


# Form Completion Instructions

## PDE-2090 Intermediate Unit Proration Form

### General Information

The “PDE-2090 Intermediate Unit Proration Form” is used by the IU to distribute the transportation revenue received from the State among school districts to which the IU provided pupil transportation services. Note that the sum of the ‘State Revenue (7310)’ received from the State shown on this screen must equal the total of the payments made to the intermediate unit and reported on the “PDE-2099 Fiscal Report.”

### Accessing the PDE-2090 Form

Select ‘Forms’ on the menu at the top of the screen. On the ‘Forms’ list, click on the  box to the left of “PDE-2090, Intermediate Unit Proration Form.”

### PDE-2090 Intermediate Unit Proration Form

LEA Name:

School District Name	SD AUN	Contracted	IU-Owned	Fare-Based	Number of Pupils Transported	Action
State Revenue (7310)						
Central Fulton SD	1-11-29-130-4	0.6996%				<a href="#">Delete</a>
Forbes Road SD	1-11-29-230-4	2.6040%				<a href="#">Delete</a>
Huntingdon Area SD	1-11-31-250-3	5.3826%				<a href="#">Delete</a>
Juniata County SD	1-11-34-360-3	33.0204%				<a href="#">Delete</a>
Juniata Valley SD	1-11-31-280-4	10.0496%				<a href="#">Delete</a>
Mifflin County SD	1-11-44-460-2	9.4351%				<a href="#">Delete</a>
Mount Union Area SD	1-11-31-600-3	5.9586%				<a href="#">Delete</a>
Southern Fulton SD	1-11-29-750-4	1.2910%				<a href="#">Delete</a>
Southern Huntingdon County SD	1-11-31-750-3	31.5591%				<a href="#">Delete</a>
Column totals must be 100%		100.0000%	0.0000%	0.0000%	0	

### Entering Data

#### State Revenue (7310)

Prorate the state revenue for pupil transportation (account code 7310) reported on the “PDE-2099 Fiscal Report” between ‘Contracted,’ ‘LEA-Owned’ and ‘Fare-Based’ as applicable. The proration for each type of service should be based on the applicable percentage of adjusted total expenditures determined as follows:

**Contracted** – The amount reported on the “PDE-2099 Fiscal Report” in Expense Object Code 513, Contracted Carriers, plus any applicable portion of other expenditures such as salaries, benefits and technical services, minus any applicable 7810 or 7820 reimbursement.

**LEA-Owned** – The amount expended for transportation provided by LEA-owned or leased vehicles, including any applicable expenditures such as salaries, benefits and technical services minus any applicable 7810 or 7820 reimbursement.

**Fare-Based** – The amount reported on the “PDE-2099 Fiscal Report” in Expense Object Code 515, Public Carriers, plus any applicable portion of other expenditures.

### Proration Percentage

For each type of service (‘Contracted,’ ‘LEA-Owned,’ ‘Fare-Based’), enter the percentage (calculated to four decimal places) that represents the portion of the actual cost attributable to that school district. Example: 10% is recorded as 10.0000.

The total of the percentages reported for each type of service must equal 100%.

School district names may be listed on more than one screen. If so, ‘Page: 1 2 ...’ will appear below the school districts listed on one page. Click on the next page number to access the additional school district names.

If a school district to which your IU provided service is not listed, either click the binoculars in the ‘Add’ row for a complete search or enter one or more letters of the school district’s name or the first three or five digits of the AUN for a limited search. Choose the school district from the search and click ‘Add’ to add it to the list.

If a school district is listed to which your IU provided no service during the school year, click on ‘Delete’ in the last column to remove the school district name.

If the data is complete and correct, click ‘Save.’ If a column does not total 100%, a warning pop-up box will appear. If the data is incomplete and you wish to leave the page, click ‘Save Incomplete,’ then click ‘Back’ or a menu choice to leave this screen.

### Number of Pupils Transported

For each school district listed, enter the total number of pupils transported during the school year.