

Chapter 24

Appendix — Illustrative Auditor's Reports for Program-Specific Audits (Uniform Guidance)

24.16 The illustrative reports in this appendix are examples of the reports issued under the audit 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), for a program-specific audit. The following table lists the illustrative reports. Auditors, using professional judgment, may adapt these examples in any situation not specifically addressed in these illustrations. (As discussed in [paragraph 24.11](#), the auditor should, in certain circumstances, issue these program-specific audit reports as well as a separate *Government Auditing Standards* report. The [appendix](#) in chapter 4, “Auditor Reporting Requirements and Other Communication Considerations of Government Auditing Standards,” of this guide illustrates the *Government Auditing Standards* report.)

<i>Example No.</i>	<i>Title</i>
24-1	Unmodified Opinion on the Financial Statement of a Federal Program When Using the Program-Specific Audit Option to Satisfy the Uniform Guidance Audit Requirements
24-2	Report on Compliance for a Federal Program and Report on Internal Control Over Compliance When Using the Program-Specific Audit Option to Satisfy the Uniform Guidance Audit Requirements (<i>Unmodified Opinion on Compliance; No Material Weaknesses or Significant Deficiencies in Internal Control Over Compliance Identified</i>)

Example 24-1

Unmodified Opinion on the Financial Statement of a Federal Program When Using the Program-Specific Audit Option to Satisfy the Uniform Guidance Audit Requirements¹

Independent Auditor's Report

[*Appropriate Addressee*]

Report on the Schedule of Expenditures of Federal Awards

¹ This report example is based on the guidance found in AU-C section 805, *Special Considerations—Audits of Single Financial Statements and Specific Element, Accounts, or Items of a Financial Statement* (AICPA, *Professional Standards*). See AU-C section 805 for additional information, for example, if report modifications are needed.

We have audited the accompanying schedule of expenditures of federal awards for the [*identify the federal program*] of Example Entity for the year ended June 30, 20X1, and the related notes (the financial statement).

Management’s Responsibility for the Schedule of Expenditures of Federal Awards

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit.^{fn 1 (fn 2)}

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*,^{fn 2 (fn 3)} issued by the Comptroller General of the United States; and the audit 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the expenditures of federal awards^{fn 3 (fn 4)} for the [*identify the federal program*] of Example Entity for the year

^{fn 1 (fn 2)} In many cases, the financial statement of the program consists only of the schedule of expenditures of federal awards (and the related notes), which is the minimum financial statement presentation required by 2 CFR 200.507. If the auditee issues financial statements that consist of more than the schedule, this paragraph would be modified to describe the financial statements.

^{fn 2 (fn 3)} The standards and guidance applicable to financial audits are found in chapters 1–4 of *Government Auditing Standards*.

^{fn 3 (fn 4)} If the auditee issues financial statements that consist of more than the schedule, this sentence should be modified to identify the results displayed in the financial presentation.

ended June 30, 20X1, in accordance with accounting principles generally accepted in the United States of America.^{fn 4 (fn 5) fn 5 (fn 6)}

[Auditor's signature]

[Auditor's city and state]^{fn 6 (fn 7)}

[Date of the auditor's report]

Example 24-2

Report on Compliance for a Federal Program and Report on Internal Control Over Compliance When Using the Program-Specific Audit Option to Satisfy the Uniform Guidance Audit Requirements^{fn 7 (fn 8)}

(Unmodified Opinion on Compliance; No Material Weaknesses or Significant Deficiencies in Internal Control Over Compliance Identified)^{fn 8 (fn 9)}

^{fn 4 (fn 5)} [AU-C section 800](#), *Special Consideration—Audits of Financial Statements Prepared in Accordance With Special Purpose Frameworks* (AICPA, *Professional Standards*), provides requirements and guidance for auditor reporting when the auditee prepares financial statements in accordance with a special purpose framework. [AU-C section 800](#) defines a *special purpose framework* as a financial reporting framework other than generally accepted accounting principles and establishes requirements for reporting on those frameworks. Special purpose frameworks, such as the cash, tax, regulatory, and other bases of accounting, are sometimes referred to as an *other comprehensive bases of accounting* (OCBOA). The term *OCBOA* is sometimes used when referring to this guidance in this guide.

^{fn 5 (fn 6)} If a separate report is issued to meet the reporting requirements of *Government Auditing Standards* (see [paragraph 24.11](#)), an additional section with the heading “Other Reporting Required by *Government Auditing Standards*,” would be added after the opinion paragraph as follows:

In accordance with *Government Auditing Standards*, we have also issued our report dated [date of report] on our consideration of Example Entity's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Example Entity's internal control over financial reporting and compliance.

See [chapter 4](#), “Auditor Reporting Requirements and Other Communication Considerations of *Government Auditing Standards*,” of this guide for information regarding modifying report wording when issuing reports required by *Government Auditing Standards*.

^{fn 6 (fn 7)} [AU-C section 700](#), *Forming an Opinion and Reporting on Financial Statements* (AICPA, *Professional Standards*), provides that the auditor's report should name the city and state where the auditor practices. City and state on a firm's letterhead typically is sufficient to meet this requirement. Q&A section 9100.08, “Audit Firm With Multiple Offices on Their Company Letterhead and Effect on Report” (AICPA, *Technical Questions and Answers*), notes that when a firm's letterhead contains multiple office locations, the auditor would need to indicate the city and state where the auditor practices in the auditor's report.

^{fn 7 (fn 8)} This is an example of a report on a program-specific audit under the Uniform Guidance audit requirements when no current federal audit guide applicable to the program being audited is available. When a current federal audit guide applicable to the program is available the auditor must follow the reporting requirement of that federal audit guide. ([Paragraph 24.04](#) discusses the auditor's responsibility when a program-specific audit guide is not current.)

^{fn 8 (fn 9)} Auditors, using professional judgment, may adapt this example to other situations not specifically addressed in the illustration. For example, if issuing a qualified or adverse opinion on compliance, the auditor may modify the compliance opinion section of

Independent Auditor's Report

[Appropriate Addressee]

Report on Compliance for [identify the federal program]^{fn 9 (fn 10)}

We have audited Example Entity's compliance with the types of compliance requirements^{fn 10 (fn 11)} described in the *OMB Compliance Supplement* that could have a direct and material^{fn 11 (fn 12)} effect on its [identify the federal program] for the year ended June 30, 20X1.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to [identify the federal program].

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for Example Entity's [identify the federal program] based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing*

this report. Additionally, if reporting significant deficiencies or material weaknesses, the auditor also may modify the internal control section of this report. The portions of [examples 23-2-23-6](#) in the appendix of chapter 23, "Auditor Reporting Requirements and Other Communication Considerations in a Single Audit (Uniform Guidance)," of this guide that apply to a specific auditee situation in a single audit may be useful in modifying this report.

^{fn 9 (fn 10)} This report sequences the reporting on compliance before the reporting on internal control over compliance. However, the *Government Auditing Standards* reports in the [appendix](#) of chapter 4 of this guide sequence the reporting on internal control over financial reporting before the reporting on compliance and other matters. Auditors may present the internal control over compliance and compliance sections of Uniform Guidance and *Government Auditing Standards* reports in whichever sequence better meets their needs.

^{fn 10 (fn 11)} Under 2 CFR 200.516, the auditor's determination of whether noncompliance with federal statutes, regulations, and the terms and conditions of federal awards is material for the purpose of reporting an audit finding is in relation to a type of compliance requirement for a major program identified in the *OMB Compliance Supplement (Compliance Supplement)*. Further, the auditor's determination of whether a deficiency in internal control over compliance is a material weakness or significant deficiency for the purpose of reporting an audit finding is also in relation to a type of compliance requirement for a major program identified in the *Compliance Supplement*. This reference to *type of compliance requirements* used here and elsewhere in this report illustration refers to the 12 types of compliance requirements described in part 3 of the 2015 *Compliance Supplement*.

^{fn 11 (fn 12)} [AU-C section 935](#), *Compliance Audits (AICPA, Professional Standards)*, defines *applicable compliance requirements* as the compliance requirements that are subject to the compliance audit. According to 2 CFR 200.515, the auditor's report on compliance with federal statutes, regulations, and the terms and conditions of federal awards must include an opinion (or disclaimer of opinion) regarding whether the auditee complied with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each of its major programs. Therefore, in a Uniform Guidance compliance audit (including a program-specific audit), the direct and material compliance requirements are those that are subject to audit. Accordingly, for the purpose of adapting [AU-C section 935](#) to a program-specific audit under the Uniform Guidance the term *applicable compliance requirements* has been replaced by *direct and material compliance requirements* in this guide except when directly citing content from [AU-C section 935](#). See also [footnote](#) 11 of this appendix for a discussion related to the determination of material noncompliance.

Standards,^{fn 12 (fn 13)} issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on [*identify the federal program*] occurred. An audit includes examining, on a test basis, evidence about Example Entity's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for Example Entity's [*identify the federal program*]. However, our audit does not provide a legal determination of Example Entity's compliance.

Opinion on Compliance for [*identify the federal program*]

In our opinion, Example Entity complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its [*identify the federal program*] for the year ended June 30, 20X1.

Other Matters^{fn 13(fn 14)}

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items [*list the reference numbers of the related findings, for example, 20X1-001 and 20X1-002*].^{fn 14(fn 15) fn 15 (fn 16)} Our opinion on Example Entity's [*identify the federal program*] is not modified with respect to these matters.

Example Entity's response to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Example Entity's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.^{fn 16 (fn 17)}

^{fn 12 (fn 13)} See [footnote 3](#).

^{fn 13 (fn 14)} When there are no findings that are required to be reported, and thus, no management response to findings, this “Other Matters” section of the report would be omitted.

^{fn 14 (fn 15)} Finding reference numbers must follow the format meeting the requirements of the data collection form submission, that is, the four digits of the fiscal year followed by a numerical sequence of three digit numbers (201X-xxx).

^{fn 15 (fn 16)} The auditor may also consider adding a table to this section of the report to more clearly communicate the other findings that are being reported and the requirements to which they relate. See [example 23-4](#) in the appendix of chapter 23 for an example of a table approach that could be modified for this purpose.

^{fn 16 (fn 17)} Although the auditor does not audit management's responses to identified findings, the auditor is required to report the views of responsible officials under the Uniform Guidance.

Report on Internal Control Over Compliance^{fn 17 (fn 18)}

Management of Example Entity is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Example Entity's internal control over compliance with the types of requirements that could have a direct and material effect on its [*identify the federal program*] to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its [*identify the federal program*] and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Example Entity's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.^{fn 18 (fn 19)}

[*Auditor's signature*]

[*Auditor's city and state*]^{fn 19 (fn 20)}

[*Date of the auditor's report*]

^{fn 17 (fn 18)} This example illustrates a combined report that also includes the reporting on internal control over compliance. If an auditor prefers to issue a separate report on internal control over compliance, this section would be omitted from the report. [AU-C section 935](#) includes required elements for separate reporting on internal control over compliance.

^{fn 18 (fn 19)} This paragraph has been adapted from [AU-C section 905](#), *Alert That Restricts the Use of the Auditor's Written Communication* (AICPA, *Professional Standards*), to relate to the reporting on internal control over compliance that is required in an audit of compliance in accordance with the Uniform Guidance.

^{fn 19 (fn 20)} See [footnote 7](#).