

## December 2020 Bookkeeper Bulletin – NEW ridership & monthly report form



Dear Metro Commuter Van Bookkeeper,

**Our current Excel Monthly Report is ending 12/31/20. We decided to take this opportunity to change the Monthly Report to simplify, streamline, and reduce the report to one page. Find the new Monthly Report in the Bookkeeper forms & reporting section in our [Vanpool Resources page](#) (you may need to clear your browser cache to clear the old report out).**

**Effective 01/01/21, please complete your Monthly Reports using [this new current version](#). Below are a few Tips that should assist with completing the report. Thank you for helping us implement this new Monthly Report.**

### TIPS

- The spreadsheet is locked but all blue fields are editable
- Be sure to Enable Content (at the top), this will ensure that formulas work properly for you, save as Macro version. The only macros used disable the copy/paste function and auto alphabetizing the rider list
- If you hover over the small red triangles, explanations pop up for that particular field
- Some fields have drop down options when you click on them
- There are hyperlinks on the form that will direct you to Participant Agreements, ORCA Passport Forms, and Online Payment Instructions
- The Rider Roster section alphabetizes the riders by last name as soon as you enter their full name. Watch for this to happen when you are entering the rest of the rider's information because it will reorder the names
- The two additional tabs at the bottom are there to assist you with fare calculations and form instructions
- Complete the report in section order, 1-7
  - For groups Operating during COVID, complete all sections
  - For groups Not Operating/Parked, complete sections 1-3

### REMINDERS

- Monthly Reports are due each month by the 10th, for both commuting / operating and non-commuting / non-operating groups. Reports submitted after the 10th may be charged a \$25 late fee.
- Working days reported should be the actual number of days your van commuted to work that month, not to exceed the maximum allowable.
- Notify your Accounting Rideshare Services Representative (RSR) if your group has been non-operational (parked) due to Covid and will resume use of the van for work commuting, has a route change, or work schedule days have changed
- Bookkeeper information and resources are available [here](#)

If you have any questions, please contact your group's Accounting RSR. Please include your group number (GIN) on all correspondence. Thank you for all you do to support your groups and the King County Metro Commuter Van Program.

King County Metro Mobility Services

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