The purpose of this questionnaire is to collect relevant information helpful in conducting the district’s compliance audit related to the corresponding Transportation CDE-40 claim form.

* It is recommended that this questionnaire be completed annually by appropriate district staff prior to the close of the data submission (usually on or about August 15th) and kept with all corresponding audit documentation. In the event the questionnaire is not completed during the submission window, district staff will be asked to complete this questionnaire at the time of audit.
* For questions, please contact the School Auditing Office (audit@cde.state.co.us).

|  |  |
| --- | --- |
| Transportation CDE-40 Fiscal Year |  |
| District Number |  |
| District Name |  |
| District Contact Name |  |
| Date |  |

Questions

Transportation CDE-40 Claim Form Audit Questionnaire

School Auditing Office

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **Comment/Follow up Question** |
| Prior to submitting the corresponding CDE-40 claim form data, did district staff responsible for the data submission review the Reimbursement Claim Form and Audit Resource Guide and/or the posted trainings? |  |  |  |
| Does the district have any concerns related to the corresponding CDE-40 claim form submission and corresponding audit? |  |  |  |
| Does the district utilize a routing system or other GPS mileage tracking system (i.e. Zonar, Transfinder)?  |  |  |  |
| Does the district have distinct yellow (pupil) and white (non-pupil/administrative) transportation vehicles/fleets?  |  |  | If yes, how are the expenditures tracked for these vehicles? * Separate account codes

 **OR*** Co-mingled in the same account codes (both pupil and non-pupil vehicle expenditures)
 |
| Does the district have vehicles that are used for both pupil and non-pupil/administrative transportation? |  |  | If yes, how or where are the expenditures tracked for these vehicles?* In separate account codes from vehicles used exclusively for pupil transportation

**OR*** In the same account codes as vehicles used exclusively for pupil transportation
 |

**Did the district include the following expenditures?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Type** | **Yes** | **No** | **If no, why?** |
| Capital Outlay (more than $1,000) |  |  |  |
| Property Insurance |  |  |  |
| Support Costs |  |  |  |
| Unemployment Insurance |  |  |  |
| Utilities |  |  |  |
| Vehicle Insurance |  |  |  |
| Workers’ Compensation Insurance |  |  |  |

District comment:

Scheduled Count Date Mileage

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Comment** |
| Did the district use count day odometer readings to determine the length of each scheduled count day route? |  |  |  |
| Did the district use route descriptions (with mileage embedded) to determine the length of each scheduled count day route? |  |  |  |
| Did the district have any routes that ran 3+/- days compared to the district calendar (i.e. followed a calendar different from the district calendar)? |  |  |  |
| Did the district use a split calendar calculation to determine reported scheduled count day miles? |  |  |  |
| Were there any scheduled student transportation days (per the corresponding calendar) that were canceled due to weather, community event, sporting event, etc.? |  |  |  |

District comment:

Contracted Transportation

Did the district contract with any other entity to provide pupil transportation during the corresponding CDE-40 entitlement period?

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Contracted Transportation** | **Yes** | **No** | **Comment** |
| 3rd party company (ex. First Student) |  |  |  |
| Another District  |  |  |  |
| Parents  |  |  |  |
| BOCES |  |  |  |
| Taxi or mobile services |  |  |  |
| Public transportation (bus passes, etc.) |  |  |  |
| Other (please specify) |  |  |  |

District comment: