supplies and purchased services
- Work papers that summarize/support the total amounts reported for activity miles and all other non-reimbursable miles
- Other pertinent documentation (e.g., insurance, admin expense, utilities, etc.) included in the calculation of reimbursable expenditures



Recommendations

- Know your district and how it tracks expenditures, revenues, and mileage.
- Know your transportation vehicles- which are used for pupil and non-pupil transportation (Double vs Triple Duty Vehicles)
- Have an internal process for verifying data before it is submitted
- Set aside all documentation used to complete the CDE-40 claim form so that it is available at the time of audit to confirm/verify the submitted data.



Worksheet Templates

The Field Analyst Support Team has created worksheet templates to assist districts in completing their CDE-40 claim form.

These templates can be found at the following location:

http://www.cde.state.co.us/cdefinance/auditunit_transportation

Improper use of any of these worksheets may lead to incorrect reimbursement calculations resulting in possible audit adjustments. If a district has any questions regarding the use or application of any of these worksheets, district staff should contact the FAST for clarification.

Contact

Form CDE-40 On-Line Form Submission:

Adam Williams, Fiscal Data Coordinator, williams_a@cde.state.co.us

Website: <http://www.cde.state.co.us/cdefinance/sftransp>

Audit and/or Documentation Related Questions:

Field Analyst Support Team (FAST)

Email: audit@cde.state.co.us

Website: <http://www.cde.state.co.us/cdefinance/auditunit>

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Questions

Please type your questions into the chat box