

### **Additional Audit Procedures - Transportation**

The following procedures regarding transportation must also be performed:

- (1) Verify that invoices for purchases of goods and services are transportation related.
- (2) Verify that bid specifications for bus purchases were properly bid and awarded in accordance with N.J.S.A.18A:18A-1 et seq.
- (3) Verify that leases for school buses do not exceed ten years (N.J.S.A. 18A:18A-42(f)).
- (4) Verify that transportation contracts and renewals are properly prepared and contain all necessary documents and affidavits. A list of the necessary documents can be found in the "PT-1 Student Transportation Documents Checklist" found at:  
<http://www.state.nj.us/education/finance/transportation/procedures/>
- (5) Verify that B7T (Request for Payment of Transportation Aid) forms completed by students' parents or legal guardians are on file for nonpublic school students whose parents or legal guardians received aid-in-lieu of transportation.
- (6) Verify that requests for transportation aid vouchers completed by students' parents or legal guardians are on file for charter school students whose parents or legal guardians received aid-in-lieu of transportation.
- (7) Review both regular and special needs student transportation expenditures
  - Determine whether expenditures are reasonable and consistent relative to the applicable count on the DRTRS.
  - For the sample expenditures, determine whether the expenditure is supported by a county approved contract.
- (8) If the balance in the general ledger account for Contract Services (Other Than Between Home & School) is greater than \$17,500, determine whether bids were obtained and a county approved contract was available. (N.J.S.A. 18A:39-2 and 39.3 and N.J.A.C. 6A:27-9.2)
- (9) Reference the Transportation Aid chapter of the *State Aid/Grant Compliance Supplement*.

### **Required Independent Auditor Testing and Procedures to be Performed on ASSA/DRTRS/EXAID and Chapter 192/193 OFAC Audit Findings**

The Department's Office of Fiscal Accountability and Compliance (OFAC) acts on the Commissioner's behalf in the receipt, exchange, review and investigation of information relevant to the efficient supervision of all schools in the State receiving support or aid from federal and/or State appropriations; N.J.S.A. 18A:4-23. The office performs investigations and many auditing functions, including full scope audits of ASSA, DRTRS, EXAID, and Chapter 192/193 State Aid entitlements. The independent auditor is required to perform follow-up tests and procedures, as necessary, to determine that findings contained in audit reports issued by the OFAC have been properly addressed and resolved. The conclusions drawn from the follow-up tests and procedures performed on OFAC findings by the independent auditor where the district is subject to a federal and/or state single audit must be summarized in the Federal and/or State Financial Assistance Findings and Questioned Costs (Section III) of the Schedule of Findings and Questioned Costs. When the school district or charter school is not subject to a federal and/or state single audit, the status of the OFAC findings, if material, should be addressed in the Schedule of Findings and Responses. The AMR must include follow-up comment(s) whether considered material or not material.