# Instructions for use of the Depreciation Forecast spreadsheet

(Note: files are in Excel’s \*.xlsx file type)

# Initial Set-up

Download the DistrictFleetForecast2024.xlsx. (Depreciation) spreadsheet. This file includes all new school bus categories and buses that received an operating permit August 15 thru September 14, 2024. Note the version number of the spreadsheet to ensure you have the latest.

Download the DistrictFleetData2024.xlsx spreadsheet. The file name will indicate the date the data was taken from the School Bus Information System (SBIS) (i.e.: DistrictFleetDataSeptember2024.xlsx). If buses have been added to your district’s inventory after the date indicated in the filename, it is possible to update data manually (details below).

Open both workbooks. In the District Fleet Data workbook, on the ‘Selection’ worksheet, use the dropdown list (the icon in cell B1) to select your school district.

Select the range of cells shaded yellow (current range is B6:FB36) and ‘copy’ (left click cell B6, continue to hold left side of mouse down, drag to the right to FB6 and down to FB36, right click and select copy).

In the District Depreciation Forecast workbook, select the Fleet History tab at the bottom of the page, click cell B2 and use the command ‘paste values’ (available under the ‘Paste, Special’ options).

Select the Summary worksheet of the District Depreciation Forecast and you should see the current year depreciation payment and the forecasted amounts for depreciation. Compare this value with the total provided at the bottom of your Depreciation Report on SBIS.

If your values do not match, please see the “Reasons for Variation” section below.

# Using the spreadsheet for purchasing scenarios

After the initial set-up process is complete and the district depreciation is reconciled, select the ‘Fleet Future’ tab at the bottom of the page of the District Depreciation Forecast workbook. Enter proposed school bus purchase information into the proper year and category. Enter the number into the month of **expected delivery**, not the likely order date. Delivery of school buses after order may take up to 6 months, depending on market conditions.

The ‘Summary’ worksheet will reflect any proposed school bus purchases and forecast depreciation payments.

# Adjustments for inflation and interest rates

Generally, district staff should use the provided estimates for inflation and interest rates. As a result, this data is in hidden sheets (not locked, named “Rates”). Contact your regional transportation coordinator for assistance in changing these values.

# Reasons for Variation

Reasons why your district depreciation as shown in SBIS would be different than reflected on the District Depreciation Forecast:

* Minor variations (within a dollar or two) are a result of differences in rounding between the different software systems.
* Larger variations could be a result of early school bus dispositions and/or buses added to inventory after September. Buses added to the inventory after September 14th, should be entered under the corresponding month and category on the ‘Fleet Future’ tab of the Depreciation Forecast workbook.

# Difference in value between SBIS and the TRN-1191

Finally, note that the difference between the value showing on SBIS and the amount reported on the School Apportionment and Financial Services Report TRN-1191 may be a result of buses that have been disposed of. The TRN-1191 shows all payments for buses and the SBIS only shows payments for buses currently active on the system.

# Comment regarding school districts using contracted services

This process will only reflect the estimated funding for school district owned buses. The In-Lieu of Depreciation system for districts using contracted services for student transportation uses a separate, straight-line depreciation system. Generally, a contracting school district will receive similar payments year to year, unless there has been a change in the number, or the age of buses being used under the contract.

# Getting additional assistance

Your first line for assistance is your Regional Transportation Coordinator. Contact information is available on the Student Transportation site.

Or you may contact OSPI’s Student Transportation Program Supervisor, Mindy Smith at mindy.smith@k12.wa.us or by phone at 360-725-6121.