

**DESK REVIEW CHECKLIST  
FISCAL YEAR 2019-20  
SINGLE AUDITS OF COUNTIES, CITIES, TOWNS, AND SPECIAL DISTRICTS**

The objective of this review is to ensure that the audit report meets applicable professional reporting standards and the single audit reporting requirements.

**Independent Auditor's Report on the Financial Statements**

1. Does the audit report include the *Independent Auditor's Report* on the financial statements? [AU-C §700.22]
2. Does the introductory paragraph of the auditor's report clearly identify whose financial statements have been audited, the title of each statement that the financial statements comprise, either specifically or by reference to the table of contents, and specify the date or period covered? [AU-C §700.25 and AU-C §700.A23]
3. Does the auditor's report include a section with the heading "Management's Responsibility for the Financial Statements?" [AU-C §700.26]
4. Does the auditor's report state that management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America? [AU-C §700.27]
5. Does the auditor's report include a section with the heading "Auditor's Responsibility?" [AU-C §700.29]
6. Does the auditor's report state that the responsibility of the auditor is to express an opinion on the financial statements based on the audit? [AU-C §700.30]
7. Does the auditor's report state that the audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States? [AU-C §700.31 and AU-C §700.42, and GAGAS 6.01]
8. Does the auditor's report state that those standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement? [AU-C §700.31]
9. Does the auditor's report include a statement that:
  - a. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements? [AU-C §700.32]
  - b. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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, is there a statement that the auditor expresses no such opinion? [AU-C §700.32]

- c. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the overall presentation of the financial statements? [AU-C §700.32]
10. Does the auditor's report state whether the auditor believes that the audit evidence obtained is sufficient and appropriate to provide a basis for the auditor's opinion? [AU-C §700.33]
  11. Does the auditor's report include a section with the heading "Opinion?" [AU-C §700.34]
  12. Does the auditor's opinion state whether the financial statements identified in the introductory paragraph are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America? [AU-C §700.A29, AU-C §700.A30, and AU-C §700.A31]
  13. If the auditor modifies the opinion on the financial statements:
    - a. Does the auditor's report include a paragraph describing the matter giving rise to the modification immediately before the opinion paragraph and use the heading "Basis for Qualified Opinion," "Basis for Adverse Opinion," or "Basis for Disclaimer of Opinion," as appropriate? [AU-C §705.17]
    - b. Does the auditor's report include the heading "Qualified Opinion," "Adverse Opinion," or "Disclaimer of Opinion," as appropriate? [AU-C §705.23]
  14. If the auditor expresses a qualified opinion due to a material misstatement in the financial statements:
    - a. Does the opinion paragraph indicate that, in the auditor's opinion, except for the effects of the matter(s) described in the "Basis for Qualified Opinion" paragraph, the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America? [AU-C §705.24]
  15. If the auditor expresses a qualified opinion due to an inability to obtain sufficient appropriate audit evidence:
    - a. Does the opinion paragraph indicate that, in the auditor's opinion, except for the possible effects of the matter(s) described in the "Basis for Qualified Opinion" paragraph, the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America? [AU-C §705.24]
  16. If the auditor expresses an adverse opinion:
    - a. Does the opinion paragraph indicate that, in the auditor's opinion, because of the significance of the matter(s) described in the "Basis for Adverse Opinion" paragraph, the financial statements are not presented fairly in accordance with accounting principles generally accepted in the United States of America? [AU-C §705.25]

17. If the auditor expresses a disclaimer of opinion due to an inability to obtain sufficient appropriate evidence:
  - a. Is the introductory paragraph of the auditor’s report amended to state that the auditor was engaged to audit the financial statements? [AU-C §705.28]
  - b. Is the description of the auditor’s responsibility and the description of the scope of the audit amended to state only the following: “Our responsibility is to express an opinion on the financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter(s) described in the basis for disclaimer of opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion?” [AU-C §705.28]
  - c. Does the opinion paragraph indicate that, because of the significance of the matter(s) described in the “Basis for Disclaimer of Opinion” paragraph, the auditor has not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion and accordingly, the auditor does not express an opinion on the financial statements? [AU-C §705.26]
18. Does the auditor’s report include a section with the heading “Other Matters,” or other appropriate heading? [AU-C §706.08]
19. Does the auditor’s report refer to the required supplementary information (RSI)? [AU-C §730.07]
20. Does the auditor’s RSI paragraph include required elements, if the entity has presented all or some of the RSI? [AU-C §730.08]
21. Does the auditor’s report identify the supplementary information accompanying the financial statements, and if applicable, the *Schedule of Expenditures of Federal Awards* as required by Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F—Audit Requirements (Uniform Guidance)? [AU-C §725.09]
22. Does the auditor’s report include an opinion on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole? [AU-C §725.09]
23. Does the auditor’s report include a section with the heading “Other Reporting Required by *Government Auditing Standards*,” or other appropriate heading? [AU-C§ 700.37]
24. Does the auditor’s report include a reference to a separate report on internal control over financial reporting and on compliance with provisions of laws, regulations, contracts, grant agreements, and other matters prepared in accordance with *Government Auditing Standards*? [GAGAS 6.39 – 6.43]
  - a. Does the auditor’s report include a statement that the purpose of that report is to describe the scope of testing of internal control over financial reporting and compliance and the results of that testing, and is not to provide an opinion on internal control over financial reporting or on compliance? [GAGAS 6.39 – 6.43]

- b. Does the auditor's report include a statement that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance? [GAGAS 6.39 – 6.43]

### **Management's Discussion and Analysis**

- 25. Does the audit report include a *Management's Discussion and Analysis*? [GASB 2200.106]
  - a. If the audit report does not contain a *Management's Discussion and Analysis*, is there an explanatory paragraph in the *Independent Auditor's Report*? [AU-C §730.08]

### **Basic Financial Statements**

- 26. Is the *Statement of Net Position* presented properly? [GASB 2200.115]
- 27. Is the *Statement of Activities* presented properly? [GASB 2200.126]
- 28. Is the *Balance Sheet – Governmental Funds* presented properly? [GASB 2200.162]
- 29. Is the *Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position* presented properly? [GASB 2200.160 and GASB 2200.164]
- 30. Is the *Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds* presented properly? [GASB 2200.165]
- 31. Is the *Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities* presented properly? [GASB 2200.160 and GASB 2200.169]
- 32. Is the *Statement of Fund Net Position – Proprietary Funds* presented properly? [GASB 2200.170 and GASB 2200.172]
- 33. Is the *Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds* presented properly? [GASB 2200.170 and GASB 2200.191]
- 34. Is the *Statement of Cash Flows – Proprietary Funds* presented properly? [GASB 2200.170 and GASB 2200.196]
- 35. Is the *Statement of Fiduciary Net Position – Fiduciary Funds* presented properly? [GASB 2200.196 and GASB 2200.198]
- 36. Is the *Statement of Changes in Fiduciary Net Position – Fiduciary Funds* presented properly? [GASB 2200.196 and GASB 2200.199]

### **Notes to the Financial Statements**

- 37. Do the notes include the summary of significant accounting policies? [GASB 2300.106]
- 38. Does the summary include a description of the government-wide financial statements, noting the exclusion of fiduciary funds? [GASB 2300.106]
- 39. Does the summary include a description of the component units, their relationships to the primary government, and how to obtain separate financial statements for component units? [GASB 2300.106]

40. Do the notes include the nature of the primary government's accountability for related organizations and joint ventures, if any? [GASB 2300.107]
41. Do the notes include the measurement focus and basis of accounting used in the government-wide and fund financial statements? [GASB 2300.106]
42. Do the notes include adequate disclosure of capital assets and depreciation, including the method used to compute depreciation? [GASB 2300.106 and GASB 2300.118]
43. Do the notes include adequate disclosure of long-term liabilities, including a schedule of changes in long-term debt and a statement of debt service requirements to maturity for outstanding long-term debt? [GASB 2300.106 and GASB 2300.120]
44. Do the notes disclose deficit fund balances or net position of individual funds, if not apparent on the face of the financial statements? [GASB 2300.106]
45. Do the notes include adequate disclosure of pension obligations? [GASB 2300.106 and GASB P20]
46. If the entity sponsored a defined benefit other post-employment benefit (OPEB) plan that meets the criteria in GASBS 75, paragraph 4, do the notes include the following information about the plan: [GASB 2300.106, GASB P50, and GASB P52]
  - a. The total of the employer's OPEB liabilities, net OPEB assets, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense/expenditures for the period associated with defined benefit OPEB liabilities to employees? [GASB P50.144, GASB P50.189, and GASB P52.134]
  - b. Description of the OPEB plan? [GASB P50.147, GASB P50.191, and GASB P52.134]
    - 1) Name of the OPEB plan, identification of the entity that administers the OPEB plan, and identification of the OPEB plan as single-employer, agent, or cost-sharing
    - 2) Benefit terms, including (1) the classes of employees covered; (2) the types of benefits; (3) the key elements of the OPEB formulas
    - 3) The number of employees covered by the benefit terms
    - 4) Brief description of contribution requirements, including the basis for determining the employer's contributions to the OPEB plan
    - 5) Whether the OPEB plan issues a stand-alone financial report that is available to the public and, if so, how to obtain it
  - c. Information about the net OPEB liability?
    - 1) Significant assumptions and other inputs used to measure the total OPEB liability [GASB P50.148 and GASB P50.192, and GAB P52.135]
    - 2) Discount rate information: [GASB P50.150, GASB P50.194, and GASB P52.135]
      - Discount rate applied in the measurement of the total OPEB liability

- Assumptions made about projected cash flows for contributions
  - Long-term expected rate of return and how it was determined
  - Assumed asset allocation of the OPEB plan's portfolio and the long-term expected real rate of return for each major asset class
  - Net OPEB liability measured at a discount rate 1-percentage point higher and 1-percentage point lower
- d. OPEB plan's fiduciary net position information? [GASB P50.151 and GASB P50.195]
- e. Schedule of changes in the net OPEB liability for the current period (single and agent employers)? [GASB P50.152, and GASB P52.137]

### **Required Supplementary Information Section**

47. Does the audit report include a schedule of budgetary comparison data for the General Fund and any major special revenue funds that have legally adopted budgets? [GASB 2200.206]
48. Does the audit report include a 10-year schedule of the entity's proportionate share of the net pension liability and a 10-year schedule of the entity's contributions for each pension plan? [GASB P20.183a and GASB P20.183b]
49. If the entity sponsored a defined benefit OPEB plan that meets the criteria in GASBS 75, paragraph 4, does the audit report include the following schedules:
- a. A 10-year schedule of the entity's OPEB liability, changes in the net OPEB liability, or entity's proportionate share of the net OPEB liability? [GASB P50.154a, GASB P50.154b, GASB P50.197a, and GASB P52.139]
  - b. A 10-year schedule of the entity's OPEB contributions? [GASB P50.154c, GASB P50.154d, and GASB P50.197b]

### **Schedule of Expenditures of Federal Awards**

50. Does the supplementary information section include a *Schedule of Expenditures of Federal Awards*? [Uniform Guidance §200.510(b)]
51. Does the schedule identify/include:
- a. Individual federal programs by federal agency? For a cluster of programs, the cluster name, individual federal programs within the cluster of programs, and the applicable federal agency name? For R & D, total federal awards expended shown either by individual federal award or by federal agency and major subdivision within the federal agency? [Uniform Guidance §200.510(b)(1)]
  - b. For federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity? [Uniform Guidance §200.510(b)(2)]

- c. 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 information is not available? For a cluster of programs, the total for the cluster? [Uniform Guidance §200.510(b)(3)]
- d. Total amount provided to subrecipients from each federal program? [Uniform Guidance §200.510(b)(4)]
- e. Total federal awards expended for loan or loan guarantee programs? [Uniform Guidance §200.510(b)(5)]

52. Do the notes to the schedule include:

- a. The balances of loan and loan guarantee programs (loans) outstanding at the end of the audit period for those loans described in 2 CFR 200.502(b)? [Uniform Guidance §200.510(b)(5)]
- b. The significant accounting policies used in preparing the schedule, and whether or not the auditee elected to use the 10% de minimis cost rate? [Uniform Guidance §200.510(b)(6)]

**Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards***

53. Does the audit report include the *Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards*? [GAGAS 6.39 – 6.43]

54. Does the auditor’s report on internal control over financial reporting and on compliance and other matters include:

- a. A title that includes the word “independent”? [AU-C §806.12(a)]
- b. A statement that the financial statements were audited in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States and the date of the auditor’s report on those financial statements? [AU-C §806.12(c) and GAGAS 6.36]
- c. If the auditor expressed a modified opinion (a qualified opinion, an adverse opinion, or a disclaimer of opinion) on the financial statements, a description of the nature of the modification? [AU-C §806.12(d)]
- d. The definition of the term *material weakness* and, when relevant, the definition of the term *significant deficiency*? [AU-C §265.14(a)]
- e. A description of the significant deficiencies and material weaknesses and an explanation of their potential effects? [AU-C §265.14(b)]

- f. Sufficient information to enable those charged with governance and management to understand the context of the communication? Does the auditor include the following elements that explain that:
  - 1) The purpose of the audit was for the auditor to express an opinion on the financial statements? [AU-C §265.14(c)(i)]
  - 2) The audit included consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of internal control? [AU-C §265.14(c)(ii)]
  - 3) The auditor is not expressing an opinion on the effectiveness of internal control? [AU-C §265.14(c)(iii)]
  - 4) The auditor’s consideration of internal control was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified? [AU-C §265.14(c)(iv)]
- g. A statement that, as part of obtaining reasonable assurance about whether the entity’s financial statements are free of material misstatement, the auditor performed tests of the entity’s compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements? [GAGAS 6.39 and 6.41]
- h. A statement that providing an opinion on compliance with those provisions was not an objective of the audit and that, accordingly, the auditor does not express such an opinion? [GAGAS 6.42 and 6.43]
- i. A statement that identifies whether the results of tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and, if so, describes the instances of noncompliance and other matters (including the views of responsible officials and their planned corrective action) or refers to the *Schedule of Findings and Questioned Costs* in which the noncompliance and other matters, views of responsible officials, and their planned corrective action are described? [GAGAS 6.39 – 6.44]
- j. An alert describing the purpose of the auditor’s report and that the report is not suitable for any other purpose? [AU-C §905.11]

**Independent Auditor’s Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance**

- 55. Does the audit report include the *Independent Auditor’s Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance*? [AU-C §935.30 and AU-C §935.31]



56. Does the auditor's report on compliance for each major federal program and on internal control over compliance required by Uniform Guidance include:
- a. A title that includes the word "independent?" [AU-C §935.30(a)]
  - b. An introductory paragraph that includes the following:
    - 1) Identification of one or more government programs covered by the compliance audit or reference to a separate schedule containing that information? [AU-C §935.30(c)(i)]
    - 2) Identification of the applicable compliance requirements or a reference to where they can be found? [AU-C §935.30(c)(ii)]
    - 3) Identification of the period covered by the report? [AU-C §935.30(c)(iii)]
  - c. A section with the heading "Management's Responsibility" that includes a statement that management is responsible for compliance with federal statutes, regulations, and terms and conditions of federal awards applicable to its federal programs? [AU-C §935.30(d) and Uniform Guidance §200.515(c)]
  - d. A section with the heading "Auditor's Responsibility" that includes the following:
    - 1) A statement that the auditor's responsibility is to express an opinion on the entity's compliance with the applicable compliance requirements based on the compliance audit? [AU-C §935.30(e)(i)]
    - 2) A statement that the compliance audit was conducted in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, and the audit requirements of Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)? [AU-C §935.30(e)(ii)]
    - 3) A statement that the compliance audit included examining, on a test basis, evidence about the entity's compliance with those requirements and performing such other procedures as the auditor considered necessary in the circumstances? [AU-C §935.30(e)(iii)]
    - 4) A statement that the auditor believes the compliance audit provides a reasonable basis for the auditor's opinion? [AU-C §935.30(e)(iv)]
    - 5) A statement that the compliance audit does not provide a legal determination of the entity's compliance? [AU-C §935.30(e)(v)]
  - e. If noncompliance results in a modified opinion, a section with an appropriate heading, indicating the basis for the modified opinion that includes a description of such noncompliance, or a reference to a description of such noncompliance in the *Schedule of Findings and Questioned Costs*? [AU-C §935.30(f)]
  - f. A section with the heading "Opinion" that includes the auditor's opinion, at the level specified by the governmental audit requirement, on whether the entity complied, in all

material respects, with the applicable compliance requirements? [AU-C §935.30(g)]

- g. If other noncompliance that is required to be reported by the governmental audit requirement is identified (that is, noncompliance that does not result in a modified opinion), an other-matter paragraph that includes a description of such noncompliance or a reference to a description of such noncompliance in the *Schedule of Findings and Questioned Costs*? [AU-C §935.30(h)]
- h. A section with the heading “Internal Control Over Compliance” that includes the following:
  - 1) A statement that management is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, rules, and provisions of contracts or grant agreements applicable to federal programs? [AU-C §935.31(a)]
  - 2) A statement that in planning and performing the compliance audit, the auditor considered the entity’s internal control over compliance with the applicable compliance requirements to determine the auditing procedures for the purpose of expressing an opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance? [AU-C §935.31(b)]
  - 3) A statement that the auditor is not expressing an opinion on the internal control over compliance? [AU-C §935.31(c)]
  - 4) A statement that the auditor’s consideration of the entity’s internal control over compliance was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses in internal control over compliance? [AU-C §935.31(d)]
  - 5) The definition of *deficiency in internal control over compliance* and *material weakness in internal control over compliance*? [AU-C §935.31(e)]
  - 6) A description of any identified material weaknesses in internal control over compliance or a reference to the *Schedule of Findings and Questioned Costs* containing such information? [AU-C §935.31(f)]
  - 7) If significant deficiencies in internal control over compliance were identified, the definition of *significant deficiency in internal control over compliance* and a description of the deficiencies or a reference to the *Schedule of Findings and Questioned Costs* containing such a description? [AU-C §935.31(g)]
  - 8) If no material weaknesses in internal control over compliance were identified, a statement to that effect? [AU-C §935.31(h)]
- i. An alert describing the purpose of the auditor’s report and stating that the report is not suitable for any other purpose? [AU-C §905.11]
- j. Does the auditor’s report identify the Schedule of Expenditures of Federal Awards (SEFA)? [AU-C §725]

## Findings and Recommendations Section

57. Does the *Schedule of Findings and Questioned Costs* include the *Summary of Auditor's Results*? [Uniform Guidance §200.515(d)(1)]

58. Does the *Summary of Auditor's Results* include the following elements:

a. Financial Statements

- 1) Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP (unmodified, qualified, adverse, or disclaimer)? [Uniform Guidance §200.515(d)(1)(i)]
- 2) Internal control over financial reporting: Material weakness(es) identified (yes or no)? [Uniform Guidance §200.515(d)(1)(ii)]
- 3) Internal control over financial reporting: Significant deficiency(ies) identified (yes or none reported)? [Uniform Guidance §200.515(d)(1)(ii)]
- 4) Noncompliance material to financial statements noted (yes or no)? [Uniform Guidance §200.515(d)(1)(iii)]

b. Federal Awards

- 1) Internal control over major federal programs: Material weakness(es) identified (yes or no)? [Uniform Guidance §200.515(d)(1)(iv)]
- 2) Internal control over major federal programs: Significant deficiency(ies) identified (yes or none reported)? [Uniform Guidance §200.515(d)(1)(iv)]
- 3) Type of report the auditor issued on compliance for major programs (unmodified, qualified, adverse, or disclaimer)? [Uniform Guidance §200.515(d)(1)(v)]
- 4) Any audit findings disclosed that are required to be reported under 2 CFR, Part 200, section 200.516 Audit Findings paragraph (a) (yes or no)? [Uniform Guidance §200.515(d)(1)(vi)]
- 5) Identification of major programs (CFDA number and name of federal program or cluster)? [Uniform Guidance §200.515(d)(1)(vii)]
- 6) Dollar threshold used to distinguish between type A and type B programs? [Uniform Guidance §200.515(d)(1)(viii)]
- 7) Auditee qualified as low-risk auditee (yes or no)? [Uniform Guidance §200.515(d)(1)(ix)]

59. If financial statement findings are identified, does each finding include the following elements:

- a. Criteria? [GAGAS 6.25]
- b. Condition? [GAGAS 6.26]

- c. Cause? [GAGAS 6.27 and 6.29]
  - d. Effect or potential effect? [GAGAS 6.28]
  - e. Recommendation? [GAGAS 6.52]
  - f. Views of responsible officials and planned corrective actions? [GAGAS 6.57 through 6.60]
60. If federal award audit findings are identified, does each finding include the following elements: [Uniform Guidance §200.516(b)]
- a. Federal program and specific federal award identification, including the CFDA title and number, federal award identification number and year, name of federal agency, and name of the pass-through entity, if applicable? [Uniform Guidance §200.516(b)(1)]
  - b. The criteria or specific requirement upon which the audit finding is based, including the federal statutes, regulations, and/or the terms and conditions of the federal awards? [Uniform Guidance §200.516(b)(2)]
  - c. The condition found, including facts that support the deficiency identified in the audit finding? [Uniform Guidance §200.516(b)(3)]
  - d. The statement of cause, identifying the reason or explanation for the condition or the factors responsible for the finding? [Uniform Guidance §200.516(b)(4)]
  - e. The possible asserted effect to provide sufficient information to the auditee and federal agency, or pass-through entity in the case of a subrecipient, to permit them to determine the cause and effect to facilitate prompt and proper corrective action? [Uniform Guidance §200.516(b)(5)]
  - f. Identification of questioned costs and how they were computed; known questioned costs identified by applicable CFDA number(s) and applicable federal award identification number(s)? [Uniform Guidance §200.516(b)(6)]
  - g. Information to provide proper perspective for judging the prevalence and consequences of the audit finding, such as whether the audit finding represents an isolated instance or a systemic problem? Where appropriate, instances identified are related to the universe and the number of cases examined and quantified in terms of dollar value and include a statement as to whether the sampling was a statistically valid sample? [Uniform Guidance §200.516(b)(7)]
  - h. Identification of whether the audit finding was a repeat of a finding in the immediately prior audit and, if so, the applicable prior-year audit finding number(s)? [Uniform Guidance §200.516(b)(8)]
  - i. Recommendations to prevent future occurrences of the deficiency identified in the audit finding? [Uniform Guidance §200.516(b)(9)]
  - j. Views of responsible officials of the auditee? [Uniform Guidance §200.516(b)(10)]
  - k. A reference number in the format (20XX-XXX) meeting the requirements of the data

collection form submission required by 2 CFR, Part 200, section 200.512 Report submission, paragraph (b)? [Uniform Guidance §200.516(c)]

61. Does the audit report include the *Schedule of Prior Audit Findings*?  
[Uniform Guidance §200.511(b)]

**Other**

62. Do the auditor's reports include the manual or printed signature of the auditor's firm, the name of the city and state where the auditor practices, and the date of the report?  
[AU-C §700.39, AU-C §700.40, and AU-C §700.41; AU-C §806.12(k) and AU-C §806.12(l); AU-C §935.30(j), AU-C §935.30(k), and AU-C §935.30(l)]
63. Was the report submitted within the earlier of 30 calendar days after it was received by the local government, or nine months from the end of the audit period?  
[Uniform Guidance §200.512(a)]

Authoritative References

AU-C – AICPA *Codification of Statements on Auditing Standards*

GAGAS – *Government Auditing Standards* – 2018 Revision (Yellow Book)

GASB – Governmental Accounting Standards Board *Codification of Governmental Accounting and Financial Reporting Standards*

Uniform Guidance – Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F—  
Audit Requirements

2 CFR – Title 2, *Code of Federal Regulations*