

Community college single audit reporting guidelines–2022

The Arizona Auditor General created these reporting guidelines following the U.S. Government Accountability Office's, U.S. Office of Management and Budget's, and the American Institute of Certified Public Accountants' authoritative literature. They include illustrative examples of schedules and disclosures as well as the auditors' reports. The examples are neither authoritative nor required to be followed. Instead, they provide sample displays and disclosures to help ensure consistent and accurate presentation.

When district management uses these guidelines, management agrees to take responsibility for ensuring that its schedules, disclosures, and responses follow applicable authoritative guidance.

This font signifies an instruction or explanation that should not appear in the final report.

_____ County Community College District
(_____ College) *Use at District's discretion*
Year ended June 30, 2022

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¹ *When the Yellow Book report on internal control and compliance is issued separately, move to the reports issued separately section at the bottom of the page.*

(Letterhead)

Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*

Members of the Arizona State Legislature¹

The Governing Board of
_____ County Community College District

Use the following scope paragraph when other auditors audited the discretely presented component unit but did not conduct that audit under *Government Auditing Standards*.²

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the U.S. Comptroller General, the financial statements of the business-type activities and discretely presented component unit of _____ County Community College District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated _____. ***Include a statement to describe the nature of an opinion modification, if the auditors expressed an opinion other than unqualified (i.e., a qualified opinion, an adverse opinion, or a disclaimer of opinion).*** Our report includes a reference to other auditors who audited the financial statements of the _____ Foundation, the discretely presented component unit, as described in our report on the District's financial statements. The Foundation's financial statements were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

OR

Use the following scope paragraph when the District's financial statements are solely comprised of business-type activities and the entire opinion unit was audited in accordance with *Government Auditing Standards*.

We have audited, in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the U.S. Comptroller General, the financial statements of the business-type activities of _____ County Community College District as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated _____. ***Include a statement to describe the nature of an opinion modification, if the***

¹ Auditors contracted with the Arizona Auditor General should address to "The Arizona Auditor General."

² When making reference to other auditors who did not perform a component audit under *Government Auditing Standards*, those other (i.e., component) auditors will not have issued the report *Government Auditing Standards* requires (that is, the report on internal control over financial reporting and on compliance and other matters). Instead, the component auditors will have issued the communication AU-C section 265 requires if there are significant deficiencies or material weaknesses that were identified. In this circumstance, the group auditors may be precluded from including the component auditors' significant deficiencies and material weaknesses in the report on internal control over financial reporting and on compliance and other matters. Refer to AAG-GAS 4.80 & 4.85 and 4.85-Footer 49 for additional guidance.

auditors expressed an opinion other than unqualified (i.e., a qualified opinion, an adverse opinion, or a disclaimer of opinion).

Report on internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Use the following paragraph when there are (1) no material weaknesses or significant deficiencies to report or (2) either material weaknesses or significant deficiencies are reported, but not both.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Use the following paragraph when there are no material weaknesses or significant deficiencies to report.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

OR

Use the following paragraph when either material weaknesses or significant deficiencies are reported, but not both.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. *Use the following sentence when no material weaknesses are reported:* Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations as items ____ (*List related finding reference numbers.*), that we consider to be material weaknesses **OR** significant deficiencies.

OR

Yellow Book report

Use the following 3 paragraphs when material weaknesses and significant deficiencies are reported.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that **were not** identified. However, as described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations, we **identified** certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's basic financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations as items ___ **(List related finding reference numbers.)** to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations as items ___ **(List related finding reference numbers.)** to be significant deficiencies.

Report on compliance and other matters

As part of obtaining reasonable assurance about whether the District's basic financial statements are free from material misstatement, we performed tests of its 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. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. **OR** The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and that are described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations as items ___ **(List related finding reference numbers.)**. **See Government Auditing Standards, Chapter 6, for reporting criteria.**

In the rare instance when a separate letter to management to communicate other matters is being issued, add the following: We also noted certain additional matters that we will report (reported) to the District's management in a separate letter at a future date (dated _____).

Use the following heading and paragraph if any internal control or compliance findings are reported.

District response to findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's responses to the findings identified in our audit **that** are presented in its corrective action plan at the end of

Yellow Book report

this report. The District is responsible for preparing a corrective action plan to address each finding. The District's responses and corrective action plan were not subjected to the **other** auditing procedures applied in the audit of the basic financial statements, and accordingly, we express no opinion on them.

Purpose of this report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lindsey A. Perry, CPA, CFE
Auditor General

***Auditors' report date (must be the dated the same date
As the auditors' report on the basic financial statements)***

(Letterhead)

**Independent auditors' 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 the Uniform Guidance**

Members of the Arizona State Legislature³

The Governing Board of
_____ County Community College District

Report on compliance for each major federal program

Use the following 4 paragraphs and their related headers for when an unmodified opinion is issued on each major federal program.

Opinion on each major federal program

We have audited _____ County Community College District's compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for opinion on each major federal program

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards issued by the U.S. Comptroller General, and the audit requirement of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the auditors' responsibilities for the audit of compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

OR—Use the following 6 paragraphs and their related headings for when a qualified opinion (or other opinion modification) is issued for a major federal program and an unmodified opinion is issued for each of the other major federal programs (modify example, as appropriate).

³ Auditors contracted with the Arizona Auditor General should address to "The Arizona Auditor General."

Qualified and unmodified opinions

We have audited _____ County Community College District's compliance with the types of compliance requirements identified as subject to audit in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Qualified opinion on _____ **(Identify the major federal program.)**

In our opinion, except for the noncompliance described in the basis for qualified and unmodified opinions section of our report, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on _____ **(Identify the major federal program.)** for the year ended June 30, 2022.

Unmodified opinion on each of the other major federal programs⁴

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2022.

Basis for qualified and unmodified opinions

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the U.S. Comptroller General, and the audit requirement of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the auditors' responsibilities for the audit of compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified opinions on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Matters giving rise to qualified opinion on _____ **(Identify major federal program.)**⁵

As described in the accompanying schedule of findings and questioned costs, the District did not comply with requirements regarding _____. **(Identify the major federal program and associated finding number(s) matched to the type(s) of compliance requirements.)** Compliance with such requirements is necessary, in our opinion, for the District to comply with the requirements applicable to that program.

⁴ There is nothing to preclude the auditors from including the names of the federal programs for which the auditors are providing an unmodified opinion in the heading or in the opinion paragraph itself.

⁵ For the matters giving rise to qualified opinion (or other opinion modification) paragraph, the auditors may use a table format when reporting opinion modifications for more than one federal programs, as follows:

<u>Program (or Cluster) name</u>	<u>Assistance Listings number(s)</u>	<u>Compliance requirement</u>	<u>Finding number</u>
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Management's responsibilities for compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditors' responsibilities for the audit of compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 the District's internal control over compliance. Accordingly, we express no such opinion.

We are required to communicate with those charged with governance regarding, among other matters, the audit's planned scope and timing and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Use the following heading and paragraph when compliance findings are reported that did not result in a qualified opinion on the major federal program.

Other matters

The results of our auditing procedures disclosed (other) instances of noncompliance that are required to be reported in accordance with the Uniform Guidance and that are described in the accompanying schedule of findings and questioned costs as items ___ (**List related finding reference numbers.**). Our opinion on each major federal program is not modified with respect to these matters.

Report on internal control over compliance

Use the following 2 paragraphs when there are no material weaknesses or significant deficiencies to report.

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 a 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 **auditors' responsibilities for the audit of compliance** section **above** and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies **in internal control over compliance**. Given these limitations, during our audit, we (and the report[s] of the other auditors) did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined **above**. However, material weaknesses or significant deficiencies in internal control over compliance may exist that **were not** identified.

OR—Use the following 3 paragraphs when either material weaknesses or significant deficiencies are reported, but not both.

Our consideration of internal control over compliance was for the limited purpose described in the **auditors' responsibilities for the audit of compliance** section **above** and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies **in internal control over compliance**, and therefore, material weaknesses or significant deficiencies may exist **that were not** identified. **Use the following 2 sentences when only significant deficiencies are reported but no material weaknesses are reported:** We (and the report(s) of the other auditors) did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. **However, as discussed below, we** (and the report(s) of the other auditors) **identified** certain deficiencies in internal control over compliance that we consider to be significant deficiencies. **Use the following sentence when only material weaknesses are reported but no significant deficiencies are reported:** **However, as discussed below, we** (and the report[s] of the other auditors) **identified** certain deficiencies in internal control over compliance that we consider to be material weaknesses.

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 a 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. **Use the following 2 sentences when only significant deficiencies are reported but no material weaknesses are reported:** A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal

Uniform Guidance report

control over compliance with a type of compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items ____ **(List related finding reference numbers.)** to be significant deficiencies. **Use the following sentence when only material weaknesses are reported but no significant deficiencies are reported:** We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items ____ **(List related finding reference numbers.)** to be material weaknesses.

Use the following paragraph when only material weaknesses are reported but no significant deficiencies are reported (omit this paragraph when only significant deficiencies are reported): 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 that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

OR—Use the following 3 paragraphs when both material weaknesses and significant deficiencies are reported.

Our consideration of internal control over compliance was for the limited purpose described in the **auditors' responsibilities for the audit of compliance section above** and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies **in internal control over compliance**, and therefore, material weaknesses or significant deficiencies may exist that **were not** identified. However, as discussed below, we **identified** certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

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 a 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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items ____ **(List related finding reference numbers.)** to be material weaknesses.

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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items ____ **(List related finding reference numbers.)** to be significant deficiencies.

Use the following paragraphs in all reports

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Uniform Guidance report

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.

Use the following heading and paragraph if any noncompliance findings or internal control deficiencies over compliance are reported.

District response to findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance and internal control over compliance findings that are presented in its corrective action plan at the end of this report. The District is responsible for preparing a corrective action plan to address each finding. The District's responses and corrective action plan were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on them.

Use the following heading and paragraph when the District's SEFA is not included with the basic financial statements.

Report on schedule of expenditures of federal awards required by the Uniform Guidance

We have audited the financial statements of the District's business-type activities and discretely presented component unit as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated _____, that contained an unmodified opinions on those financial statements. **Modify as necessary for departure from standard report.**⁶ Our report also included a reference to our reliance on other auditors. **Modify as necessary and describe any additional departures from the other auditors' standard report.**⁶ Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of the District's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Lindsey A. Perry, CPA, CFE
Auditor General

⁶ **Modify as necessary to conform with the auditors' opinion modification(s) issued for the financial statements. Refer to AU-C section 725, *Supplementary Information in Relation to the Financial Statements as a Whole* for guidance. Also, see 725.A17 for the illustrative reports using a separate report for additional guidance on reporting.**

Uniform Guidance report

Auditors' report date (The auditors' Uniform Guidance report should be dated when the procedures to satisfy the federal compliance audit requirements are completed. See the AU-C 935.30(m) & .A35 and AAG-GAS 13.16 for additional guidance for dating the Uniform Guidance report and in-relation-to opinion on the SEFA, respectively.)

Additional guidance and illustrative auditors' reports for the Government Auditing Standards and Uniform Guidance reports, are included in the AICPA Audit Guide, Government Auditing Standards and Single Audits, Chapters 4 and 13 and in AU-C section 935.

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

Summary of auditors' results

Financial statements

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles _____
*Unmodified, Qualified, Adverse, Disclaimer*⁷

Internal control over financial reporting

Material weaknesses identified? Yes/No

Significant deficiencies identified? Yes/None reported

Noncompliance material to the financial statements noted? Yes/No

Federal awards

Internal control over major programs

Material weaknesses identified? Yes/No

Significant deficiencies identified? Yes/None reported

Type of auditors' report issued on compliance for major programs _____
*Unmodified, Qualified, Adverse, Disclaimer*⁸

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? Yes/No

⁷ As explained in the AICPA Audit and Accounting Guide, *State and Local Governments*, paragraphs 16.05-.06, the auditors generally express or disclaim an opinion on a government's basic financial statements by providing an opinion or disclaimer of opinion on each opinion unit required to be presented in those financial statements. Therefore, there could be multiple responses to this question for audits of a government's basic financial statements. For example, if the auditors' report was unmodified for the District's business-type activities and adverse for the discretely presented component unit, the response to this question could be as follows: "Unmodified opinion for the business-type activities and adverse opinion for the discretely presented component unit."

⁸ If the auditors' report for 1 or more major programs is other than unmodified, indicate the type of report issued for each program. For example, if the auditors' report on major program compliance for an auditee having 5 major programs includes an unmodified opinion for 3 of the programs, a qualified opinion for 1 program, and a disclaimer of opinion for 1 program, the response to this question could be as follows: "Unmodified for all major programs except for [name of program], which was qualified and [name of program], which was a disclaimer."

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

Identification of major programs *Major programs should generally be identified in the same order as reported on the schedule of expenditures of federal awards (SEFA). In the case of a program cluster, only the cluster name as shown on the SEFA is required.*

Assistance Listings number

Name of federal program or cluster

Dollar threshold used to distinguish between Type A and Type B programs \$ _____

Auditee qualified as low-risk auditee? Yes/No

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

Financial statement findings

This section identifies the significant deficiencies, material weaknesses, fraud, illegal acts, instances of noncompliance, and abuse related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

Audit findings that relate to both the financial statements and federal awards should be reported in both sections. However, the reporting in one section may be in summary form with a reference to a detailed reporting in the other section of the schedule.

When there are no financial statement findings to report, add "None reported." However, when the Government Auditing Standards report on internal control over financial reporting and on compliance and other matters has been issued separately, include the following:

Financial statement findings were reported in the separately issued report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*.

OR

Use the following paragraph when the Government Auditing Standards report on internal control over financial reporting and on compliance was issued separately and no findings over financial reporting were included in that separately issued report. The report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards* was separately issued.

2022-01

Subject heading

Condition—*Condition is a situation that exists. The condition is determined and documented during the audit. Refer to GAS 6.26.*

Effect—*The effect or potential effect is the outcome or consequence resulting from the difference between the condition and the criteria. Refer to GAS 6.28.*

Cause—*The cause is the factor or factors responsible for the difference between the condition and the criteria and may also serve as a basis for recommendations for corrective actions. Refer to GAS 6.27.*

Criteria—*Criteria identify the required or desired state or expectation with respect to the program or operation. Refer to GAS 6.25.*

Recommendations—*Describe the suggested corrective action.*

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

The District's corrective action plan at the end of this report includes the views and planned corrective action of its responsible officials. We are not required to audit and have not audited these responses and planned corrective actions and therefore provide no assurances as to their accuracy.

Add the following as applicable. The Uniform Guidance requires identification of whether the audit finding was a repeat of a finding in the immediately prior audit and, if so, any applicable prior year audit finding numbers. [2 CFR §200.516(b)(8)]

This finding is similar to prior-year finding 20XX-XX.

Federal award findings and questioned costs

This section identifies significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs, related to the audit of major federal programs, as required to be reported by 2 CFR §200.516(a).

Audit findings that relate to both the financial statements and federal awards should be reported in both sections. However, the reporting in one section may be in summary form with a reference to a detailed reporting in the other section of the schedule.

When there are no significant deficiencies, material weaknesses, or instances of noncompliance related to federal programs, add "None reported."

2022-101

Cluster name *(Delete row if not applicable)*

Assistance Listing number(s) and name

Award numbers and years

Federal agency

Pass-through grantor *(Delete row if not applicable)*

Compliance requirements

Questioned costs *(Known questioned costs must be identified by applicable Assistance Listings numbers and applicable federal award identification numbers.)* \$

Condition—*The condition found, including facts that support the deficiency identified in the audit finding. Refer to 2 CFR §200.516(b)(3).*

Effect—*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*

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

and effect to facilitate prompt and proper corrective action. A statement of the effect or potential effect should provide a clear, logical link to establish the impact or potential impact of the difference between the condition and the criteria. Refer to 2 CFR §200.516(b)(5).

Cause—*A statement of cause that identifies the reason or explanation for the condition or the factors responsible for the difference between the situation that exists (condition) and the required or desired state (criteria), which may also serve as a basis for recommendations for corrective action. Refer to 2 CFR §200.516(b)(4).*

Criteria—*The criteria or specific requirement upon which the audit finding is based, including the federal statutes, regulations, or the terms and conditions of the federal awards. Criteria generally identify the required or desired state or expectation with respect to the program or operation. Criteria provide a context for evaluating evidence and understanding findings. Refer to 2 CFR §200.516(b)(2).*

Recommendations—*Recommendations to prevent future occurrences of the deficiency identified in the audit finding. Refer to 2 CFR §200.516(b)(9).*

The District's corrective action plan at the end of this report includes the views and planned corrective action of its responsible officials. We are not required to audit and have not audited these responses and planned corrective actions and therefore provide no assurances as to their accuracy.

Add the following as applicable. The Uniform Guidance requires identification of whether the audit finding was a repeat of a finding in the immediately prior audit and, if so, any applicable prior year audit finding numbers. Refer to 2 CFR §200.516(b)(8).

This finding is similar to prior-year finding 20XX-1XX.

References:

American Institute of Certified Public Accountants (AICPA) (January 2021). AICPA codification of statements on auditing standards (SAS) (cited as AU-C as updated through SAS No. 141). <https://us.aicpa.org/research/standards/auditattest/clarifiedsas.html>

AICPA (April 1, 2021). AICPA audit guide: *Government Auditing Standards and single audits (cited as AAG-GAS).*

AICPA (March 1, 2021). AICPA audit and accounting guide: *State and local governments (cited as AAG-SLG).*

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of findings and questioned costs
Year ended June 30, 2022

U.S. Office of Management and Budget (2021). Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. <https://www.govinfo.gov/content/pkg/CFR-2021-title2-vol1/pdf/CFR-2021-title2-vol1-part200.pdf>

_____ County Community College District
 (_____ College) *Use at District's discretion*

Schedule of expenditures of federal awards

Year ended June 30, 2022

Federal agency/Assistance Listings number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's numbers	Program expenditures	Amount provided to subrecipients
Department of Labor						
17 258	WIOA Adult Program	WIOA Cluster			\$	\$
17 259	WIOA Youth Activities	WIOA Cluster				
17 278	WIOA Dislocated Worker Formula Grants	WIOA Cluster				
	<i>Total WIOA Cluster</i>				_____	_____
17 282	Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants				_____	_____
	Total Department of Labor				_____	_____
National Science Foundation						
47 076	Education and Human Resources				_____	_____
Department of Education						
84 007	Federal Supplemental Educational Opportunity Grants	Student Financial Assistance Cluster				
84 033	Federal Work-Study Program	Student Financial Assistance Cluster				
84 063	Federal Pell Grant Program	Student Financial Assistance Cluster				
84 268	Federal Direct Student Loans	Student Financial Assistance Cluster				
	<i>Total Student Financial Assistance Cluster</i>				_____	_____
84 042	TRIO Student Support Services	TRIO Cluster				
84 044	TRIO Talent Search	TRIO Cluster				
84 047	TRIO Upward Bound	TRIO Cluster				
	<i>Total TRIO Cluster</i>				_____	_____
84 002	Adult Education—Basic Grants to States		Arizona Department of Education			
84 031	Higher Education Institutional Aid					
84 048	Career and Technical Education—Basic Grants to States		Arizona Department of Education			
	Total Department of Education				_____	_____
	Total expenditures of federal awards				\$ _____	\$ _____

With the exception of program clusters, programs should be listed in Assistance Listings number order. In addition, when there are multiple listings for the same Assistance Listings number, a total for the Assistance Listings number needs to be present.

Identification of COVID-19 Related Awards on the SEFA and SF-SAC

As described in 2 CFR section 200.510(b), auditees must complete the SEFA and include Assistance Listing numbers when reporting their federal awards and subawards. To maximize the transparency and accountability of COVID-19 related award expenditures, OMB M-20-26 (June 18, 2020) instructed recipients and subrecipients to separately identify the COVID-19 Emergency Acts expenditures on the Schedules of Expenditures of Federal Awards. Therefore, non-federal entities should separately identify COVID-19 expenditures on the SEFA and SF-SAC. For existing programs that have both COVID-19 expenditures and non-COVID-19 expenditures, this may be accomplished by identifying COVID-19 expenditures on the:

- SEFA – On a separate line by Assistance Listing number with “COVID-19” as a prefix to the program name. For example:
 - COVID-19 – Temporary Assistance for Needy Families – 93.558 – \$1,000,000
 - Temporary Assistance for Needy Families – 93.558 – \$3,000,000
 - Total – Temporary Assistance for Needy Families – 93.558 – \$4,000,000

- SF-SAC – On a separate row by Assistance Listing number with “COVID-19” as the first characters in Part II, Item 1c, Additional Award Information. Example:

April 2022

Other Audit Advisories

	a	b	c	d	e	f	g	h
	Assistance Listing #	Assistance Listing #						
Row Number (auto-generated)	Federal Awarding Agency Prefix	Assistance Listing Three-Digit Extension	Additional Award Identification	Federal Program Name	Amount Expended	Cluster Name	Federal Program Total (auto-generated)	Cluster Total (auto-generated)
					(\$)		(\$)	(\$)
1	93	558		TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	\$3,000,000.00		\$4,000,000.00	
2	93	558	COVID-19	COVID-19 - TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	\$1,000,000.00		\$4,000,000.00	
				Total Federal Awards Expended =	\$4,000,000.00			

Identification of COVID-19 Related Awards in Audit Findings

Consistent with identifying COVID-19 expenditures on the SEFA, auditors should include the COVID-19 identification for audit findings that are applicable to programs that are entirely COVID-19 funded and existing programs with COVID-19 funding.

Guidance: *Specific to the US Department of Education*

TO: Department of Education Grant Recipients

FROM: Phillip Juengst, Deputy Assistant Secretary
Office of Acquisition and Grants Administration

SUBJECT: Single Audit Submission: Reporting subprogram Assistance Listing Number (ALN)¹ alphas in the Federal Audit Clearinghouse single audit submission form (Form SF-SAC)

DATE: August 4, 2021

The Department of Education (Department) is sending this e-mail notification and memo to inform Department grant recipients² of guidelines for identifying subprogram ALNs in Form SF-SAC, the cover form completed as part of the submission of a single audit to the [Federal Audit Clearinghouse](#) (FAC).

Specifically, in order to more precisely identify grant program expenditures, the Department requests that grantees include on the Schedule of Expenditures of the Federal Awards (SEFA) page of Form SF-SAC, if applicable: (1) whether the program is novel coronavirus 2019 (COVID-19) relief assistance (see list below of COVID-19 programs); and (2) the subprogram ALN alpha.

Action Requested: On page 2 of the Form SF-SAC,³ under “Part II: FEDERAL AWARDS” in the chart labeled “Schedule of Expenditures of Federal Awards” under column c with the heading “Additional Award Identification” include the phrase “COVID-19” if the program is considered COVID-19 assistance). Then place a comma (,) after COVID-19 and include the full ALN number and alpha character (A, B, C, etc.) (see Example 1 below).

OMB’s instructions to auditees in the FY 2020 Compliance Supplement instructed auditees to include COVID-19 in Column c (see 2020 Compliance Supplement Appendix VII beginning on page 8-VII-2 at https://www.whitehouse.gov/wp-content/uploads/2020/08/2020-Compliance-Supplement_FINAL_08.06.20.pdf)

Additionally, if the program is not considered a “COVID-19” program, include the full ALN and alpha character in column c (see Example 2).

Figure: The box to include this information on the SEFA is circled in the figure below:

PART II: FEDERAL AWARDS									
1. Federal Awards Expended During Fiscal Period									
Schedule of Expenditures of Federal Awards									
Row Number (auto-generated)	CFDA # Federal Awarding Agency Prefix	Additional Award Identification	Federal Program Name	Amount Expended (S)	Quarter Name	Federal Program Total (auto-generated) (S)	Quarter Total (auto-generated) (S)	Loan Programs	
								Loan/Loan Guarantee (loan)	if Loan, the End of the Aid's Period Outstanding Loan Balance (S)
								Y/N	(S)

Example 1: A grantee listing the program “Higher Education Emergency Relief Fund – Student Aid Portion” (ALN 84.425E) on the SEFA would complete the SEFA in the following manner highlighted in yellow:

	a	b	c	d
Row Number (auto-generated)	Federal Awarding Agency Prefix	CFDA Three-Digit Extension	Additional Award Identification	Federal Program Identification
1	84	425	COVID-19, 84.425E	Education Stabilization Fund

Note: Please note the inclusion of “COVID-19” in column c since the Higher Education Emergency Relief fund (HEERF) is considered a COVID-19 relief program.

_____ County Community College District
(_____ College) *Use at District's discretion*
Schedule of expenditures of federal awards
Year ended June 30, 2022

The schedule of expenditures of federal awards at a minimum must include the following:

- 1. Individual federal programs by federal agency. For clusters of federal programs, provide the cluster name, list the individual federal programs within the cluster, and provide the applicable federal agency name. For R&D, total federal awards expended must be shown either by individual federal award or by federal agency and major subdivision within the federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services.*
- 2. For federal awards received as a subrecipient, the name of the pass-through grantor entity and identifying number the pass-through entity assigned.*
- 3. Total federal awards expended for each individual federal program and the associated Assistance Listings number or other identifying number when the Assistance Listings number is not available. Also, for a federal program cluster, provide the total for the cluster. Note that under the Uniform Guidance, all noncash awards must be presented on the schedule's face.*
- 4. Amount of federal awards expended for loan or loan guarantee programs. For the basis for determining federal awards expended for these programs, see Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, §200.502.*
- 5. Total amount provided to subrecipients from each federal program. Note that under the Uniform Guidance, amounts provided to subrecipients must go on the face of the schedule.*

See the AICPA Audit Guide, Government Auditing Standards and Single Audits, for more information.

Note that the SEFA schedule and related notes can be automatically generated after completing the Federal Audit Clearing House's Internet Data Entry System (IDES) SF-SAC (i.e., the data collection form).

_____ County Community College District
 (_____ College) *Use at District's discretion*
 Notes to schedule of expenditures of federal awards
 Year ended June 30, 2022

Note 1 - Basis of presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of _____ County Community College District for the year ended June 30, 2022. The information in this schedule is presented in accordance 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*.

Note 2 - Summary of significant accounting policies

Expenditures reported on the schedule are reported on the accrual basis of accounting. *Modify if presenting all or certain expenditures on another basis of accounting, or if revenues received during the fiscal year as reimbursement for lost revenues that were reduced or eliminated because of the COVID-19 pandemic are also reported as expenditures of federal awards.* Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Note 3 - Federal Assistance Listings numbers

The program titles and Federal Assistance Listings numbers were obtained from the federal or pass-through grantor or the 2022 *Federal Assistance Listings*. When no Federal Assistance Listings number had been assigned to a program, the 2-digit federal agency identifier and the federal contract number were used. When there was no federal contract number, the 2-digit federal agency identifier and the word "unknown" were used.

Note 4 - Indirect cost rate

The District elected (did not elect) to use the 10 percent de minimis indirect cost rate as covered in 2 CFR §200.414. *Uniform Guidance, §200.510(6), requires the District to disclose whether or not it elected to use the 10 percent de minimis cost rate that §200.414(f) allows for nonfederal entities that have never received a negotiated indirect cost rate.*

Note 5 - Loans outstanding

The expenditures reported on the schedule of expenditures of federal awards for certain programs included the following loan balances outstanding at June 30, 2022:

Program title	Assistance Listings number	Amount outstanding
Federal Perkins Loan Program—Federal Capital Contributions	84.038	

_____ County Community College District
(_____ College) *Use at District's discretion*
Notes to schedule of expenditures of federal awards
Year ended June 30, 2022

Health Professions Student Loans	93.342
Nursing Student Loans	93.364

Note 6 - Donated personal protective equipment (PPE)

Nonfederal entities that received donated PPE without any compliance or reporting requirements or Assistance Listing number from donors should disclose the fair market value of the PPE at the time of receipt as a stand-alone footnote accompanying their SEFA. The amount of donated PPE should not be counted for purposes of determining the threshold for a single audit or determining the type A/B threshold for major programs and is not required to be audited as a major program.

As a reminder, the above only relates to donated PPE provided without any compliance or reporting requirements or assistance listing from donors. There could be some PPE that must appear on the SEFA as a federal program (e.g., when the recipient uses funds provided under an Assistance Listing to purchase PPE).

(Office of Management and Budget [OMB] Memorandum M-20-20 and 2022 OMB Compliance Supplement, 8-VII-2).

Sample transmittal letter for the auditee's corrective action plan.

(Letterhead)

Date

Lindsey A. Perry
Arizona Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying corrective action plan as required by the standards applicable to financial audits contained in *Government Auditing Standards* and by the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, for each finding, we are providing you with our responsible officials' views, the names of the contact people responsible for corrective action, the corrective action planned, and the anticipated completion date.

Sincerely,

District representative's name
Title

_____ County Community College District
(_____ College) *Use at District's discretion*
Corrective action plan
Year ended June 30, 2022

Financial statement findings

2022-01

Subject heading

Name(s) of contact person(s)

Anticipated completion date:

Describe the corrective action planned.

Omit the above section when there were no financial statement findings reported. However, when the Government Auditing Standards report on internal control over financial reporting and on compliance and other matters has been issued separately and included financial statement findings, include the following:

The corrective action plan for financial statement findings was included in the separately issued report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*.

Federal award findings and questioned costs

2022-101

Assistance Listings number and program name:

Name(s) of contact person(s)

Anticipated completion date:

Describe the corrective action planned.

If the District does not agree with an audit finding or believes corrective action is not required, then its corrective action plan must include an explanation and specific reasons why it does not agree with the finding or believes corrective action is not required. Uniform Guidance §200.511(c)

When the audited entity's comments are inconsistent or in conflict with the findings, conclusions, or recommendations in the draft report, the auditors should evaluate the validity of the audited entity's comments. If the auditors disagree with the comments, they should explain in the report their reasons for disagreement. Conversely, the auditors should modify their report as necessary if they find the comments valid and supported by sufficient, appropriate evidence. Government Auditing Standards, paragraph 6.59

Sample transmittal letter for the auditee's summary schedule of prior audit findings.

(Letterhead)

Date

Lindsey A. Perry
Arizona Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying summary schedule of prior audit findings as required by the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Specifically, we are reporting the status of audit findings included in the prior audit's schedule of findings and questioned costs. This schedule also includes the status of audit findings reported in the prior audit's summary schedule of prior audit findings that were not corrected.

Sincerely,

District representative's name
Title

_____ County Community College District
(_____ College) *Use at District's discretion*
Summary schedule of prior audit findings
Year ended June 30, 2022

For each finding in this schedule:

- *If the status is fully corrected, no further explanation is necessary.*
- *If the status is partially corrected, the District should describe the reasons for the finding's recurrence, the partial action taken, and the remaining planned action.*
- *If the status is not corrected, the District should describe the reasons for the finding's recurrence and the planned action.*
- *If the District took corrective action that was significantly different from the corrective action it previously reported in a corrective action plan or in a federal agency's or pass-through entity's management decision, the District should explain the action taken and why it was different.*
- *If the District believes the finding is no longer valid or does not warrant further action, it should describe the reasons for this position. A valid reason for considering an audit finding as not warranting further action is that all of the following have occurred:*
 - *Two years have passed since the District submitted the audit report in which the finding occurred to the Federal Audit Clearinghouse.*
 - *A federal agency or pass-through entity is not currently following up with the auditee on the audit finding.*
 - *A federal agency or pass-through entity did not issue a management decision.*

Status of financial statement findings

Subject heading

Finding number: *Use itemized number from most recent prior year report – list only the most recent prior year's finding number. Further, the District should also disclose the initial year this finding occurred in accordance with 2 CFR 200.511(a).* This finding initially occurred in fiscal year 20XX.

Status: ***Choose one of the following:*** Fully corrected, partially corrected, not corrected, significantly different corrective action, or no longer valid.

Explanation, if required.

Status of federal award findings and questioned costs

Assistance Listings number and program name:

Finding number: *Use itemized number from most recent prior year report – list only the most recent prior year's finding number. Further, the District should also disclose the initial year this finding occurred in accordance with 2 CFR 200.511(a).* This finding initially occurred in fiscal year 20XX.

Status: ***Choose one of the following:*** Fully corrected, partially corrected, not corrected, significantly different corrective action, or no longer valid.

Explanation, if required.