

**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:	
<input type="checkbox"/>	has materially complied with 2 CFR Part 200 – Subpart F
<input type="checkbox"/>	has <i>not</i> 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.

<u>General</u>	Yes	No	N/A
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]	_____	_____	_____

Auditor’s Report on the Financial Statements

3. 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]	_____	_____	_____
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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)]	_____	_____	_____
5. Is the report free from any identified scope limitation?	_____	_____	_____
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?	_____	_____	_____

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]	_____	_____	_____
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?	_____	_____	_____
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?	_____	_____	_____

		Yes	No	N/A
<u>Audit Reporting</u>				
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]:	_____	_____	_____
	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?	_____	_____	_____

	Yes	No	N/A
d. Where applicable, a statement that significant deficiencies or material weaknesses in internal control over major programs were disclosed by the audit?	_____	_____	_____
e. The type of report the auditor issued on compliance for major program (i.e., unmodified, qualified, adverse, or disclaimer of opinion)?	_____	_____	_____
f. A statement as to whether the audit disclosed any audit findings that the auditor is required to report?	_____	_____	_____
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)	_____	_____	_____
h. The dollar threshold used to distinguish between Type A and Type B programs?	_____	_____	_____
i. A statement as to whether the auditee qualified as a low-risk auditee?	_____	_____	_____
(2) Findings related to the financial statements that are required to be reported in accordance with GAGAS?	_____	_____	_____
(3) Findings and questioned costs for federal awards?	_____	_____	_____
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?	_____	_____	_____
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.)	_____	_____	_____

	Yes	No	N/A
E. Where applicable, does the schedule of audit findings and questioned costs include [§200.516]:			
(1) Significant deficiencies and material weaknesses in internal control over major programs and significant instances of abuse relating to major programs?	_____	_____	_____
(2) Material noncompliance with the provisions of federal statutes, regulations, or the terms and conditions of federal awards related to a major program?	_____	_____	_____
(3) Known questioned costs and likely questioned costs that are greater than \$25,000 for a type of compliance requirement for a major program?	_____	_____	_____
(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?	_____	_____	_____
(5) The circumstances concerning why the auditor's report on compliance for each major programs is other than an unmodified opinion, unless reported elsewhere?	_____	_____	_____
(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?	_____	_____	_____
(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?	_____	_____	_____
(8) Do audit findings include the following, as applicable:			
a. Federal award identification (such as a CFDA number)?	_____	_____	_____
b. Criteria for finding?	_____	_____	_____
c. Condition found?	_____	_____	_____
d. Identification of questioned costs and how computed?	_____	_____	_____

	Yes	No	N/A
e. Information for judging prevalence and consequences of findings?	_____	_____	_____
f. Cause?	_____	_____	_____
g. Identification if repeat of prior year audit finding(s)?	_____	_____	_____
h. Recommendations?	_____	_____	_____
i. Views of responsible officials?	_____	_____	_____

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?	_____	_____	_____
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?	_____	_____	_____
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?	_____	_____	_____
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.)	_____	_____	_____
E. Does the schedule also include audit findings reported in the prior audit's summary schedule of prior audit findings unless not warranted?	_____	_____	_____

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)]

	_____	_____	_____
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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?

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?

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 must 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 must include the reference numbers assigned by the auditor. [§200.521]

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