Year-end Statistical Review Checklist

☐ Review year-end stats to verify "Contract Services," and "Service Type" are described correctly

☐ Verify that any "charter" or "other" services are listed in stats

☐ Verify quarterly charter reports match year-end stats

☐ Verify STA total on stats matches what was allocated to transit system

☐ Verify FTA total on Stats matches formula allocation, JARC, New.Freedom, and ICAAP allocations

☐ Verify RTAP/Fellowship reimbursements are included in year-end statistics (STA for Large Urbans and FTA for Regional/ Small Urbans)

☐ Verify total vehicle miles on stats match the miles on the odometer report

☐ Verify total vehicle miles are less than or equal too revenue miles

☐ Vehicles average 10,000 miles for 2 years if they have remaining useful life and 3,000 miles for 2 years if no remaining useful life

☐ Compare cost of service from previous year end stats to current year end stats for each line item Provide explanation of any service where there are significant changes in operating costs

☐ Provide explanation/description of any service that was discontinued/new service

☐ Verify for each line item that (operating cost - passenger revenue) X .5 = FTA reimbursement or less

☐ Explain any year-end funding surplus/deficit and how those funds will be used/made up

☐ Enter all capitol reimbursements on NTD report

☐ Compare ridership, revenue miles, revenue hours, cost of services, and passenger revenue with other transit agency in which services are performed. Make sure those stats matched for both agencies

☐ Provide detailed description of any "other" revenue sources on year-end stats

☐ Submit year-end stats on time and have year-end review completed by the Friday before Thanksgiving