



Mary Taylor, CPA  
Auditor of State



**CHAMPAIGN COUNTY TRANSIT COMMISSION  
CHAMPAIGN COUNTY**

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Area Agency on Aging  
Champaign County Board of Commissioners  
Champaign County Transit Commission  
308-D Miami Street  
Urbana, Ohio 43078

We have performed the procedures enumerated below, which were agreed to by the Area Agency on Aging, Champaign County Board of Commissioners, and the Champaign County Transit Commission, solely to assist the specified parties in evaluating the Champaign County Transit Commission's (the Commission) compliance with the requirements of the Nutrition Transportation, Adult Day Care Transportation, and Medical Transportation Grant for the year ended December 31, 2008. Management is responsible for the Commission's compliance with those requirements. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements. The sufficiency of the procedures is solely the responsibility of the addressees as listed above. 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. Our procedures were as follows:

We identified receipts and billing amounts for each service contract. We summarized the Nutrition Transportation, Adult Day Care Transportation, and Medical Transportation Grant receipts recorded in the Champaign County Transit Commission's ledgers and compared them with the amounts from the monthly billing reports for each service contract. We also compared the amounts billed for each program and determined they were within the contracted amounts. We found no exceptions as a result of this procedure.

We selected July 2008 to perform the following steps:

- Reconcile unit documentation to report by agreeing unit (passenger mile) documentation on monthly billing reports to drivers' log sheets. We found one exception amounting to one mile as a result of this procedure.
- Verified units billed for each contract were not allocated to another source by comparing passenger names and service dates on driver logs, which identified the grants charged, to determine if units were charged to more than one contract. We also agreed the amounts billed to the amounts received from the Area Agency on Aging. We determined \$61 and \$52 were overbilled to the Adult Day Care and Medical Transportation grants, respectively, rather than billed to the Nutrition grant for the fuel adjustment. We found no other exceptions as a result of this procedure.
- Verified unit documentation to drivers log sheet by recalculating total miles claimed on the Nutrition, Medical, and Adult Day Care Miles Reports and tracing total miles recorded to the drivers' log odometer readings. We found no exceptions as a result of this procedure.

- We reviewed age eligibility by comparing age eligibility standards per the service contract to the ages listed on the customer application in the standing file maintained for each customer. We found no exceptions as a result of this procedure.
- We documented monitoring and control procedures for documenting units reported. We found no exceptions as a result of this procedure.
- We tested the local match requirement by comparing the amount of required local matching funds for each grant per the contract with the amount disbursed from local sources as recorded in the Transaction History Report by Fund. Champaign County was under billed in the amount of \$1.31 for the matching requirements. We found no other exceptions as a result of this procedure.
- We determined there was no program income including client contributions to test and report. We found no exceptions as a result of this procedure.

We provided a lead sheet for the Schedule of State Financial Assistance and Schedule of Federal Assistance based on the information we gathered during the agreed-upon procedures. We determined there was no state funding; therefore we had no Schedule of State Financial Assistance for the Grant. We reported the award amount, amount earned, amounts receivable/(payable), required match, matching funds contributed, and program income received in the Schedule of Federal Financial Assistance as supported by the contract, receipts, billing, and reports.

Based on the errors we found, we reported to the Area Agency on Aging and determined no other procedures were necessary to perform.

We were not engaged to and did not perform an examination, the objective which would be the expression of an opinion on compliance on the Schedule of Federal Financial Assistance, accordingly, we do not express such an opinion. 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 of the Area Agency on Aging, Champaign County Board of Commissioners, and Champaign County Transit Commission, and is not intended to be and should not be used by anyone else.



**Mary Taylor, CPA**  
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May 19, 2009

CHAMPAIGN COUNTY TRANSIT COMMISSION  
CHAMPAIGN COUNTY

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED DECEMBER 31, 2008

SCHEDULE A

State Grantor; Primary Grantee/Pass-Through Grantor; Program/Fund Title	CFDA Number	Award Period	Award Amount*	Award Amount Earned*	Amount Receivable/ (Payable)	Required Match Non-Federal*	Matching Funds Contributed	Program Income Received
U.S.Department of Health and Human Services Primary Grantee: Ohio Department of Aging Pass Through Entity: Area Agency on Aging, PSA 2, Inc.								
<b>Title III-B Supportive Services:</b>								
Medical Transportation, Champaign County	93.044	1/1/08-12/31/08	\$7,646	\$7,646	(\$52)	\$1,349 C	\$1,144 C	\$0
Nutrition Transportation, Champaign County	93.044	1/1/08-12/31/08	17,614	15,698	113	2,770 C	2,354 C	
Adult Day Care Transportation, Champaign County	93.044	1/1/08-12/31/08	7,507	7,177	(61)	1,266 C	1,090 C	

C = Cash

\* = includes temporary fuel adjustment





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**CHAMPAIGN COUNTY**

**CLERK'S CERTIFICATION**

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
JUNE 23, 2009**