

STATE OF MINNESOTA

Office of the State Auditor



Patricia Anderson
State Auditor

METROPOLITAN COUNCIL
METRO MOBILITY
TWIN CITIES AREA, MINNESOTA

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2004

Description of the Office of the State Auditor

The Office of the State Auditor serves as a watchdog for Minnesota taxpayers by helping to ensure financial integrity, accountability, and cost-effectiveness in local governments throughout the state.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 250 financial and compliance audits per year and has oversight responsibilities for over 4,300 local units of government throughout the state. The office currently maintains five divisions:

Audit Practice - conducts financial and legal compliance audits for local governments;

Government Information - collects and analyzes financial information for cities, towns, counties, and special districts;

Legal/Special Investigations - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

Pension - monitors investment, financial, and actuarial reporting for over 700 public pension funds; and

Tax Increment Financing, Investment and Finance - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employee's Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

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**METROPOLITAN COUNCIL
METRO MOBILITY
TWIN CITIES AREA, MINNESOTA**

For the Year Ended December 31, 2004



Agreed-Upon Procedures

**Audit Practice Division
Office of the State Auditor
State of Minnesota**

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PATRICIA ANDERSON
STATE AUDITOR

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

Metro Mobility
Twin Cities Area, Minnesota

We have applied the procedures, as described below, to the data used for the Federal Funding Allocation Statistics form included in Metro Mobility's National Transit Database (NTD) report for the year ended December 31, 2004. Such procedures, which were agreed to and specified by the Federal Transit Administration (FTA) in the Declarations section of the *2004 Reporting Manual* and were agreed to by Metro Mobility, were applied solely to assist in evaluating whether Metro Mobility complied with the FTA standards. We have also reviewed the Sources of Funds - Funds Expended and Funds Earned form, the Uses of Capital form, and the Operating Expenses forms required under 49 U.S.C. § 5335(a) and included in the NTD report for conformity with the FTA requirements as set forth in the NTD *Uniform System of Accounts*. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants.

This report is intended solely for your information and that of the FTA in determining that the information included in the NTD report Federal Funding Allocation Statistics form for the year ended December 31, 2004, conforms in all material respects with the FTA requirements of the *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 C.F.R. pt. 630, *Federal Register*, January 15, 1993, and as presented in the *2004 Reporting Manual* and is not intended to be, and should not be, used for any other purpose. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures described in this report were applied separately to each of the information systems used to develop the reported vehicle revenue miles, passenger miles, and operating expenses of Metro Mobility's purchased transportation service demand response mode for the year ended December 31, 2004.

The procedures performed and findings are as follows:

1. We read the Federal Transit Administration *2004 National Transit Database Reporting Manual* (Reporting Manual), in particular Exhibit 26, "Federal Funding Allocation Data Review - Suggested Procedures."

The Reporting Manual describes the following standards established by the FTA regarding the data reported in the Federal Funding Allocation Statistics form of Metro Mobility's National Transit Database report:

- A system is in place and maintained for recording data in accordance with NTD definitions. The correct data are being measured, and no systematic errors exist.
 - A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
 - Source documents are available to support the reported data and will be maintained for FTA review and audit for a minimum of three years following the FTA's receipt of the NTD report. The data are fully documented and securely stored.
 - A system of internal controls is in place to ensure the accuracy of the data collection process and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor as required.
 - The data collection methods are those suggested by the FTA or meet FTA requirements.
 - The deadhead miles, computed as the difference between the reported total actual vehicle miles data and the reported total actual vehicle revenue miles data, appear to be accurate.
 - Data are consistent with prior reporting periods and other facts known about transit agency operations.
2. We applied specific procedures tailored to Metro Mobility, listed as Procedures 3 through 27 of this report, based on the FTA's suggested procedures for the Federal Funding Allocation Data Review as set forth in the *2004 Reporting Manual*.
 3. We reviewed Metro Mobility's procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in Title 49 C.F.R. pt. 630, *Federal Register*, January 15, 1993, and as presented in the *2004 Reporting Manual* (Reporting Manual, Federal Funding Allocation Test a).
 4. We discussed with the personnel assigned responsibility for supervising the preparation and maintenance of NTD data the procedures referenced in Procedure 3 above. We inquired whether Metro Mobility followed such procedures on a continuous basis and whether it believed such procedures result in accumulation and reporting of data consistent with the

NTD definitions and requirements set forth in 49 C.F.R. pt. 630, *Federal Register*, January 15, 1993, and as presented in the *2004 Reporting Manual*. We were informed that, to the best of its knowledge, Metro Mobility has followed such procedures on a continuous basis and that the procedures result in the accumulation and reporting of data consistent with the NTD definitions and requirements set forth in 49 C.F.R. pt. 630, *Federal Register*, January 15, 1993, and as presented in the *2004 Reporting Manual* (Reporting Manual, Federal Funding Allocation Test *b*).

5. Personnel assigned the responsibility of supervising the preparation and maintenance of NTD data were asked about the retention policy followed by Metro Mobility with respect to source documents supporting the NTD data reported on the Federal Funding Allocation Statistics form. We were informed that source documents are retained for at least three years following the FTA's acknowledged receipt of the NTD report (Reporting Manual, Federal Funding Allocation Test *c*).
6. Based on a description of Metro Mobility's procedures obtained in Procedures 3 and 4 above, we identified the following source documents that will be retained by Metro Mobility for a minimum of three years:
 - general ledger support
 - accounts payable voucher support
 - billing invoices
 - fare revenue reports
 - purchased transportation expense reports
 - vehicle mileage reports (revenue and service miles)
 - vehicle hours reports (revenue and service hours)
 - passenger miles support
 - driver manifests
 - trip sheets
 - purchased transportation contracts
 - fleet inventory reports

We selected the months of April, May, and June for the year ended December 31, 2004, and observed that each type of source document exists for each of these periods (Reporting Manual, Federal Funding Allocation Test *d*).

7. We discussed the system of internal controls with Metro Mobility's staff. We inquired as to whether individuals, independent of the individuals preparing the source documents and posting the data summaries, review the source documents and data summaries for completeness, accuracy, and reasonableness, and how often such reviews are performed. We were informed that individuals, independent of the individuals preparing the source documents and posting the data summaries, review the source documents and data summaries for completeness, accuracy, and reasonableness on a regular basis (Reporting Manual, Federal Funding Allocation Test *e*).

8. We selected a sample of Metro Mobility's source documents and determined that supervisors' signatures or other evidence of independent review exists as required by a system of internal controls (Reporting Manual, Federal Funding Allocation Test *f*).
9. We obtained from staff the worksheets utilized by Metro Mobility to prepare the final data transcribed on the Federal Funding Allocation Statistics form. We compared the odic data included on the worksheets to the periodic summaries prepared by Metro Mobility and proved the arithmetical accuracy of the summarizations. We noted no exceptions (Reporting Manual, Federal Funding Allocation Test *g*).
10. We discussed with Metro Mobility's staff the procedure for accumulating and recording passenger mile data in accordance with NTD requirements. We were informed that the procedure used is designed to estimate passenger miles based on statistical sampling meeting the FTA's 95 percent confidence and ten percent precision requirements. Metro Mobility conducts a statistical sample for estimating passenger miles based on the procedures set forth in FTA Circular 2710.2A (Reporting Manual, Federal Funding Allocation Test *h*).
11. We discussed with staff the eligibility of Metro Mobility to conduct statistical sampling for passenger mile data every third year. We were informed that Metro Mobility is eligible to conduct statistical sampling for passenger mile data every third year because it directly operates fewer than 100 revenue vehicles in all modes in annual maximum revenue service (in any size urbanized area). However, Metro Mobility did not elect this option and performed statistical sampling for 2004 as identified in Procedure 10 above (Reporting Manual, Federal Funding Allocation Test *i*).
12. We obtained from staff a description of the sampling procedures for the estimation of passenger mile data used by Metro Mobility and a copy of Metro Mobility's working papers used to select the actual sample of runs for recording passenger mile data. We reviewed the methodology used to randomly select specific runs from the total population of runs. We reviewed the procedure used to replace a missed sample run with a randomly selected replacement sample run. Metro Mobility followed the stated sampling procedures, except as follows.

We noted one of 20 runs selected for testing was not part of the randomly determined sample. We also noted that this missed run was replaced, but not with a randomly selected replacement run (Reporting Manual, Federal Funding Allocation Test *j*).

13. We selected a random sample of the source documents for accumulating passenger mile data.

Of 20 runs tested, we noted that two of 20 manifests contained transposition errors; data had been taken from the manifests and incorrectly recorded on the passenger mileage compilation sheet. Metro Mobility has since corrected the errors identified by auditors.

Metro Mobility does not accumulate passenger mile data into accumulation periods (Reporting Manual, Federal Funding Allocation Test *k*).

14. We discussed with staff the procedures for systematic exclusion of charter, school bus, and other ineligible vehicle miles from the calculation of vehicle revenue miles. We were informed that Metro Mobility does not operate charter, school bus, or other ineligible service (Reporting Manual, Federal Funding Allocation Test *l*).
15. We discussed with Metro Mobility's staff the procedures for collecting and recording vehicle revenue mile data. We were informed that Metro Mobility and its providers use the Trapeze database system as a vehicle log to electronically track actual trip data for purchased transportation services. Trip data is entered as calls for service are received. We were informed that the computer program developed appropriately identifies vehicle revenue miles.

Metro Mobility was unable to provide us with a means for testing and verifying that deadhead miles are systematically excluded from vehicle revenue mile data (Reporting Manual, Federal Funding Allocation Test *m*).

16. We inquired of Metro Mobility personnel and determined that Metro Mobility does not have rail modes. Thus, locomotive miles are not included in the computation for vehicle revenue miles (Reporting Manual, Federal Funding Allocation Test *n*).
17. We discussed with the personnel responsible for maintaining and reporting the NTD data and were informed that fixed guideway directional route miles are not reportable for a demand response mode (Reporting Manual, Federal Funding Allocation Test *o*).
18. We discussed with the personnel responsible for maintaining and reporting the NTD data and were informed that fixed guideway directional route miles are not reportable for a demand response mode (Reporting Manual, Federal Funding Allocation Test *p*).
19. We discussed with the personnel responsible for maintaining and reporting the NTD data and were informed that fixed guideway directional route miles are not reportable for a demand response mode (Reporting Manual, Federal Funding Allocation Test *q*).
20. We discussed with the personnel responsible for maintaining and reporting the NTD data and were informed that fixed guideway directional route miles are not reportable for a demand response mode (Reporting Manual, Federal Funding Allocation Test *r*).
21. We discussed with the personnel responsible for maintaining and reporting the NTD data and were informed that Metro Mobility does not operate over fixed guideways and, therefore, does not track revenue service dates for such guideways (Reporting Manual, Federal Funding Allocation Test *s*).

22. We reconciled operating expenses as reported on Federal Funding Allocation Statistics form of the NTD report to operating expenses on Metro Mobility's audited financial statements after taking into account adjusting items in accordance with the procedures discussed in the Reporting Manual (Reporting Manual, Federal Funding Allocation Test *t*).
23. We inquired of the personnel responsible for reporting the NTD data about the amount of purchased transportation generated fare revenues. We reconciled purchased transportation fare revenues as reported on the Contractual Relationship form to purchased transportation fare revenues reported on the Sources of Funds - Funds Expended and Funds Earned form and to worksheets supporting these amounts (Reporting Manual, Federal Funding Allocation Test *u*).
24. We inquired of staff whether Metro Mobility's NTD report contains data for purchased transportation services and were informed that it does.

Metro Mobility does not have a certification of the purchased services Federal Funding Allocation data by an independent auditor (Reporting Manual, Federal Funding Allocation Test *v*).

25. We reviewed the contracts for purchased transportation services and read them to determine that the contracts specify the specific mass transportation services to be provided, the monetary consideration obligated by Metro Mobility for the service, the period covered by the contract, and that this period is the same as, or a portion of, the period covered by Metro Mobility's NTD report, and is signed by representatives of both parties to the contracts. We noted no exceptions.

We inquired of staff regarding the retention of the executed contracts and determined that copies of the contracts are retained for a minimum of three years (Reporting Manual, Federal Funding Allocation Test *w*).

26. We inquired of staff whether Metro Mobility provides service in more than one urbanized area or an urbanized area and a nonurbanized area. We were informed that Metro Mobility provides service to only one urbanized area (Reporting Manual, Federal Funding Allocation Test *x*).
27. We compared the data reported on the Federal Funding Allocation Statistics form for the year ended December 31, 2004, to comparable data for the year ended December 31, 2003, and calculated the percentage change from the prior year to the current year. Vehicle revenue miles and operating expense data have not increased or decreased by more than ten percent. Passenger miles increased by more than ten percent. Fixed guideway directional route data is not applicable to Metro Mobility. We inquired of Metro Mobility personnel regarding the specifics of operations that led to the increase in the data relative to the prior reporting period. The explanation of the changes in passenger miles appeared reasonable and consistent with other information we obtained in performing the procedures referred to in this report (Reporting Manual, Federal Funding Allocation Test *y*).

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We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. However, for the items reviewed, the Sources of Funds - Funds Expended and Funds Earned form, the Uses of Capital form, and the Operating Expenses forms conform, in all material respects, with the FTA requirements as set forth in the NTD *Uniform System of Accounts*. In connection with performing the agreed-upon procedures, except for the findings described earlier in this report, the information included in the NTD report on the Federal Funding Allocation Statistics form for the year ended December 31, 2004, is presented, in all material respects, in conformity with the requirements of the FTA's *Uniform System of Accounts and Records and Reporting System; Final Rule*, as specified in 49 C.F.R. pt. 630, *Federal Register*, January 15, 1993, and as presented in the *2004 Reporting Manual*. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use by Metro Mobility and the FTA and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Pat Anderson

/s/Greg Hierlinger

PATRICIA ANDERSON
STATE AUDITOR

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

End of Fieldwork: March 30, 2005