

## **Participant Questions and Answers**

**If we pay another district to transport our students to a special education facility, would we put their information in as a "contractor" on sheet 3 of the Mileage Cost Allocation Worksheet?**

The miles reported to you from the school district as a contractor on Tab 3 of the Mileage Cost Allocation Worksheet as a contractor.

**We have a local group that reimburses for Athletics. Do I have to claim that revenue since it is a non-reimbursable bus trip?**

All revenue that you take in for transportation should be reflected on the claim. It will be recorded as non-reimbursable revenue.

**Please review the actual forms that are completed at the school level to show how the data is gathered for the claim.**

Some tools that are used to help complete the claim are the Mileage and Cost Allocation Worksheet, Resident Pupils Transported Worksheet, and the Reimbursable Curriculum Field Trips Worksheet.

**Our school bus lease has been coming out of Fund 40, Function 2550, Object Code 551, which our school auditor told us to use. Is this the correct allocation?**

The school bus lease payments should come out of the following accounts:

Lease Interest Payment                      Fund 40, Function 5200, Object 600 (40-5200-600)

Lease Principal Payment                      Fund 40, Function 5300, Object 600 (40-5300-600)

**Our District pays 1/2 of a transportation bill to another district for a homeless child. Who gets to claim that?**

If the district pays half of the transportation bill to another district for a homeless child, it would be reported on Line 14f as Payments to Other Districts. All costs would be allocated to regular transportation, unless the child was homeless and had an IEP coded 25 for special education transportation services in FACTS (Funding and Child Tracking System).

**Our bus garage roof was damaged during a storm. We had to install a new roof, but the cost was covered by insurance except for our deductible. (\$1000.) Do I add this as an asset? The Cost of new roof was \$19,000.**

When an item is damaged and the cost of the repair is covered by insurance proceeds, the repair costs should not be included on the Transportation Depreciation Schedule. The repair costs should be claimed on the Annual Claim for Pupil Transportation on Line 14c – (Purchased Services (Other Than Lines 14d, 14e, and 14f) and the insurance proceeds should be claimed on Line 19(c) – (Other Revenue).

**We do not transport students to a vocational program, however we do have curriculum related vocational field trips within our own vocational programs. Can we claim these trips?**

Yes. These field trips are reimbursable. However, detailed records documenting the mileage as well as the rationale for each reimbursable curriculum-related field trip must be maintained and be available in the district for audit purposes.

**Are bus passes purchased through the mass transit system claimable?**

Yes. Bus Passes purchased through the mass transit system would be claimable as regular costs on Line 14e (Payments to Public Transit Carriers).

**How would you allocate a depreciation for additions to a bus garage, and would the depreciation time change with the improvements?**

Additions to a bus garage or any other building and site improvement used solely for pupil transportation would be depreciated as Code S (5% per year). This expense must be charged to the O&M fund in order to be eligible for reimbursement on the Pupil Transportation Claim.

**What is the formula for the superintendent's salary when some of the duties include managing transportation?**

Allowable expenditures shall be prorated based on the ratio of the total transportation fund expenditures to the district's total expenditures of all funds using the most recent AFR (district owned and contractual should be included). The district's expenditures are to be calculated in the Illinois Local Education Annual Financial Report pursuant to 23 Ill. Adm. Code 110 (Program Accounting Manual).

However, if an employee performs multiple job duties (e.g., districts/cooperatives employing a part-time transportation supervisor/director) and at least one job duty is reimbursable under pupil transportation, the salary and district-paid employee benefits for such employee shall be prorated to each type of job duty based on the ratio of the number of hours worked in each job to the total hours worked. This also applies to contractual districts who charge salaries and benefits.

**We share bus service with neighboring district. We pay that district a pro-rated share for bus garage maintenance items. Where do we report that? Is it reimbursable?**

Shared services are reimbursable and reported on Line 16b (O&M Fund Expenditures). Costs should be allocated based on the miles reported.

**Can a repair cost of a purchase/lease bus \$2500 or more come out of Capital outlay?**

Yes. Any item that has a principal cost of \$2,500 or more and a useful life of more than a year should be charged to Capital Outlay.

**We are redoing the transportation office, does that qualify as a building expense and at what dollar amount?**

Redoing the transportation office or any other building and site improvement used solely for pupil transportation would be depreciated as Code S (5% per year). This expense must be charged to the O&M fund in order to be eligible for reimbursement on the Pupil Transportation Claim.

**Do we include revenue from parents for extracurricular transportation?**

All revenue that you take in for transportation should be reflected on the claim. It will be recorded as non-reimbursable revenue. Revenue from parents for extracurricular transportation will be recorded as non-reimbursable revenue.

**How do we determine what number we enter in line 6 (Number of Student Attendance Days on the School Calendar-regular school term only)?**

Line 6 is a pre-populated field that is imported from the School Calendar. That number is a static number that would not change unless the number of days in the school calendar changed. The number that would change is the days the pupils were enrolled for transportation. Consider the following scenario.

Line 1 Number of Public School K-12 Regular Education Pupils Enrolled to be Transported on a regular route:

(a) Residing 1.5 miles or more from School 50

Line 6 Number of Student Attendance Days on the School Calendar  
(Regular school term only) 175

If out of the 50 pupils, 40 pupils were enrolled for transportation the full calendar year, you would calculate that as:

Number of pupils Residing 1.5 Miles or more from school	40
X Number of Student Attendance Days on the School Calendar	175
<hr/>	
Total Number of Days Enrolled for Transportation	7,000

The remaining students would be counted as follows:

Student 41	150
Student 42	160
Student 43	135
Student 44	160

Once all students are accounted for, you would add the number of days to the total number of days for pupils enrolled to be transported residing 1.5 miles or more from the school.

**Would revenue from the Regional Office of Education for the 21st Century Grant (after school program) go into Other Revenue instead of offsetting the expenditures?**

Grants such as 21<sup>st</sup> century should be reported as Other Revenue on Line 19c.

**Can a garage that was paid for with Fund 60 dollars be claimed on the depreciation schedule?**

No. A garage that was paid out of Fund 60 cannot be claimed on the depreciation schedule. Any Building and site improvement used solely for pupil transportation would be depreciated as Code S (5% per year). This expense must be charged to the O&M fund in order to be eligible for reimbursement on the Pupil Transportation Claim.

**How long do I depreciate a repair of a bus over \$2,500? Is it just for the remainder of the depreciation for the bus that I purchased?**

The bus would be depreciated as Code R (33.33% per year). Each item of **equipment** having a principal cost of **\$2,500 or more and a useful life of more than one year** that is attached to the pupil transportation vehicle to maintain the mechanical operation, improve vehicle safety, modify the vehicle for handicapped transportation, and/or renovate district-owned pupil transportation vehicles.

**How is local wealth calculated for regular transportation reimbursement?**

Local Wealth is determined by using the General State Aid Equalized Assessed Valuation times the qualifying tax rate depending on the type of district.

Elementary	.05%
High School	.06%
Unit	.07%

**Is the Transportation Assets only for Leased vehicles?**

No. Transportation Assets can also be purchased assets as well as leased assets.

**What is the useful life of a bus? Is 5 years the "fixed" life for a new bus?**

The useful life of a bus is 5 Years. You are able to depreciate a bus for 5 years or 20% per year.

**Are improvements to transportation facilities paid out of Fund 20 subject to depreciation?**

Any Building and site improvement used solely for pupil transportation would be depreciated as Code S (5% per year). This expense must be charged to the O&M fund in order to be eligible for reimbursement on the Pupil Transportation Claim.

**Are monitors on a special education route non-reimbursable?**

No. Special Education monitors who are assisting a pupil with an IEP coded 25 for transportation services on FACT are considered reimbursable. Only the time the monitor spends on the bus is considered a reimbursable expense.

**Which line would you enter regular education homeless that are being transported but live less than 1.5 miles from school?**

You would report the pupils in Line 1a, as you are required to transport homeless students per Statute 105 ILCS 45/1-1.

**How do I account for pre-k students who ride one way on a regular route and one way on an exclusive pre-k route?**

Regular Ed Pre-k students are to be counted in line 3a for pupil head count. When they ride home on an exclusive pre-k route, the pupil head count would not be counted. However, the miles for this exclusive pre-k route would be considered non-reimbursable.

**How do we arrive at the costs reported in lines 16a&b? How do we allocate these costs just for transportation? Do you allocate costs based on square footage?**

Pupil-transportation-related building, land and building maintenance costs should be charged to the Education Fund and the Operations and Maintenance Fund (per the correct line, 16a or 16b) that are directly related to the pupil transportation program. Following is a list of allowable expenses that are claimable as direct costs:

1. Utilities for pupil transportation-related buildings;
2. Custodial supplies and services rendered to the pupil transportation-related buildings;
3. Insurance for pupil transportation-related building(s) (including insurance on the contents of the building) and/or site improvements that are directly related to pupil transportation services;
4. Security services provided by personnel for pupil transportation-related buildings or property where buses are serviced and/or stored;
5. Telephone charges related to pupil transportation services;
6. Supplies and materials with costs of less than \$2,500 used in repairs on the pupil transportation-related buildings or property;
7. Rental of property or buildings for the sole purpose of storing or maintaining transportation vehicles when leased for less than 30 days;
8. Fees paid to the State Fire Marshall for underground fuel tanks licensing (initial or renewal); and/or
9. Testing of underground fuel storage tanks for leakage as required by federal and state authorities.

When district/joint agreement records cannot substantiate the portion of the costs applicable to pupil transportation services, use the following formula to allocate expenditures between the pupil transportation-related services and non-transportation-related services:

1. Determine the square footage of the bus garage and divide it by the total square footage of all district-owned buildings.
2. Apply the resulting percentage to the Education and O&M Funds if claimed for reimbursement (excluding capital outlay).
3. Allocate expenditures in accordance with the example stated above.

**How are the numbers for 5a - 5c calculated on the pupil transportation claim?**

**Line 5a**

(# of Pupils reported in Line 1a + # of Pupils Reported in Line 2a + # of Pupils reported in Line 3a) x Total # of calendar days in Line 6 + # of Field trip days reported in line 4b.

*Remember, the district has to account for any pupils who were not enrolled to be transported any amount of days less than the total number of days reported in Line 6.*

**Line 5b**

(# of Pupils reported in Line 1b + # of Pupils Reported in Line 2b + # of Pupils reported in Line 3b) x Total # of calendar days in Line 6.

*Remember, the district has to account for any pupils who were not enrolled to be transported any amount of days less than the total number of days reported in Line 6.*

**Line 5c**

(# of Pupils reported in Line 1c + # of Pupils Reported in Line 2c + # of Pupils reported in Line 3c) x Total # of calendar days in Line 6.

*Remember, the district has to account for any pupils who were not enrolled to be transported any amount of days less than the total number of days reported in Line 6.*

**If you are paying another District to transport homeless pupils, how would you claim that?**

It would reported on Line 14f (Payments to Other Districts) and the costs allocated as 100% regular transportation.

**Can you tell us again what the other revenue includes again?**

Other revenue includes, but not limited to Pre-K, 21<sup>st</sup> Century, Title 1, Orphanage Claim.



**Is all Pre-K transportation considered non-reimbursable? Is it only reimbursable if the pupil has an IEP coded 25 for transportation services? What if one or two of the students on the entire Pre-K route have it in their IEP? Do I only account for the mileage from school to home?**

No. Regular Education Pre-K who reside 1.5 miles or more who are enrolled to be transported on a regular route are eligible for reimbursement. If only one or two of the students have an IEP on the route, the miles would be pro-rated based on the ratio of regular education Pre-K students to Special Education Pre-K Students. All mileage should be accounted for to and from school.

**What fund do we pay drivers education expenses out of?**

Drivers Ed expenditures are not a pupil transportation eligible cost. All drivers' education expenditures should be paid out Fund 10.

**Can the appropriate percentage of the cost of your technology expenditures be included in expenditures if they are expended out of the Education fund (Fund10)?**

Any technology expenditures can be claimed on the transportation claim as long as they are expended out of Fund 40. Technology expenditures expended out of fund 10 are subject to not being eligible on the transportation claim.

**Are costs we put on Depreciation Schedule to be included in Direct Cost Expenditures?**

No. Any cost that is reported on the depreciation schedule should not be reported in Direct Costs.

**How would you categorize using a cab company as transportation for a special education or regular education student?**

Cab companies are designated as a contractor and the district would report the miles based on the type of transportation services provided.

**Our local Vocational Center will ask our drivers to take students on a Field Trip. They pay us with a check for these miles. Do I still include those miles in Vocational Field Trip, or Non-reimbursable?**

Expenditures for field trips for which any part of the transportation cost is paid for by students, parents or any other entity are considered non-reimbursable.

**When receiving prior year reimbursement from a school district for homeless transportation, where would this be entered?**

It would be reported on line 19a (Payments from other districts) and the costs would be allocated as 100% regular transportation.

**It is my understanding that special education cooperatives who have only one fund; the education fund (Fund 10), can pay salaries and benefits for transportation out of function 2550. Is this correct?**

Yes. Special Education Cooperatives, who provide transportation may claim salary and benefit expenses when paid out of fund 10, function 2550.

**We have a bus that transports Vocational & Alternative Education students to the same place. Where do I claim those miles?**

The miles would be pro-rated based on the percentage of pupils on the bus. The Alternative Education Students would be considered regular education miles and Vocational Students would be considered Vocational miles.

**Are crossing guards allowable costs for reimbursement?**

No. Expenditures for crossing guards are considered non-reimbursable and should be paid out of the education fund.

**For field trips, if we pay the contractor and then reimbursed by the parents, where does the expense and revenue get reported on the claim?**

Expenditures for field trips for which any part of the transportation cost is paid for by students, parents or any other entity is considered non-reimbursable. Revenue that you take in for transportation will need to be reflected on the claim. It will be recorded as non-reimbursable revenue.

**Does Agriculture count as Vocational?**

Yes. Agriculture does count as both vocational head count and for vocational miles.

**What is the correct accounting if the Drivers Education car is sometimes also used to transport students?**

The district would only report the miles for the type of service that is provided.

**Because the Principal Amount on a Lease Payment varies, (lessens) each year, it is possible to lose a portion of this principal because the final payment is in year six.**

Since lease payments for vehicles are only for 5 years, the 6<sup>th</sup> year of the lease should be charged to line 14h (Other) for the remaining balance of the lease.

**I have had two different auditors tell me two different things. We used to claim the whole 40% of the Transportation Director's salary charged to 40. Then another auditor came in and said we could only charge 4% of the 40% because our transportation expenses are only 4% of the total expenses. Which is correct?**

Allowable expenditures shall be prorated based on the ratio of the total transportation fund expenditures to the district's total expenditures of all funds using the most recent AFR (district owned and contractual should be included). The district's expenditures are to be calculated in the Illinois Local Education Annual Financial Report pursuant to 23 Ill. Adm. Code 110 (Program Accounting Manual).

However, if an employee performs multiple job duties (e.g., districts/cooperatives employing a part-time transportation supervisor/director) and at least one job duty is reimbursable under pupil transportation, the salary and district-paid employee benefits for such employee shall be prorated to each type of job duty based on the ratio of the number of hours worked in each job to the total hours worked. This also applies to contractual districts who charge salaries and benefits.

**For our driver who transports special education students only, Can I claim his IMRF payments made in Fund 50?**

No. Expenditures paid by the employer for premiums for the Illinois Municipal Retirement Fund (except for transportation supervisory staff), Medicare, Social Security, unemployment insurance, or workers' compensation insurance, and the portion of the teacher's retirement paid by the employee are considered non-reimbursable and should not be claimed.

**How and where is Pre-K field trips entered when paid with Pre-K funds in fund 10?**

Pre-K field trips should be paid out of fund 40. Revenue and mileage should both be reported as non-reimbursable.

**Is there a contact number or person with IDOT regarding to call about having hazardous routes looked out again?**

Contact information is listed on the form when you are conducting a study to determine whether or not a serious safety hazard exists.

**What if a bus is no longer usable, but is still in the district possession and the bus or may not have usable parts?**

The bus would remain on the depreciation schedule until it is no longer in your possession.

**We would pay for a major capital expenditure, such as a bus garage, out of fund 60 - capital projects. Can we enter this as a capital asset?**

Building and site improvements costing \$2,500 or more applied to the building or property used solely for pupil transportation should be reported as Code S or 5% per year. This expenditure must be charged to the O & M Fund in order to be included on the transportation claim.