

# AICPA Governmental Audit Quality Center

## **Auditee Practice Aids: The Schedule of Expenditures of Federal Awards**

The Practice Aids, *Accumulating Federal Program Information*, and *Disclosure Checklist: Schedule of Expenditures of Federal Awards in Accordance with §200.510(b) of the Uniform Guidance*, are intended to help auditees subject to a single audit to comply with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

These Practice Aids have no authoritative status. Users of these Practice Aids should consult the original material referenced in these Practice Aids for a complete understanding of the underlying requirements and guidance.

These Practice Aids have not been approved, disapproved, or otherwise acted on by any senior technical committee of the AICPA and do not represent an official position of the AICPA. They are distributed with the understanding that the AICPA Governmental Audit Quality Center is not rendering legal, accounting or other professional services in this publication. The application and impact of laws can vary widely based on the specific facts involved. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

**Auditee Practice Aids: The Schedule of Expenditures of Federal Awards**

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## **Introduction and Background**

### **Auditee Practice Aids**

The Practice Aids included in this document are intended for recipients of federal awards (auditees) who are subject to a single audit under Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). They were developed by the AICPA's [Governmental Audit Quality Center](#) (GAQC) to assist auditees in accumulating information about federal awards and in preparing a schedule of expenditures of federal awards (SEFA) that includes all required elements and is accurate and complete.

The SEFA, which is prepared by the auditee and considered supplementary information to the financial statements, is a key part of the reporting package required by the Uniform Guidance. The SEFA also serves as the primary basis that auditors use to determine which programs will be audited as part of the single audit. Therefore, the auditee's responsibility for preparing an accurate and complete SEFA is critical.

Specifically, §200.510(b) of the Uniform Guidance requires the auditee to prepare a SEFA for the period covered by the auditee's financial statements which must include the total federal awards expended as determined in accordance with §200.502 of the Uniform Guidance, "Basis for Determining Federal Awards Expended."

The [AICPA Audit Guide, Government Auditing Standards and Single Audits](#), is a key AICPA publication covering the performance of single audits. The chapter of that Guide titled, *Schedule of Expenditures of Federal Awards*, further describes the various Uniform Guidance requirements relating to the SEFA for both the auditee and the auditor.

The two Practice Aids included in this document and intended as auditee tools are as follows:

### **Accumulating Federal Program Information**

This Practice Aid is intended to assist the auditee in accumulating and documenting important information for each of its federal programs. This is important for preparing the SEFA and also may be provided to the auditor for the purpose of communicating information about compliance.

### **Disclosure Checklist for the Schedule of Expenditures of Federal Awards in Accordance with §200.510(b) of the Uniform Guidance**

This Practice Aid is intended to assist the auditee in preparing a SEFA that includes all elements required by the Uniform Guidance.

Visit the GAQC Web site at [www.aicpa.org/GAQC](http://www.aicpa.org/GAQC) for additional information on single audit developments, tools, and resources.



# Accumulating Federal Program Information



Auditees should accumulate and document key information relating to each federal program to assist in preparing the SEFA, as well as to provide to auditors. Auditees may use a documentation format that best suits their size and complexity. For example, complex auditees, having numerous programs and awards, may wish to transfer the information below into a spreadsheet format that can be sorted by agency, award, etc.

1. Accumulate applicable data, such as the following, for each federal program:
  - (a) Type of federal financial assistance.
  - (b) Federal agency prefix and *Catalog of Federal Domestic Assistance* (CFDA) three-digit extension (or other identifying federal numbers when the CFDA information is not available). This Web site may help in locating CFDA numbers: [www.cfda.gov](http://www.cfda.gov),
  - (c) Federal agency name.
  - (d) Name of individual federal program or cluster of programs (cluster) name.
  - (e) Is this a cluster?
  - (f) If a cluster, list individual programs within the cluster.
  - (g) Award number(s).
  - (h) Award period.
  - (i) Was award (or incremental funding under this award) received on or after December 26, 2014?

**Note:** If the award or incremental funding under the award was received on or after December 26, 2014, the Uniform Guidance cost principles and administrative requirements apply to the award (or incremental funding). If the award was received before December 26, 2014, the former Office of Management and Budget cost principles and administrative requirements apply. This general rule applies unless the awarding agency has issued implementing regulations that alter the effective date of the Uniform Guidance.
  - (j) Award amount.
  - (k) Was any portion of the award passed through to subrecipients?
  - (l) If so, total amount(s) passed through to subrecipients.
  - (m) Is the award a subaward?
  - (n) If so, what is the identifying number assigned by the pass-through entity?
  - (o) Pass-through entity name.
  - (p) Subaward amount.
  - (q) Subaward period.
  - (r) If a subaward, was the original pass-through entity award (or incremental Funding) Received on or After December 26, 2014? [Respond Yes or No]

**Note:** The effective date of the Uniform Guidance as it relates to a subaward is the same as the effective date of the federal award from which the subaward is made. Therefore, if the original award or incremental funding under the award was received by the pass-through entity on or after December 26, 2014, the Uniform Guidance cost principles and administrative requirements apply to the subaward. However, if the original award was received by the pass-through entity before December 26, 2014, the former Office of Management and Budget cost principles and administrative requirements apply to the subaward. This general rule applies unless the federal awarding agency has issued implementing regulations that alter the effective date of the Uniform Guidance.

- (s) Do any of the awards (or subawards) include noncash assistance?
  - (t) Does any aspect of the program include loans or loan guarantees?
  - (u) Has the federal agency or the pass-through entity requested that this program be audited as major under the provisions §200.518(c)(2) of the Uniform Guidance?
  - (v) Name and contact information for Program Manager(s).
  - (w) Name and contact information for Fiscal Manager(s).
2. Identify the compliance requirements identified in Part II “*Matrix of Compliance Requirements*” in the most current edition of the [OMB Compliance Supplement](#) that are applicable to the program and identify the auditee personnel responsible for compliance.

<b><u>Type of Compliance Requirement</u></b>	<b><u>Applicable?</u></b>	<b><u>Name of Person(s) Responsible</u></b>
A. Activities allowed or unallowed		
B. Allowable costs/cost principles		
C. Cash management		
D. Reserved		
E. Eligibility		
F. Equipment and real property management		
G. Matching, level of effort, earmarking		
H. Period of performance		
I. Procurement and suspension and debarment		
J. Program income		
K. Reserved		
L. Reporting		
M. Subrecipient monitoring		
N. Special tests and provisions		

3. Have been any significant aspects of the above compliance areas that have changed for the program during the past year? If so, provide a brief description.
4. Indicate whether there have been any significant changes made to the internal control over compliance for the above compliance areas during the past year. If so, provide a brief description.
5. Include any other relevant information regarding this program for the past year.





# Disclosure Checklist for the Schedule of Expenditures of Federal Awards in Accordance with §200.510(b) of the Uniform Guidance

Yes	NO	N/A
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- |   |   |  |  |  |
|---|---|--|--|--|
| 1 | Does the Schedule of Expenditures of Federal Awards (SEFA):   |  |  |  |
|   | a. List individual federal programs by federal agency?  |  |  |  |
|   | b. For federal awards received as subrecipient, include the name of the pass-through entity and identifying number assigned by the pass-through entity?   |  |  |  |
|   | c. For a cluster of programs provide the cluster name, list individual federal programs within the cluster of programs and provide the applicable federal agency name(s)? <sup>1</sup>  |  |  |  |
|   | d. For research and development (R&D), include total federal expenditures either by individual federal award or by federal agency and major subdivision (for example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services)? |  |  |  |
|   | e. Provide total federal 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?  |  |  |  |
|   | f. For a cluster of programs provide the total for the cluster?   |  |  |  |
|   | g. Include the total amount of federal awards expended for loan or loan guarantee programs? <sup>2</sup>  |  |  |  |
|   | h. Include the total amount provided to subrecipients from each federal program?  |  |  |  |
| 2 | Do the footnotes to the SEFA include footnotes that:  |  |  |  |
|   | a. Appropriately and completely describe the significant accounting policies used in preparing the SEFA and the basis of accounting used?   |  |  |  |
|   | b. Note whether or not the auditee elected to use the 10% de minimis indirect cost rate?  |  |  |  |

<sup>1</sup> When a Catalog of Federal Domestic Assistance (CFDA) number is not available, an “other identifying number” must be provided. The auditee has alternatives for presenting that information. The auditee could indicate that the CFDA number is not available and include, if available, another identifying number, such as a contract or grant number. The auditee also could 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.

<sup>2</sup> As noted in §200.502(b) of the Uniform Guidance, the amount expended for loans and loan guarantees equals the value of new loans made or received during the audit period plus the beginning of the audit period balance of loans from previous years for which the federal government imposes continuing compliance requirements, plus any interest subsidy, cash, or administrative cost allowance received.

c. For loan or loan guarantee programs described in §200.502(b) of the Uniform Guidance, identify the balances outstanding at the end of the audit period?			
3 To the extent non-federal awards are presented in the SEFA, is the data clearly segregated and designated as non-federal along with a modification of the title to indicate the inclusion of non-federal awards?			
Conclusion: The SEFA presents the minimum data elements required by §200.510(b) of the Uniform Guidance			

Comments concerning any “no” answers above:	Item Number

Prepared by:   
Date: