Review for Compliance with
2 CFR Part 200 -
Uniform Administrative Requirements, Cost Principles and Audit
Requirements for Federal Awards
Subpart F – Audit Requirements

Auditee: _____________________________________________________

Audit Period: ___________________________________________________

Conclusion:

In my opinion, this auditee:

[ ] has materially complied with 2 CFR Part 200 – Subpart F

[ ] has not materially complied with 2 CFR Part 200 – Subpart F

Signature of Reviewer __________________________ Date __________________________

CHECKLIST

The following checklist is meant as a guide to assist the reviewer in determining if the auditee has complied
with the Office of Management and Budget 2 CFR Part 200 – Subpart F (hereafter referred to as Subpart
F) and the Oregon Accounting Manual (OAM). The questions listed below are based on requirements
included in Subpart F, generally accepted government auditing standards (GAGAS), generally accepted
accounting principles (GAAP) and the OAM. The checklist applies only to subrecipients that expend federal
awards of at least $750,000 per year [§200.501(a)] and are required to have an audit in accordance with
Subpart F.

1. Were the required reports submitted the earlier of: (a) no later
than 9 months from the end of the audit period; or (b) no later
than 30 days after the receipt of the auditor’s report(s) to the
auditee, unless for a different period is specified in a program
specific audit guide [§200.507 (c) (1) and §200.512 (a) (1)].

Yes ______ No ______ N/A ______
2. Does the audit cover only one year? If there was a biennial audit, have both years been audited and does the organization meet the restrictions on which organizations are allowed to have a biennial audit? [§200.504]

   Yes  No  N/A


   Is the auditor a licensed CPA, a person working for a licensed CPA firm or for a government auditing organization, or a licensed accountant in a state that has a multi-class licensing system that recognizes licensed accountants other than certified public accountants? [GAGAS, Yellow Book, §3.75]

   Yes  No  N/A

Scope Paragraph

4. Does the report state that the audit was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS)? [GAGAS, Yellow Book, §4.18; §200.514 (a)]

   Yes  No  N/A

5. Is the report free from any identified scope limitation?

   Yes  No  N/A

6. If the auditor refers to the work of another auditor, does the report indicate the division of responsibility and the magnitude of the portion of the financial statements examined by the other auditor?

   Yes  No  N/A

Opinion and Explanatory Paragraphs

7. If the financial statements are intended to be presented in accordance with GAAP, does the report contain an opinion on whether the financial statements present fairly, in all material respects, the financial position and the results of operations and are in conformity with GAAP? If not, does the report include an assertion that an opinion cannot be expressed? [AU-C 800]

   Yes  No  N/A

8. If the financial statements are intended to be presented in accordance with another comprehensive basis of accounting:

   A. Is there a separate explanatory paragraph or note which describes the basis of presentation and how the basis differs from GAAP?

      Yes  No  N/A

   B. Does the report contain a disclaimer on whether the financial statements are fairly presented in accordance with the basis of accounting described?

      Yes  No  N/A
9. If a disclaimer of opinion is issued, are the reasons stated?  

10. Are there separate explanatory paragraphs disclosing each substantive reason for withholding an unqualified opinion?  

**Schedule of Expenditures of Federal Awards**

11. Does the Schedule of Expenditures of Federal Awards [§200.510 (b)]:

   A. List individual federal programs by federal agency? List individual federal programs included in a cluster of programs, if applicable? List R&D total federal awards expended by either individual award or by federal agency and major subdivision within the federal agency?  

   B. For federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity?  

   C. Provide total awards expended for each individual federal program and the Catalog of Federal Domestic Assistance (CFDA) number or other identifying number when the CFDA number is not available?  

   D. Include notes that describe the significant accounting policies used in preparing the schedule? Including a note whether or not the non-federal entity elected to use the 10% de minimis cost rate as covered in §200.414 (f)?  

   E. Identify the total amount from pass-through entities provided to subrecipients from each federal program?  

   F. For loan or loan guarantee programs described in §200.502 (b), identify in the notes to the schedule of balances outstanding at the end of the audit period in addition to including the total federal awards expended for loan or loan guarantee programs in the schedule?  

12. Have all material discrepancies between the schedule of expenditures of federal awards (SEFA) provided by SARS and the SEFA provided by the subrecipient been resolved?
Audit Reporting

13. The auditor’s report(s) may be in either combined or separate reports. Does (Do) the report(s) include the following [§200.507 (b) (4) and §200.515]:

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A. An opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole?

B. A report on internal control related to the financial statements and major programs? This report must describe the scope of testing of internal control and the results of the tests, and, where applicable, refer to the separate schedule of findings and questioned costs.

C. A report on compliance for each major program and report and internal control over compliance? Does this report also include the scope of the testing of internal control over compliance, include an opinion as to whether the auditee complied with federal statutes, regulations, and the terms and conditions of federal awards which could have a direct and material effect on each major program, and, where applicable, refer to the separate schedule of findings and questioned costs?

D. A schedule of findings and questioned costs which include the following three components:

   (1) A summary of the auditor’s results which must include:

   a. The type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP (i.e., unmodified, qualified, adverse, or disclaimer of opinion)?

   b. Where applicable, a statement that significant deficiencies or material weaknesses in internal control were disclosed by the audit of the financial statements?

   c. A statement as to whether the audit disclosed any noncompliance which is material to the financial statements of the auditee?
d. Where applicable, a statement that significant deficiencies or material weaknesses in internal control over major programs were disclosed by the audit?  

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<th>Yes</th>
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e. The type of report the auditor issued on compliance for major program (i.e., unmodified, qualified, adverse, or disclaimer of opinion)?  

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f. A statement as to whether the audit disclosed any audit findings that the auditor is required to report?  

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g. An identification of major programs by listing each individual major program? (In the case of a cluster of programs only the cluster name as shown on the SEFA is required)  

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h. The dollar threshold used to distinguish between Type A and Type B programs?  

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i. A statement as to whether the auditee qualified as a low-risk auditee?  

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(2) Findings related to the financial statements that are required to be reported in accordance with GAGAS?  

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<th>Yes</th>
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(3) Findings and questioned costs for federal awards?  

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<th>Yes</th>
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a. Are audit findings (e.g., internal control findings, compliance findings, questioned costs, or fraud) which relate to the same issue presented as a single audit finding?  

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<th>Yes</th>
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b. Are audit findings that relate to both the financial statements and federal awards reported in both sections of the schedule? (One schedule may be in summary form if the other is in detail.)  

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<th>Yes</th>
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E. Where applicable, does the schedule of audit findings and questioned costs include [§200.516 ];

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<th>Yes</th>
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<td>(1) Significant deficiencies and material weaknesses in internal control over major programs and significant instances of abuse relating to major programs?</td>
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<td>(2) Material noncompliance with the provisions of federal statues, regulations, or the terms and conditions of federal awards related to a major program?</td>
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<td>(3) Known questioned costs and likely questioned costs that are greater than $25,000 for a type of compliance requirement for a major program?</td>
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<td>(4) Known questioned costs that are greater than $25,000 for a federal program that is not audited as a major program but comes to the attention of the auditor?</td>
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<td>(5) The circumstances concerning why the auditor’s report on compliance for each major programs is other than an unmodified opinion, unless reported elsewhere?</td>
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<td>(6) Known or likely fraud affecting a federal award unless such fraud is otherwise reported as an audit finding in the schedule of findings and questioned costs for federal awards?</td>
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<td>(7) Instances where the results of audit follow-up procedures disclosed that the summary schedule of prior audit findings prepared by the auditee materially misrepresents the status of any prior audit findings?</td>
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<td>(8) Do audit findings include the following, as applicable:</td>
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<td>a. Federal award identification (such as a CFDA number)?</td>
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<td>b. Criteria for finding?</td>
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<td>c. Condition found?</td>
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<td>d. Identification of questioned costs and how computed?</td>
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e. Information for judging prevalence and consequences of findings?  
   Yes  No  N/A

f. Cause?  
   Yes  No  N/A

g. Identification if repeat of prior year audit finding(s)?  
   Yes  No  N/A

h. Recommendations?  
   Yes  No  N/A

i. Views of responsible officials?  
   Yes  No  N/A

**Summary Schedule of Prior Audit Findings**

14. The summary schedule of prior audit findings must report the status of all audit findings included in the prior audit’s schedule of findings and questioned costs. [§200.511 (b)]

   A. When audit findings were fully corrected, does the summary schedule list the audit findings and state that corrective action was taken?  
      Yes  No  N/A

   B. When audit findings were not corrected or were only partially corrected, does the summary schedule describe the reasons for the finding’s recurrence and planned corrective action as well as any partial corrective action taken?  
      Yes  No  N/A

   C. When corrective action taken is significantly different from corrective action previously reported in a corrective action plan or in the federal agency’s or pass-through entity’s management decision, does the summary schedule provide an explanation?  
      Yes  No  N/A

   D. When the auditee believes the audit findings are no longer valid or do not warrant further action, are the reasons for this position described in the summary schedule? (See §200.511 (b) (3) for valid reason requirements.)  
      Yes  No  N/A

   E. Does the schedule also include audit findings reported in the prior audit’s summary schedule of prior audit findings unless not warranted?  
      Yes  No  N/A

**Corrective Action**

15. Has the auditee prepared a corrective action plan in a document separate from the auditor’s findings to address each audit finding included in the current year auditor’s reports? [§200.511 (c)]  
   Yes  No  N/A
A. Does the corrective action plan provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date?

Yes ☐ No ☐ N/A ☐

B. If the auditee does not agree with the audit findings or believes corrective action is not required, does the corrective action plan include an explanation and specific reasons?

Yes ☐ No ☐ N/A ☐

Management Decision

18. Have adequate management decisions been issued concerning all audit findings within six months after receipt acceptance of subrecipient’s audit report? Each individual state agency that passes federal funds to a subrecipient is required to issue a management decision concerning any related audit findings. If an audit finding affects programs of more than one federal agency, the audit agency is responsible for coordinating a management decision among the separate agencies. Management decisions shall clearly state whether the audit finding is sustained, the reasons for the decision, and the expected auditee action to repay disallowed costs, make financial adjustments, or take other action. Audit findings shall include the reference numbers assigned by the auditor. [§200.521]

Yes ☐ No ☐ N/A ☐

19. Has subrecipient taken appropriate and timely corrective action concerning each audit finding? [§200.521]

Yes ☐ No ☐ N/A ☐