



**Office of the Washington State Auditor
Pat McCarthy**

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED UPON PROCEDURES**

John Clauson, Executive Director
Kitsap County Public Transportation Benefit Area (dba Kitsap Transit)
60 Washington Avenue, Suite 200
Bremerton, WA 98337

To the Board of Commissioners and Management of Kitsap Transit:

We have performed the procedures enumerated below, on the Kitsap Transit's application of the requirements of the Federal Transit Administration (FTA) as set forth in its applicable National Transit Database (NTD) Uniform System of Accounts (USOA), for the fiscal year ended December 31, 2018. Such procedures, which were agreed to by management of the Transit and the FTA, were performed to assist the Transit and the FTA in determining conformance with USOA requirements based on the following assertion by Transit management:

The accounting system from which the NTD reports for the year ended December 31, 2018, were derived, uses the accrual basis of accounting and is directly translated, using a clear audit trail, to the accounting treatment and categories specified by the USOA.

The Transit's management is responsible for conformance with the requirements described above and for the records supporting its NTD reports. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Procedure Results

The agreed-upon procedures and associated findings are as follows:

1. Procedure: NTD Crosswalk

- a. Obtain the following NTD Reporting Forms prepared by management for the year ended December 31, 2018:

- NTD Form F-10, Sources of Funds – Funds Expended and Funds Earned (USOA Section 2)
- NTD Form F-20, Uses of Capital (USOA Section 3)
- NTD Form F-30, Operating Expenses (USOA Section 4, 5, and 6 and Appendix A)
- NTD Form F-40, Operating Expenses Summary
- NTD Form F-60, Financial Statement

Results: We obtained all NTD Reporting Forms prepared by management as listed above. No exceptions were found as a result of applying the procedure.

- b. Obtain the reconciliation documentation management prepares (referred to as “the crosswalk” throughout this report) to reconcile the chart of accounts, general ledger, and/or trial balance and other supporting documents such as Excel spreadsheets (collectively referred to as the accounting system) to the respective NTD Reporting Forms identified above.

Results: We obtained the reconciliation documentation management prepares to reconcile the chart of accounts, general ledger, and trial balance and other supporting documentation such as spreadsheets to the respective NTD Reporting Forms listed above. No exceptions were found as a result of applying the procedure.

- c. Inquire of management as to whether the crosswalk obtained in procedure 1.b is supported by the accounting system.

Results: We inquired with the Accounting Supervisor and confirmed the crosswalk is supported by the accounting system. No exceptions were found as a result of applying the procedure.

- d. For a transit agency that is part of a larger reporting entity, inquire of management as to whether the crosswalk includes the full cost of providing transit service, including costs incurred by the larger reporting entity to specifically support the agency’s transit service.

Results: The Transit is not part of a larger reporting entity; therefore, we did not perform this procedure.

- e. Inspect the crosswalk to determine that it incorporates NTD reporting using the applicable modes and types of service identified in the bulleted list below:
- Sources of Funds, Form F-10 – Funding sources, passenger fares by mode and service type, passenger fares by passenger paid or by organization paid fares, revenue object class, and funds expended on operations and capital fund types
 - Uses of Capital, Form F-20 - Type of use, asset classifications, and modes and service types
 - Operating Expenses, Form F-30 - Modes, service types, object classes and functions
 - Operating Expenses Summary, Form F-40 - Expense reconciling items
 - Financial Statement, Form F-60 - Current assets, non-current assets, deferred outflows of resources, current liabilities, non-current liabilities, and deferred inflows of resources.

Results: We inspected the crosswalk and determined it incorporates NTD reporting using the applicable modes and types of service identified above. No exceptions were found as result of applying the procedure.

2. Procedure: Accrual Accounting

- a. Obtain the most recent audited financial statements that include the transit agency and inspect the notes to the financial statements to determine whether the accrual basis of accounting was used.

Results: We obtained the most recent audited financial statements for fiscal year ended December 31, 2017 and confirmed the Transit uses the accrual basis of accounting. No exceptions were found as a result of applying the procedure.

- b. Inquire of management as to whether the accrual basis of accounting has continued to be used since the last audited reporting period and that it is used for NTD reporting in the current period.

Results: We inquired with the Accounting Supervisor and confirmed the Transit has continued to use the accrual basis of accounting since the last audited reporting period and that it was used for NTD reporting in the current period. No exceptions were found as a result of applying the procedure.

- c. If the notes to the financial statements indicate that an accrual basis of accounting is not being used, or the results of the inquiry to management in procedure 2.b indicate the accrual basis of accounting is not being used in the current period, inspect the crosswalk to determine that the transit agency made adjustments to convert to an accrual basis for NTD reporting.

Results: The Transit uses the accrual basis of accounting; therefore, we did not perform this procedure.

3. Procedure: Sources of Funds (Form F-10)

- a. Trace and agree total sources of funds from Form F-10 to revenue reported in the accounting system using the crosswalk.

Results: We traced and agreed total sources of funds from Form F-10 to revenue reported in the accounting system using the crosswalk. No exceptions were found as a result of applying the procedure.

- b. Inspect the crosswalk for a written reconciliation between total revenues reported in the audited financial statements or the accounting system and the total revenues reported on Form F-10.

Results: We inspected the written reconciliation between total revenues reported in the accounting system and the total revenues reported on Form F-10. No exceptions were found as a result of applying the procedure.

- c. Trace and agree the two largest directly generated fund passenger fare revenue modes (all service types) from Form F-10 to the accounting system.

Results: We traced and agreed reported fund passenger fare revenue for the Ferry Boat Directly Operated and Motor Bus Directly Operated modes, totaling \$1,193,634 and \$4,002,153, respectively, to the accounting system. No exceptions were found as a result of applying the procedure.

- d. Trace and agree the largest revenue object class (other than passenger fares) in the following major categories of funds from Form F-10 to the accounting system: (1) Local Government; (2) State Government; (3) Federal Funds; and (4) Other Directly Generated Funds (i.e., 4100 and 4200 combined).

Results: We traced and agreed the largest revenue object class (other than passenger fares) to the accounting system for the following major categories below:

<u>Category</u>	<u>Object Class</u>
Local Government	Not applicable - no Local Government funds
State Government	State Transportation Funds (4420)
Federal Funds	FTA Urbanized Area Formula Program (5307)
Other Directly Generated Funds	Sales Taxes (4220)

No exceptions were found as a result of applying the procedure.

- e. Inspect the crosswalk to determine that it identifies, evaluates, and classifies financial transactions into categories of funds expended on operations and funds expended on capital (USOA Section 2) for the reporting year.

Results: We inspected the crosswalk and confirmed it identifies, evaluates, and classifies financial transactions into categories of funds expended on operations and funds expended on capital (USOA Section 2) for reporting year 2018. No exceptions were found as a result of applying the procedure.

4. Procedure: Uses of Capital (Form F-20)

- a. Obtain accounting system documentation on capital asset additions for the reporting period.

Results: We obtained accounting system documentation on capital asset additions for the reporting period. No exceptions were found as a result of applying the procedure.

- b. Trace and agree total uses of capital from Form F-20 to the crosswalk reconciliation of total capital asset additions.

Results: We traced and agreed total uses of capital from Form F-20 totaling \$34,758,275 to the crosswalk reconciliation of total capital asset additions. No exceptions were found as a result of applying the procedure.

- c. Trace and agree types of use (existing service and expansion of service) from Form F-20 to the crosswalk or other supporting documentation reflecting the nature of the uses of capital.

Results: We traced and agreed types of use (existing service and expansion of service) from Form F-20, totaling \$22,960,107 and \$11,798,168, respectively, to the crosswalk and other supporting documentation reflecting the nature of the uses of capital. No exceptions were found as a result of applying the procedure.

- d. Trace and agree asset classifications (guideway, revenue vehicles, etc.) from Form F-20 to the crosswalk or other documentation reflecting the assets classes of capital additions.

Results: We traced and agreed asset classifications from Form F-20 to the crosswalk reflecting the assets classes of capital additions. No exceptions were found as a result of applying the procedure.

- e. For the largest mode/service type, trace and agree the type of use classification and asset classification from Form F-20 to the crosswalk or other documentation reflecting the uses of capital.

Results: We traced and agreed the type of use classification and asset classification from Form F-20 to the crosswalk for the largest mode/service type, Ferry Boat Directly Operated - Revenue Vehicles (6500), totaling \$10,509,149. No exceptions were found as a result of applying the procedure.

- f. If capital projects support multiple modes/types of services or and/or asset classifications, inquire of management as to whether management reported the use of capital considering the predominant use rules as described in the “Predominant Use” section of the applicable NTD Policy Manual.

Results: We inquired with the Accounting Supervisor and confirmed that management reported the use of capital considering the “Predominant Use” section of the 2018 NTD Policy Manual. No exceptions were found as a result of applying the procedure.

- g. If capital projects involve: 1) Rehabilitation/Reconstruction/Replacement/Improvement for Existing Service; and 2) Expansion of Service; inquire of management as to whether project costs were allocated between the two project purposes and whether such allocation was documented in the crosswalk or other supporting documentation.

Results: The Transit did not have any capital projects that involved both 1) Rehabilitation/Reconstruction/Replacement/Improvement for Existing Service; and 2) Expansion of Service; therefore, we did not perform this procedure.

5. Procedure: Operating Expenses (Form F-30)

- a. For the two largest modes/type of services, trace and agree functions (vehicle operations, vehicle maintenance, etc.) from Form F-30 to the crosswalk or other written documentation of functional expenses.

Results: We traced and agreed reported functions from Form F-30 to the crosswalk for the two largest modes/types of services, Motor Bus Directly Operated and Demand Response Directly Operated, totaling \$22,365,779 and \$12,345,560, respectively. No exceptions were found as a result of applying the procedure.

- b. For the two largest modes/type of services, trace and agree object classes (natural expenses) from Form F-30 to the crosswalk or other written documentation of object class categories.

Results: We traced and agreed object classes from Form F-30 to the crosswalk for the two largest modes/types of services, Motor Bus Directly Operated and Demand Response Directly Operated. No exceptions were found as a result of applying the procedure.

- c. If management allocated shared operating expenses, inquire of management as to whether (1) the operating expenses are split between direct and shared costs; (2) shared costs were allocated across modes, services types and functions, (3) the allocation was documented in the crosswalk or other supporting documentation; and (4) the driving variables used are updated annually.

Results: We inquired with the Accounting Supervisor and confirmed (1) the operating expenses are split between direct and shared costs; (2) shared costs were allocated across modes, services types and functions, (3) the allocation was documented in the crosswalk or other supporting documentation; and (4) the driving variables used are updated annually. No exceptions were found as a result of applying the procedure.

6. Procedure: Operating Expenses Summary (Form F-40)

- a. Obtain total expenses from the accounting system for the reporting period. Trace and agree total expenses from Form F-40 to the accounting system using the crosswalk.

Results: We obtained total expenses from the accounting system for the reporting period. We traced and agreed total expenses from Form F-40 totaling \$53,317,066 to the accounting system, however, we noted it was \$235 less than the accounting system.

- b. Trace and agree the reconciling items appearing on Form F-40 through the crosswalk to the accounting system.

Results: We traced and agreed reconciling items for Interest Expense (5210), Operating Lease Expenses (5220), Depreciation (5260), Amortization of Intangibles (5270), and Other Reconciling Items (5290) on Form F-40 to the accounting system. No exceptions were found as a result of applying the procedure.

7. Procedure: Financial Statement (Form F-60)

- a. Trace and agree (1) Current Assets; (2) Non-Current Assets; (3) Deferred Outflows of Resources; (4) Current Liabilities; (5) Non-Current Liabilities; and (6) Deferred Inflows of Resources appearing on Form F-60 to the crosswalk or other supporting documentation.

Results: We traced and agreed (1) Current Assets; (2) Non-Current Assets; (3) Deferred Outflows of Resources; (4) Current Liabilities; (5) Non-Current Liabilities; and (6) Deferred Inflows of Resources appearing on Form F-60 to the crosswalk or other supporting documentation. No exceptions were found as a result of applying the procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on the Transit's conformance with the requirements described above. Additionally, the agreed-upon procedures do not constitute an audit or review of financial statements or any part thereof, the objective of which is the expression of an opinion or conclusion, respectively, on the financial statements or a part thereof. Accordingly, we do not express such opinions or conclusions. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Restriction on Use

This report is intended for the information and use of the Board of Commissioners and Management of Kitsap Transit and the FTA, and is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

A handwritten signature in black ink, reading "Pat McCarthy". The signature is written in a cursive style with a large, stylized "P" and "M".

Pat McCarthy
State Auditor
Olympia, WA

May 13, 2019