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**Internal Audit Projects Completed  
as of December 31, 2006**

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<b>1st Qtr</b>	<b>2nd Qtr</b>
<b>Jan-March</b>	<b>Apr-June</b>
<b>Berwyn/Cicero Council on Aging and City of Berwyn</b>	<b>401(K) Hardship Withdrawal Audit</b>
<b>CSA 2005 Results</b>	<b>DBE No-Change Affidavits</b>
<b>DBE No-Change Affidavits:</b>	Takao Nagai Assoc., Ltd.
Faze II, Ltd.	360 Supply LLC
Computer Package Consultants, Inc.	JJC Group, Inc.
Anderson & Shah Roofing, Inc.	Great Lakes Metals Corporation
Romero Steel Co., Inc.	Atlantic Painting Co., Inc.
Mid States Laboratories, Inc.	Professional Solutions Group, Inc.
Regent Sales Co., Inc.	JN Construction & Engrg. Co., Inc.
Rock Solid Consulting, Inc.	Spectrum Engineering, Inc.
<b>Farebox Audits</b>	Data Media Products, Inc.
Fox Valley Division	Koi Computers
<b>RTA Grant Audit</b>	<b>DBE Certifications:</b>
<b>Paratransit Contract Carriers</b>	Quick Enterprises of Illinois, Inc.
MV Transportation	<b>DBE Recertifications:</b>
<b>Petty Cash Audits</b>	TranSmart Technologies, Inc.
Headquarters	<b>Farebox Audits</b>
<b>Scrap Metal Audit</b>	West Division
<b>Missing Dodge Caravan Follow-Up</b>	<b>City of Highland Park</b>
	<b>Missing Laptop</b>
	<b>Village of Niles</b>
	<b>Performance Review Research</b>
	<b>Service Outside Six County Regions</b>
	<b>Tollway Transponder Review</b>
	<b>Year-End Audits 2005:</b>
	Fox Valley Division
	Heritage Division
	North Division
	North Shore Division
	Northwest Division
	River Division
	South Division
	South Holland
	Southwest Division
	West Division

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**Internal Audit Projects Completed  
as of December 31, 2006**

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**3rd Qtr  
July-Sept**

**DBE No-Change Affidavits:**

Davis Mechanical Co., Inc.  
Muller & Muller, Ltd.  
DK Contractors, Inc.  
American Institute of Computers, Inc.  
RJB Properties, Inc.  
KL Consultanats, Ltd.  
Carol Naughton & Associates, Inc.  
Garth Building Products & Services Corp..  
Jacobs/Ryan Associates  
Garth Construction Services Corporation  
Target Electric, Inc.

**DBE Certifications**

Ageatia Technology Consultancy Services, Inc.  
Digital Dynamics Corporation

**Farebox Revenue Review**

**Farebox Audits:**

North Shore Division

**Garage Inspections:**

Fox Valley Division  
Heritage Division  
North Shore Division  
Northwest Division  
River Division  
Elgin Transportation

**Non-Revenue Vehicle Fuel Audit**

**Ticket Sales Follow-Up**

**Research Projects**

Nicor Gas Taxes  
Gasoline Taxes - City of Chicago

**Ongoing Projects:**

DBE Financial Net Worth Audit  
Updates from Fraud Log  
Random D/A Test Calls  
Run Call Acctg. Reports  
Vendor Payment Analysis

**4th Qtr  
Oct.-Dec.**

**Audit Software-MK Insight  
401(k) Hardship Withdrawal  
Follow Up**

**DBE No-Change Affidavits:**

AAA Employment, Inc.  
Bee Line Support, Inc.  
Bo-Berg Communications, Inc.  
cmQue, Inc.  
DuSable, Inc.  
Future Personnel Agency, Inc.  
General Energy Corp.  
Glass Mgmt. Services, Inc.  
L A Reporting, Inc.  
Mid States Laboratories, Inc.  
Pinto Construction Group, Inc.  
Sarang Corporation  
EnviroCom, Inc.  
HyTec International, Inc.  
Ridgewood Engineering, Inc.  
Acer Enterprises, Inc..  
Thermal Energy, Inc.

**Employee Expense Report Audit**

**Farebox Audits:**

River Division  
South Division

**Fixed Route Contractor Fuel**

**Garage Inspections:**

Headquarters  
Laidlaw - McHenry  
North Division  
South Division  
South Holland Facility  
Southwest Division  
West Division

**Paratransit Audits:**

Village of Bensenville follow/up

**Rich Township Municipal**

**Vanpool Service Audit**

**Unlocated Fareboxes**

**Vanpool Accident Review**

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**Internal Audit Projects Completed**

**January 1 - December 31, 2007**

**(In Alpha Order By Quarter)**

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<b>1st Qtr</b>	<b>2005 CSA Top Concerns</b>	<b>2nd Qtr</b>	<b>APTA IA Committee Meeting</b>
<b>Jan-March</b>	<b>DBE No-Change Affidavits:</b> Anderson & Shah Roofing, Inc. Applied Controls & Constructing Co., Inc. Clean World Engineering, Ltd. Faze II, Ltd. Matias Trucking, Inc. Multi Products Distribution, Inc. Oquendo Construction Co., Inc. Romero Steel, Inc. RTR Technologies, Inc. Sheras Const. & Con. Servcs, Inc. Strategic Business Services, Inc. TBK Promotions, Inc. <b>Accident Claims Audit</b> <b>Grant Closeout Audit</b> SBD-118-94-B <b>Municipal Vanpool Audit</b> Aurora Township <b>Paratransit Audits</b> Aurora Township Rich Township <b>RTA Grant Audit</b>	<b>Apr-June</b>	<b>Uniform Report of DBE Awards Review</b> <b>DBE No-Change Affidavits:</b> Atlantic Painting Co., Inc. Bee Line Support, Inc. cmQue, Inc. Computer Package Consultants, Inc. Data Media Products, Inc. Great Lakes Metals Corporation JCM Associates, Inc. JN Construction & Engrg. Co., Inc. Spectrum Engineering, Inc. <b>Financial Statement Analysis</b> Cabconnect, Inc. <b>Fixed Route Municipal Carrier Audits</b> City of Highland Park Village of Niles <b>Grant Closeout Audits</b> SBD-119-94-D CAP-01-788-FED <b>RTA Information Technology Request</b> <b>Purchasing Card Review</b> <b>2006 Year-End Division Audits</b> Fox Valley Division Heritage Division North Division North Shore Division Northwest Division River Division South Division Southwest Division West Division  <b>Research Projects</b> Nicor Gas Taxes Gasoline Taxes - City of Chicago Motor Fuel Tax

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**Internal Audit Projects Completed**

**January 1 - December 31, 2007**

**(In Alpha Order By Quarter)**

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**3rd Qtr  
July-Sept.**

**DBE No-Change Affidavits:**

American Institute of Computers, Inc.  
Applied Controls & Contracting Services, Inc.  
Bo-Berg Communications, Inc.  
360 Supply LLC  
Davis Mechanical Co., Inc.  
DK Contractors, Inc.  
DuSable, Inc.  
Enviro Com, Inc.  
Garth Bldg. Products & Services Corp.  
Garth Construction Services Corp.  
General Energy Corporation  
Glass Management Services, Inc.  
HyTec International, Inc.  
Jacobs/Ryan Associates  
KL Consultants, Ltd.  
Koi Computers, Inc.  
JJC Group, Inc.  
Milestone Equipment & Supply  
Muller & Muller, Ltd.  
Carol Naughton & Associates, Inc.  
Regent Sales Co., Inc.  
Ridgewood Engineering, Inc.  
RTR Technologies  
Target Electric, Inc.  
TranSmart Technologies, Inc.

**DBE Certifications:**

Quintana Multilingual Services, Inc.

**EEO 2007-2010 Program Update**

**Facilities Inspection Follow-up**

Northwest Division

**Farebox Audits**

Heritage Division

West Division

**Financial Statement Analysis**

Edessa Insurance Co., Ltd.

Volunteer Insurance Ltd.

**Grant Closeout Audits**

C-91-305-94

IL-90-X538

**Independent Contractor Compliance Reviews**

Human Resources

MIS

Purchasing

**Independent Contractor Compliance Reviews**

**Municipal Vanpool Program Review**

**TV Advertising on Buses**

**United Armored Key Inventory**

**Veolia Transportation - Damaged Fareboxes**

**4th Qtr  
Oct.-Dec.**

**Chicago ADA Monthly Pass  
Review**

**DBE No-Change Affidavits:**

Anderson & Shah Roofing, Inc.  
Faze II, Ltd.  
L.A. Reporting, Inc.  
LWS, Inc.  
Pinto Construction Group, Inc.  
RJB Properties, Inc.  
Thermal Energy, Inc.

**DBE Certifications:**

Waste Specialties

**Facilities Inspection Follow-up**

North Division

South Division

Southwest Division

**Farebox Audits**

Northwest Division

Southwest Division

South Division

**Grant Closeout Audits**

SBD-120-95

SBD-117-94B

**Internal Audit Manual Update**

**Internal Audit Intranet Page**

**January 2007 CSA Managers Top**

**Concerns**

**Quality Assurance Program Update**

**Quality Assessment Review**

**SCR Driver Trip Ticket Review**

**Ongoing Projects:**

DBE Financial Net Worth Audit

Updates from Fraud Log

Random D/A Test Calls

Run Call Acctg. Reports

Vendor Payment Analysis

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**Internal Audit Projects Completed**

**January 1 - December 31, 2008**

**(In Alpha Order By Quarter)**

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**1st Qtr**

**Jan-March**

**Chicago ADA Contractor Telephone Review**  
**Control Self Assessment Results**  
**DBE No-Change Affidavits**  
AAA Employment, Inc.  
Acer Enterprises, Inc.  
Clean World Engineering, Ltd.  
Multi-Products Distribution, Inc.  
Romer Steel Co., Inc.  
TBK Promotions, Inc.  
**North Division Farebox Audit**  
**Uniform Report of DBE Awards Review**

**On-Going Projects:**

DBE Financial Net Worth Audit  
Random D/A Test Calls  
Run Call Accounting Reports  
Updates from Fraud Log  
Vendor Payment Analysis

**Research Projects**

Gasoline Taxes - City of Chicago  
Motor Fuel Tax  
Nicor Gas Taxes

**2nd Qtr**

**Apr-June**

**Chicago ADA Contractor Telephone Review**  
**Colonial/Academy Damaged Farebox Review**  
**DBE Certifications**  
Cullie Group, LLC  
**DBE No-Change Affidavits**  
Data Media  
Mid-States Lab  
Strategic Business  
360° Supply LLC  
Atlantic Painting Company, Inc.  
Bee Line Support  
CmQue, Inc.  
Computer Package Consultants, Inc.  
Davis Mechanical Company, Inc.  
Digital Dynamics Corporation  
Future Personnel Agency, Inc.  
Glass Management Services, Inc.  
Great Lakes Metals Corporation  
JJC Group, Inc.  
JN Construction  
KL Consultants, Ltd.  
KOI Computers, Inc.  
Matias Trucking  
Muller & Muller, Ltd.  
Ridgewood Engineering, Inc.  
Sarang Corporation  
Spectrum Engineering, Inc.  
**DBE Uniform Awards**  
1st Half 2008  
**Financial Reviews**  
Anthony Roofing/Tecta  
Mine Safety Appliance Company  
**Fuel Card Misuse - First Transit**  
**Funding Review**  
**Operator Payroll Review River Division**  
**Radio System Contract Review**  
**RTA Pension Data Review**  
**Municipal Fixed Route**  
Village of Niles  
**RTA Grant Closeout**  
SBD-041-99-9D  
SBD-2003-LSC2-04  
SBD-2003-LSC2-02

**Other Department Activities:**

1st Quarter EEO Report

**Attachment G**

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**Internal Audit Projects Completed  
January 1 - December 31, 2008  
(In Alpha Order By Quarter)**

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**3rd Qtr  
July-Sept.**

**Community Transit Service Review**  
**DBE Certifications**  
Accurate Solutions, Inc.  
Clover Hill Group, Inc.  
**DBE No-Change Affidavit**  
HyTec International, Inc.  
Jacobs/Ryan Associates  
JCM & Associates, Inc.  
Target Electric, Inc.  
Thermal Energy, Inc.  
**DBE Recertification**  
Garth Construction  
**Division Facility Inspections**  
North Shore Division  
Northwest Division  
Southwest Division  
West Division  
**Farebox and Bin Audits**  
North Shore Division  
River Division  
West Division  
**First Transit (Glen Ellyn) Farebox Review**  
**Municipal Fixed Route**  
City of Highland Park  
**Reimbursement (2) Toshiba Laptop Computers**

**On-Going Projects:**

2009 Audit Planning  
EEO Reporting, Personnel Action,  
and Investigations  
Random D/A Test Calls  
Run Phone Details Report  
Update Fraud Log  
Vendor Payment Analysis

**Other Department Activities:**

TeamMate Software Installation  
Second Quarter EEO Report

**4th Qtr  
Oct.-Dec.**

**ADA Paratransit Complaint Review**  
**DBE Certifications**  
Trinity Technology Svcs., In.  
**DBE No-Change Affidavit**  
Acer Enterprises, Inc.  
Applied Controls & Contracting Svcs.  
DuSable, Inc.  
LA Reporting, Inc.  
Pinto Construction  
RTR Technologies, Inc.  
**DBE Recertification**  
EnviroCom Incorporated  
TranSmart Technologies, Inc.  
**Farebox and Bin Audits**  
Northwest Division  
South Division  
**Financial Reviews**  
Art's Transportation, LLC  
**Safety Vision Expense Review**  
**Walk-Thru Carrier Site Inspections**  
First Transit Glenview  
**Walk-Thru Site Inspections**  
Harvey Transportation Center  
  
**Walk-Thru Division Site Inspections**  
South Division  
North Division

**Internal Audit Projects Completed  
January 1 - December 31, 2009**

Attachment C

(In Alpha Order By Quarter)

<b>1st Qtr</b>	<b><u>Audit Committee Assistance</u></b>	<b>2nd Qtr</b>	<b><u>Audit Committee Assistance</u></b>
<b>Jan-Mar</b>	Audit Committee Annual Work Plan Audit Committee Charter	<b>Apr-Jun</b>	Audit Committee Meeting & Agenda Package
	<b><u>DBE Financial Review</u></b> <b><u>No Change Affidavit &amp; Personal Net Worth</u></b> Anderson & Shah Roofing, Inc. Atlantic Painting Company, Inc. Clean World Engineering Digital Dynamics Corporation Faze II, Ltd. JCM & Associates, Inc. JN Construction & Engineering Co., Inc. Matias Trucking, Inc. Mid States Laboratories, Inc. Multi-Products Distribution, Inc. Strategic Business Services, Inc.		<b><u>DBE Financial Review</u></b> <b><u>No Change Affidavit &amp; Personal Net Worth</u></b> Clean World Engineering, Ltd. cmQue, Inc. Great Lakes Metals Corp. JN Construction & Engineering Co., Inc. Quintana, Inc. Romero Steel Co., Inc.
	<b><u>DBE Financial Review</u></b> <b><u>Certification</u></b> Ageatia Technical Consultant Svcs., Inc. Chrysalis Consulting, LLC		<b><u>DBE Financial Review</u></b> <b><u>Recertification</u></b> Bee Line Support, Inc. Mid-States Laboratories, Inc.
	<b><u>DBE Financial Review</u></b> <b><u>Recertification</u></b> AAA Employment, Inc. American Institute of Computers Bo-Berg Communications, Inc. DK Contractors, Inc. TBK Promotions, Inc.		<b><u>Financial Statement Review</u></b> Community Health Systems, Inc. Vista Health Financial Review
	<b><u>Facility Inspections</u></b> Academy Coach - 2008 First Student Naperville Carrier - 2008 MV Transportation Alsip Carrier - 2008 New Construction - Headquarters - 2008 South Division - 2008		<b><u>Paratransit</u></b> ADA Contractors' DBE Compliance Review Art's Transportation Contract Closeout
	<b><u>Fixed Route Financial Statement Review</u></b> Academy Coach Lines, Inc. Financial Review		<b><u>Pace Performance Measure Reviews</u></b> Review of Performance Measures #4 - Provide Courteous Transportation Services
	<b><u>Internal Controls and Risk Assessment</u></b> Control Self Assessment 2008 Results		<b><u>Other Projects</u></b> Closeout of Grants IL-03-0242/CAP-04-890 Pace Financial Statements Review RTA Pension Plan Data Review
	<b><u>Other Department Activity</u></b> Drug & Alcohol Random Testing Calls EEO Fourth Quarter, 2008 Report 2009 Internal Audit Plan		<b><u>Other Department Activity</u></b> Risk Assessment and Internal Control Review Drug & Alcohol Random Testing Calls EEO First Quarter, 2009 Report TeamMate software data input
	<b><u>Paratransit</u></b> Art's Transportation Contract Closeout Missing Laptops - ADA Contractor		
	<b><u>Pace Performance Measure Reviews</u></b> Goal #2 - Provide Clean Transportation		

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**Internal Audit Projects Completed**

Attachment C

**January 1 - December 31, 2009**

(In Alpha Order By Quarter)

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**3rd Qtr  
July-Sept.**

**Audit Committee Assistance**

Audit Committee Meeting & Agenda Package

**DBE Financial Review**

**No Change Affidavit & Personal Net Worth**

C. Bartoli-Ridgewood Engineering, Inc.,  
Cox-360° Supply LLC

**DBE Renewal Certification**

Data Media Products, Inc.  
KL Consultants, Ltd.  
KOI Computers, Inc.  
Muller & Muller, Ltd.,  
RTR Technologies, Inc.  
Spectrum Engineering, Inc.

**DBE Certification**

Carol Naughton & Associates, Inc.  
TKO Installations, Inc.

**Farebox and Bin Audits**

Pace South Division  
Pace Southwest Division

**Farebox Cash Revenue Reviews**

Pace Heritage Division

**Fixed Route Municipal Carriers**

Village of Niles

**Fixed Route Contract Carriers**

Colonial Damaged Farebox Recommendations

**Other Department Activity**

Drug & Alcohol Random Testing Calls  
EEO Second Quarter, 2009

**Pace Performance Measures**

TeamMate Software Input  
Performance Measure #3 Review-  
Provide Reliable Transportation Services

**4th Qtr  
Oct.-Dec.**

**Audit Committee Assistance**

Audit Committee Meeting & Agenda Package  
Audit Committee Annual Report

**Control Self Assessment 2009**

November 6, 2009 Managers Workshop  
Risk Assessment Questionnaire

**Farebox and Bin Audits**

Pace Heritage Division  
Pace North Division

**Grant Closeouts**

IL-90-x401  
IL-03-0232/CAP-04-871

**Fixed Route Municipal Carriers**

City of Highland Park

**Financial Reviews**

City of Highland Park-Additional Funding

**Management Requests**

Travel and Business Expense Review

**Other Department Activity**

EEO Second Quarter, 2009 Report  
TeamMate Software Input

**Pace Performance Measures**

Performance Measure #1  
Provide Safe Transportation Services

**Walk-Thru Division Site Inspections**

Pace River Division  
Pace North Division

January 1 - December 29, 2010

(In Alpha Order By Quarter)

1st Qtr  
Jan-Mar2nd Qtr  
Apr-Jun**Accounting and Finance**

Pace South Division Petty Cash Review

**Audit Committee 2010**Audit Committee Meeting, 1st Quarter  
Meeting with External Auditors**Facility Inspections**First Student - Glen ellyn  
First Transit - Grayslake  
Highland Park  
MV Transportation - Alsip  
Pace Heritage Division  
Pace Northwest Division  
Pace South Division**Financial Reviews**

Rolta TUSC, Inc.

**Paratransit**

Review of TAP Voucher Internal Controls

**Safety and Security**

Terminated Employee Access

**Other Department Activity**2010 Internal Audit Plan  
Drug and Alcohol Random Testing Calls  
EEO Investigations  
EEO First Quarter Report, 2010  
2009 Internal Audit Accomplishments  
First Quarter 2010 Audit Progress Report**Accounting and Finance**Wire Transfer Review  
Purchasing Card Review  
Assigned Company Car**Audit Committee 2010**Audit Committee Meeting, 2nd Quarter  
Pace Financial Statement 2009 Review**Facility Inspections for 2009**First Student-Westmont Walk-thru Site Insp.  
Pace Fox Valley Division Walk-thru Site Insp.  
Veolia - Addison Walk-thru Site Insp.**Fixed Route**First Student Glen Ellyn Farebox Cash Review  
Village of Niles, for December 31, 2010**Grant Closeout**IL-90-x260/CAP-01-788/CAP-95-510/  
SBD-027-94/SBD-028-94  
IL-57-x004**Paratransit**Summary of Recommendations prepared by  
Paratransit TranSystems - Audit of Chicago  
ADA Service Changes**Other Department Activities**Drug and Alcohol Random Testing Calls  
EEO Investigations  
EEO Second Quarter Report, 2010  
Second Quarter 2010 Audit Progress Report

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**Internal Audit Projects Completed**

Attachment C

**January 1 - December 29, 2010**

(In Alpha Order By Quarter)

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**3rd Qtr  
July-Sept.**

**Audit Committee 2010**

Audit Committee Meeting, 3rd Quarter

**DBE Contractor Compliance**

Uniform Report of DBE Awards Review -  
1st Half Fiscal Year 2010

**Financial Reviews**

Commuter Advertising, Inc.

**Facility Inspections for 2009**

West Division Walk-thru Site Insp. Follow-Up  
Northwest Division Walk-thru Site Insp. Follow-Up

**Fixed Route**

River Division Farebox Audit and Bin Count  
2009 Year-end Division Audits  
West Division Farebox Audit and Bin Count  
Northwest Bin Count

**New Projects-Per Management Request**

Procurement Disqualified Bids Review  
Company Car Assignment Review

**Other Department Activities**

Drug and Alcohol Random Testing Calls  
EEO Investigations  
2010-2013 EEO Program  
EEO Third Quarter Report, 2010

**4th Qtr  
Oct.-Dec.**

**Audit Committee 2010**

Audit Committee Meeting, 4th Quarter

**Closeout of Grants**

IL-26-7009

**DBE Compliance**

Uniform Report of DBE Awards Review -  
2nd Half FY2010

**Fixed Route**

Pace South Division Farebox and Bin Count  
City of Highland Park Transit Program -  
for 12/31/2009

**New Project-Per Management Request**

Advantage Vanpool Van #3500 -  
Fuel Card Review  
Pace Company Car Usage-Adm.  
Daily Time Reports - Adm.

**Other Department Activities**

Drug and Alcohol Random Testing Calls  
EEO Investigations  
RTA Whistleblower Concerns  
EEO Fourth Quarter Report, 2010  
EEO Program Communication  
2010 Internal Audit Accomplishment Report

**Internal Audit Projects Completed  
January 1 – December 31, 2011**

(In Alpha Order by Quarter)

1<sup>st</sup> Qtr.  
Jan - Mar

Administration

Vehicle Sales  
Vehicle Titles

Audit Committee 2011

Audit Committee Meeting, 1st Quarter  
Executive Session  
Meeting with External Auditors

Closeout of Grants

IL-04-0026

Financial Reviews

GIRO, Inc. Financial Review

Internal Controls and Risk Assessment

2010 Risk Assessment Results  
2010 Risk Assessment with RTA Categories

RTA Requests

Executive Salary – Data Request  
Risk Assessment – RFP Review  
Seniors Ride Free – Data Request  
Whistle Blower Concerns - 6

Other Department Activities

2011 Internal Audit Plan  
Drug and Alcohol Random Testing Calls  
EEO Reporting and Investigations  
EEO Report, 1<sup>st</sup> Quarter 2011  
Personnel Action Review and Approval  
TeamMate Software update & data testing  
Training and Development

2<sup>nd</sup> Qtr.  
Apr - Jun

Audit Committee 2011

Audit Committee Meeting, 2nd Quarter

Executive Services

Headquarter Employee's Time Sheet  
Review

Closeout of Grants

IL-90-X506  
IL-90-X420  
IL-57-X005  
IL-37-X068

Financial Reviews

Pace Financial Statement Review

Fixed Route

Academy Coach Final Payment  
Village of Niles – Twelve Months Ended  
December 31, 2010

RTA Requests

RTA 2010 Pension Plan Data Review  
RTA Risk Assessment Planning Meetings  
Whistle Blower Concerns - 1

Other Department Activities

Drug and Alcohol Random Testing Calls  
First Quarter 2011 Audit Progress Report  
EEO Reporting and Investigations  
EEO Report, 1st Quarter 2011  
Personnel Action Review and Approval  
Recommendation Log Updates  
TeamMate Software update & data entry  
Training and Development

**Internal Audit Projects Completed  
January 1 – December 31, 2011**

(In Alpha Order by Quarter)

3<sup>rd</sup> Qtr.  
July - Sept

Closeout of Grants

IL-90-X279  
SBD-2006-LD

Fixed Route

Pace Fox Valley Division Farebox Audit &  
Bin Count  
Pace Heritage Division Farebox Audit &  
Bin Count  
Pace North Shore Division Farebox Audit &  
Bin Count

Internal Services

Petty Cash Audit  
Oracle Cost Review Audit

Other Audit Projects – (Per Pace Request)

Davis-Bacon Review – Sign & Shelter  
Contracts  
Building Entry Data Review  
ADA Swipe Card – Review of Four Invoices

Revenue Services

2010 Year-end Division Audit  
Pace Fox Valley & River Division Insurance  
Site Visit  
Advantage Vanpool Van #3564, #3770,  
#1861, #3254, & #1727 Fuel Card Review  
Advantage Vanpool Van #3500 Fuel Card  
Review – Follow-up

RTA Requests

RTA Risk Assessment Planning Meetings  
Whistle Blower Concerns

Other Department Activities

Drug and Alcohol Random Testing Calls  
Second Quarter 2011 Audit Progress  
Report  
Third Quarter 2011 Audit Progress Report  
EEO Reporting and Investigations  
EEO Report, 2nd Quarter 2011  
Personnel Action Review and Approval  
Recommendation Log Updates  
TeamMate Software update & data entry  
Training and Development

4<sup>th</sup> Qtr.  
Oct – Dec

Closeout of Grants

IL-95-x015

Fixed Route

City of Highland Park – Twelve Months  
Ended December 31, 2010  
First Transit – McHenry Walk-thru Site  
Inspection  
Heritage Division Walk-Thru Site  
Inspection  
North Shore Division Walk-Thru Site  
Inspection  
Northwest Division Farebox Audit &  
Bin Count  
South Division Farebox Audit & Bin  
Count  
South Division Walk-Thru Site  
Inspection  
Southwest Division Walk-Thru Site  
Inspection  
West Division Bin Count  
Schaumburg Trolley Fixed Route Service  
(Rt. 905)  
Village of Schaumburg Dial-A-Ride

Internal Services

Off-site Print Shop Walk-Thru Site  
Inspection  
Purchasing Card Review – Follow-up  
Workmen's Compensation – Limited  
Review

RTA Requests

RTA Risk Assessment Planning Meetings

Management Requests

Indiana Toll Road Vanpool I-Pass Use

Other Department Activities

Drug and Alcohol Random Testing Calls  
EEO Reporting and Investigations  
EEO Report, 3rd Quarter 2011  
Personnel Action Review and Approval  
Recommendation Log Updates  
TeamMate Software update & data entry  
Training and Development

## Internal Audit Projects Completed

January 1 – December 31, 2012

(In Alpha Order by Quarter)

1<sup>st</sup> Qtr.

Jan. – Mar.

Audit Committee

2012 Internal Audit Plan  
Crowe Horwath Meeting

Closeout of Grants

IL-90-X345  
IL-37-X014

Executive Services

Control Self-Assessment Results from 12/8/11  
Workshop  
Results of 2011 Risk Assessment of Pace

Fixed Route

Pace North Division Walk-thru Site Inspection

Internal Services

Terminated Headquarters Employee Access and  
Payroll Removal Follow-up

RTA Audit Requests

Executive Compensation  
ADA Paratransit Triennial  
RFP for DBE, HR Hiring/Promotions, Fraud  
5 Year Audit Program & Protocols

Other Department Activities

Drug and Alcohol Random Testing Calls  
EEO Reporting and Investigations  
EEO Report, 4th Quarter 2011  
Personnel Action Review and Approval  
TeamMate Software update & data testing  
Training and Development

2<sup>nd</sup> Qtr.

Apr. – Jun.

Audit Committee

Pace 2011 Financial Statement Review  
Audit Committee Meeting, 2nd Qtr. 6/6/12

2<sup>nd</sup> Qtr.

Apr. – Jun. continued

Executive Services

ADA Contractors DBE Compliance Follow-Up  
EEO Investigations  
EEO First Quarter 2012 Report  
EEO Personnel Action Review and Approval  
Uniform Report of DBE Awards Review  
– 1st half of FY 2012

Internal Services

Division Ticket Review  
Procurement Disqualified Bid Review Follow-up  
Pace 2011 Financial Statement Review

Closeout of Grants

IL-57-x011  
IL 95-X003  
SBD-2003-LSC2

Revenue Services – Year End 2011 Div. Audits

2011 Year-end Div. Audit Observations (General)  
Fox Valley & Heritage Divisions  
North Division  
Northwest & North Shore Divisions  
River Division  
Southwest Division  
West & South Divisions

Revenue Services - Fixed Route

Village of Niles Fixed Route Transit Program Audit  
Pace River Division Farebox Audit & Bin Count

Revenue Services – Walk-through Site Inspections

First Transit – Joliet 2011  
First Transit – Schaumburg 2011  
MV Transportation - Alsip 2011  
MV Transportation – Batavia 2011  
MV Transportation – Carol Stream 2011  
Pace River Division 2012

Revenue Services - Paratransit Municipal Carrier

Palatine Township Dial-a-Ride Paratransit  
Program Audit

## Internal Audit Projects Completed

January 1 – December 31, 2012

(In Alpha Order by Quarter)

2<sup>nd</sup> Qtr.

Apr. – Jun. continued

Revenue Services – Vanpool

Vanpool Illinois Tollway I-Pass Use Review  
 Palatine Township Community Vehicle Program

RTA

ADA Paratransit Triennial  
 Executive Compensation

Other Department Activities

Drug and Alcohol Random Testing Calls  
 Recommendation Log Updates  
 TeamMate software data entry and Risk Module  
 Training and Development – IIA

3<sup>rd</sup> Qtr.

July – Sept.

Audit Committee

Third Quarter Audit Committee Meeting,  
 September 12, 2012

Executive Services

EEO Second Quarter 2012 Report  
 Heritage HMO/PPO Employee Health Cost Review

Closeout of Grants

CAP-10-950-ARRA  
 SBD-110-91-B

Revenue Services - Fixed Route

City of Highland Park Fixed Route Transit  
 Program Audit  
 South Division Farebox Audit and Bin Count  
 Southwest Division Farebox Audit and Bin Count  
 West Division Farebox Audit and Bin Count

3<sup>rd</sup> Qtr.

July – Sept. continued

Other Department Activities

Drug and Alcohol Random Testing Calls  
 Recommendation Log Updates  
 TeamMate software data entry and Risk Module  
 Training and Development – IIA, ISACA, MISTI, etc.

4<sup>th</sup> Qtr.

Oct. – Dec.

Executive Services

Control Self-Assessment Results 10/19/12  
 Managers Top Concerns  
 Managers Workshop 10/19/12  
 Third Quarter 2012 Audit Progress Report  
 Results of 2012 Risk Assessment  
 ALGA Quality Assessment of Internal Audit  
 Uniform Report of DBE Awards Review - 2<sup>nd</sup> Half FY 2012

Closeout of Grants

IL-90-X303/CAP-97-562-FED/SBD-031-96-  
 9B/SBD-032-96-9D/SBD-033-96-9b.Pace 96

Procurement

Installation of Sign & Shelters – cost element review  
 Purchase of Touch Screen Kiosk – cost element review  
 Installation of Bus Shelters – cost element review  
 HQ Parking Lot Proposals - cost element review  
 Consulting Services Change Order – cost element review

Fixed Route

North Division Farebox Audit and Bin Count

Revenue Services – Walk-through Site Inspections

SCR Facility Inspection  
 First Student – Westmont Facility Inspection

Other Department Activities

Drug and Alcohol Random Testing Calls  
 Recommendation Log Updates  
 TeamMate Software update & data entry  
 Training and Development