

Schedule of Expenditures of Federal Awards Illustrative Auditee Practice Aids¹

The AICPA's [Governmental Audit Quality Center](#) (GAQC) launched a series of task forces to address deficiencies that were noted in a June 2007 federal study on the quality of audits performed under [Office of Management and Budget \(OMB\) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations](#) (Circular A-133)—also referred to as single audits. The study results are detailed in a report titled, *Report on National Single Audit Sampling Project* (the PCIE report), that was issued by [the President's Council on Integrity and Efficiency](#) (PCIE) and can be accessed in its entirety at the following URL: <http://www.ignet.gov/pande/audit/NatSamProjRptFINAL2.pdf>. One of the AICPA task forces (the SEFA task force) was established in response to audit quality issues identified in the PCIE report that relate to the auditor's procedures and reporting on the Schedule of Expenditures of Federal Awards (SEFA).

Chapter 7, *Schedule of Expenditures of Federal Awards*, of the [AICPA Audit Guide, Government Auditing Standards and Circular A-133 Audits](#), describes the various Circular A-133 requirements relating to the SEFA for both the auditor and the auditee. The SEFA, which is prepared by the auditee and considered supplementary information, is an important part of the reporting package required by Circular A-133. The auditor is required by Circular A-133 to determine and provide an opinion on whether the SEFA is presented fairly in all material respects in relation to the auditee's financial statements taken as a whole. Further, the information in the SEFA serves as the primary basis for the auditor's major program determination which is a key component of performing a single audit.

The main objective of the SEFA task force was to develop guidance to assist auditors in addressing their responsibilities for the SEFA from an audit perspective. However, because preparation of the SEFA is an auditee responsibility, auditees share an important role in ensuring that the SEFA is prepared accurately and completely. This is particularly critical in that the auditor's major program determination is dependent on the accuracy and completeness of the information that makes up SEFA. As a result, the SEFA task force believes that audit quality will be further enhanced by providing tools to the auditee and has developed the attached Practice Aids to assist auditees in preparing a SEFA that includes all required elements and is accurate and complete.

The two Practice Aids developed as auditee tools by the SEFA task force are as follows:

- **Worksheet for Identifying Federal Program Information**: This Practice Aid is intended to assist the auditee in accumulating and documenting important information for each of its federal awards.
- **Auditee Disclosure Checklist for the SEFA**: This Practice Aid is intended to assist recipients of federal financial assistance in preparing a SEFA in accordance with Circular A-133.

¹ Note that these Practice Aids do not contemplate any additional SEFA or other auditee requirements relating to the [American Recovery and Reinvestment Act of 2009](#) (Recovery Act). Watch the [GAQC Recovery Act Resource Center](#) on the GAQC Web site for further updates, illustrations, and tools relating to the Recovery Act.

These Practice Aids *Auditee Worksheet for Identifying Federal Program Information and Disclosure Checklist: Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133* are intended to help auditees comply with the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (Circular A-133). Users of these Practice Aids should consult the original material referenced in these Practice Aids for a complete understanding of the standards, requirements, and guidance.

These Practice Aids have not been approved, disapproved, or otherwise acted on by any senior technical committee of the AICPA and have no official or authoritative status.

Auditee Worksheet for Identifying Federal Program Information

1. Grant title:

2. Federal program name:

3. Award number:

4. Federal agency:

5. *Catalog of Federal Domestic Assistance* (CFDA) and other identifying federal numbers (www.cfda.gov):

6. Award period (indicate if the award is multi-year):

7. Have there been any extensions (e.g. no-cost) or amendments to this grant? If so, please describe:

8. Is this grant for research and development programs? If so, identify major subdivision of Agency:

9. Name of pass-through entity (if applicable):

10. Pass-through entity's identifying number (if applicable):

Auditee Worksheet for Identifying Federal Program Information

11. Amount awarded: \$ _____

12. Is the Federal award noncash assistance? Yes ____ No ____

13. Is this a loan or loan guarantee program? Yes ____ No ____

14. What basis does the grant permit cash draws? Advance _____ or Reimbursement _____

If Advance, grantees on the Advance basis (per the grant) may elect to draw funds on the Reimbursement basis. What is the policy for actually drawing funds?

Advance _____ or Reimbursement _____

15. Has the federal agency or the pass-through entity requested that this program be audited as major under the provisions of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (A-133), section 215(c)(2)?

Yes ____ No ____

If yes, please provide additional information (e.g. agency requestor, program name, CFDA number, documentation of request):

16. Program Manager(s): _____

17. Fiscal Manager(s): _____

Auditee Worksheet for Identifying Federal Program Information

18. Check the compliance requirements identified in Part II “*Matrix of Compliance Requirements*” in the most current edition of the [OMB Circular A-133 Compliance Supplement](#) (*Compliance Supplement*) applicable to the program and identify personnel responsible for compliance:

| Type of Compliance Requirement | Person(s) Responsible |
|-------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> A. Activities allowed or unallowed | _____ |
| <input type="checkbox"/> B. Allowable costs/cost principles | _____ |
| <input type="checkbox"/> C. Cash management | _____ |
| <input type="checkbox"/> D. Davis-Bacon Act | _____ |
| <input type="checkbox"/> E. Eligibility | _____ |
| <input type="checkbox"/> F. Equipment & real property management | _____ |
| <input type="checkbox"/> G. Matching, level of effort, & earmarking | _____ |
| <input type="checkbox"/> H. Period of availability of federal funds | _____ |
| <input type="checkbox"/> I. Procurement and suspension & debarment | _____ |
| <input type="checkbox"/> J. Program income | _____ |
| <input type="checkbox"/> K. Real property acquisition & relocation assistance | _____ |
| <input type="checkbox"/> L. Reporting | _____ |
| <input type="checkbox"/> M. Subrecipient monitoring | _____ |
| <input type="checkbox"/> N. Special tests and provisions | _____ |

Please identify other relevant information.

Prepared by _____ Date _____

Disclosure Checklist: Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133

Conclusion: The schedule of expenditures of federal awards presents the minimum data elements required by the Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, section 310(b).

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Comments concerning any “no” answers above:

Item Number

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Prepared by:

Date:

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^{Fn 1} When the CFDA number is not available, the auditee has alternatives for presenting that information. The auditee can indicate that the CFDA number is not available and include, if available, another identifying number, such as a contract or grant number. The auditee can also apply the guidance presented in the Federal Audit Clearinghouse’s data collection form instructions for when a federal program does not have a CFDA number. Specifically, if the program has a contract or grant number, the number shown as the CFDA number could be the awarding agency’s two-digit prefix listed for the agency in the appendix to the forms’ instructions (or 99 if the agency is not listed) followed by the contract or grant number. If the program does not have a contract or grant number, the number shown as the CFDA number could be awarding agency’s two-digit prefix (or 99) followed by “UNKNOWN.”