

# County single audit reporting guidelines–2019

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The Office of the 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 county 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.*

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<sup>1</sup> *When the Yellow Book report on internal control and on 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 Legislature<sup>1</sup>

The Board of Supervisors of  
\_\_\_\_\_ County, Arizona

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 Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information<sup>2</sup> of \_\_\_\_\_ County as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated \_\_\_\_\_. **Modify as necessary to describe departures from the standard report. Use the following sentence to identify those component units, funds, organizations, functions, or activities audited by other auditors.** (Our report includes a reference to other auditors who audited the financial statements of [identify name of component unit, fund, organization, function, or activity], as described in our report on the County's financial statements.) **Include the following sentence when the inclusion approach is used to include the results of the other auditors in the group auditors' report on internal control over financial reporting and on compliance and other matters.**<sup>3, 4</sup> (This report includes our consideration of the results of the other auditors' testing of internal control over financial reporting and compliance and other matters that are reported on separately by those other auditors. However, this report, insofar as it relates to the results of the other auditors, is based solely on the report(s) of the other auditors.)

**Internal control over financial reporting**

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the

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<sup>1</sup> Contract auditors should address to "The Auditor General of the State of Arizona."

<sup>2</sup> Modify as appropriate to conform with the auditors' report issued for the financial statements.

<sup>3</sup> The group auditor who refers to the work of other auditors in the report on an entity's financial statements also should acknowledge the involvement of the other auditors in the *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters issued for that entity. The group auditor must use either the reference or inclusion options. The Office has chosen the inclusion option to include the results of the other auditors' audit(s) in the group auditors' *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters. However, contract auditors may use either the reference or inclusion options for reporting the results of other auditors. With the inclusion option, the group auditors analyze the results of the other audits to determine which findings, if any, should be included in the group auditors' report on internal control over financial reporting and compliance and other matters. The group auditors exercise professional judgment in evaluating those results for inclusion using the materiality levels appropriate for the scope of the group auditors' audit. When planning the audit, the auditors should discuss with the County and the other auditor(s) how the other auditors' results will be addressed in the group auditors' report on internal control over financial reporting and on compliance and other matters. Also, the auditors should discuss with the other auditor(s) the timing of the reports from them to ensure an understanding of expectations. For additional guidance, see the AICPA Audit Guide, *Government Auditing Standards and Single Audits*, as of March 1, 2019, paragraphs 4.78 through 4.84 and the scope paragraph of example 4-6.

<sup>4</sup> When a component auditor did not perform the audit under *Government Auditing Standards*, the component auditor will not issue 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 auditor will issue the communication AU-C §265 requires if there are significant deficiencies or material weaknesses that were identified. In this circumstance, the group auditor **is precluded** from including the component auditor's significant deficiencies and material weaknesses in the report on internal control over financial reporting and on compliance and other matters. See the AICPA Audit Guide, *Government Auditing Standards and Single Audits*, March 1, 2019, paragraphs 4.77 and 4.82, and footnote 46 to paragraph 4.82 for additional guidance.

## **Yellow Book report**

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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 County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County'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 County'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 (and the other auditors) did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been 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 have not been identified. **Use the following sentence when no material weaknesses are reported:** Given these limitations, during our audit we (and the other auditors) did not identify any deficiencies in internal control that we consider to be material weaknesses. We (and the other auditors) did identify 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**

**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 have not been identified. However, as described in the accompanying schedule of findings and questioned costs **OR** schedule of findings and recommendations, we (and the other auditors) did identify certain deficiencies in internal control over financial reporting 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 County'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.

### **Compliance and other matters**

As part of obtaining reasonable assurance about whether the County'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 determination of financial statement amounts. 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 (and those of the other auditors) 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 4, 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 County'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.***

#### \_\_\_\_\_ **County response to findings**

\_\_\_\_\_ County's responses to the findings identified in our audit are presented in its corrective action plan at the end of this report. **The County is responsible for preparing a corrective action plan to address each finding.** The County's responses **and corrective action plan** were not subjected to the 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 County's internal control or on compliance. This report is an integral part of an audit performed in accordance with

***Yellow Book report***

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*Government Auditing Standards* in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Donna Miller, CPA  
Director, Financial Audit Division

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***Auditors' report date; must be the same as  
the basic financial statements opinion date.***

(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 Legislature<sup>5</sup>

The Board of Supervisors of  
\_\_\_\_\_ County, Arizona

**Report on compliance for each major federal program**

We have audited \_\_\_\_\_ County's compliance with the types of compliance requirements described 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, 2019. (, except for the ***list major federal program names and related CFDA numbers of those programs audited by the other auditors*** major federal programs administered by the County's ***list department, function, or activity of the County that administered those federal programs***. Those major federal programs were audited by other auditors whose report(s) has (have) been furnished to us, and our opinion, insofar as it relates to those major federal programs' compliance with the types of compliance requirements described in the *OMB Compliance Supplement*, is based solely on the report(s) of the other auditors.) The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' responsibility***

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. 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 Comptroller General of the United States; and 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* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit (and the report(s) of the other auditors) provide(s) a reasonable basis for our opinion on compliance for each major federal program **OR** our qualified and unmodified opinions on

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<sup>5</sup> ***Contract auditors should address to "The Auditor General of the State of Arizona."***

## **Uniform Guidance report**

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compliance for major federal programs. However, our audit does not provide a legal determination of the County's compliance.

**Use the following heading and paragraph when issuing an unmodified opinion on compliance.**

### **Opinion on each major federal program**

In our opinion, (based on our audit and the report(s) of the other auditors,) \_\_\_\_\_ County complied, in all material respects, with the types of 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, 2019.

**OR**

**Use the following 3 paragraphs and their headings when issuing a qualified opinion on compliance.**

### **Basis for qualified opinion on (identify major federal program)<sup>6</sup>**

As described in the accompanying schedule of findings and questioned costs, the County 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, (based on our audit and the report(s) of the other auditors,) for the County to comply with the requirements applicable to that program.

### **Qualified opinion on (identify major federal program)**

In our opinion, (based on our audit and the report(s) of the other auditors,) except for the noncompliance described in the basis for qualified opinion paragraph, \_\_\_\_\_ County complied, in all material respects, with the types of 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, 2019.

### **Unmodified opinion on each of the other major federal programs<sup>7</sup>**

In our opinion, (based on our audit and the report(s) of the other auditors,) \_\_\_\_\_ County complied, in all material respects, with the types of 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, 2019.

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

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<sup>6</sup> The auditor may consider adding a table to more clearly communicate the basis for the qualified opinion(s) such as follows:

<u>Program (or cluster) name</u>	<u>CFDA number(s)</u>	<u>Compliance requirement</u>	<u>Finding number</u>
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<sup>7</sup> There is nothing to preclude the auditor from including the names of the federal programs for which the auditor is providing an unmodified opinion in the heading or in the opinion paragraph itself.

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**

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

***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 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.

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

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

**OR**

***Use the following paragraph 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. ***Use the following sentence when 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. We (However, we) (and the report(s) of the other auditors) did identify certain deficiencies in internal control over

## **Uniform Guidance report**

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compliance, as described in the accompanying schedule of findings and questioned costs as items ***list related finding reference numbers***, that we consider to be material weaknesses **OR** significant deficiencies.

**OR**

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

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as discussed below, we did identify 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 finding reference numbers*** to be significant deficiencies.

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 compliance or internal control findings are reported.***

### **\_\_\_\_\_ County response to findings**

\_\_\_\_\_ County's responses to the findings identified in our audit are presented in its corrective action plan at the end of this report. **The County is responsible for preparing a corrective action plan to address each finding.** The County's responses **and corrective action plan** were not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on them.

*Use the following heading and paragraph when the County'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 governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and aggregate remaining fund information of \_\_\_\_\_ County as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated \_\_\_\_\_, that contained unmodified opinions on those financial statements. **Modify as necessary.**<sup>8</sup> (Our report also included a reference to our reliance on other auditors.) **Modify as necessary and describe any additional departures from the standard report.**<sup>8</sup> Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the County'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 County'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 (by us and the other auditors).<sup>9</sup> In our opinion, (based on our audit, the procedures performed as described previously, and the report(s) of the other auditors,)<sup>9</sup> the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Donna Miller, CPA  
Director, Financial Audit Division

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***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 AICPA Audit Guide, Government Auditing Standards and Single Audits for additional guidance.***

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<sup>8</sup> *Modify as appropriate to conform with the auditors' report issued for the financial statements.*

<sup>9</sup> *Only make reference to the other auditors in the auditors' report on the schedule of expenditures of federal awards (SEFA) when the other auditors specifically audited amounts or disclosures reported in the SEFA. Omit parenthetical phrase if not referring to other auditors.*

\_\_\_\_\_ County  
Schedule of findings and questioned costs  
Year ended June 30, 2019

## 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*<sup>10</sup>

### 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*<sup>11</sup>

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

<sup>10</sup>As explained in the AICPA Audit and Accounting Guide, State and Local Governments, the auditor generally expresses or disclaims 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."

<sup>11</sup>If the audit report for 1 or more major programs is other than unmodified, indicate the type of report issued for each program. For example, if the audit 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  
Schedule of findings and questioned costs  
Year ended June 30, 2019

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.*

CFDA 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

**Other matters**

Auditee's summary schedule of prior audit findings required to be reported in accordance with 2 CFR §200.511(b)? Yes/No

County

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Schedule of findings and questioned costs  
Year ended June 30, 2019

## Financial statement findings

*This section identifies the significant deficiencies, material weaknesses, fraud, illegal acts, instances of noncompliance, abuse, and other matters related to the basic 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.

### 2019-01

Subject heading

**Condition and context**—*(In the condition, describe the situation that exists and for the context describe the work performed that resulted in the finding and provide information for judging the finding’s prevalence and consequences.)*

**Criteria**—*(In the criteria, describe the required or desired state or expectation. The criteria should refer to laws, regulations, contracts, grant agreements, standards, measures, expected performance, defined business practices, and benchmarks against which performance is compared or evaluated.)*

**Effect**—*(In the effect, describe the impact or potential impact of the difference between the situation that exists and the required or desired state or expectation.)*

**Cause**—*(In the cause, describe the reason or explanation for why it happened. Common factors include poorly designed policies, procedures, or criteria; inconsistent, incomplete, or incorrect implementation; or other factors beyond management’s control.)*

**Recommendation**—*(In the recommendation, describe the suggested corrective action.)*

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## County

### Schedule of findings and questioned costs

### Year ended June 30, 2019

The County's responsible officials' views and planned corrective action are in its corrective action plan at the end of this report.

**Add the following as applicable.**

This finding is similar to prior-year finding(s) 201X-XX.

### Other auditors' financial statement findings

*When including other auditors' findings in the principal auditors' GAGAS report on internal control over financial reporting and on compliance and other matters, add the following sentence and the related other auditors' findings.<sup>12</sup>*

The other auditors who audited the *(identify component unit, fund, organization, function, or activity)* of the County reported the following findings.

**2019-01** *(Number other auditors' findings in sequence with the principal auditors' findings.)*

Subject heading

*(Add other auditors' finding text)*

### Federal award findings and questioned costs

*This section identifies material weaknesses, significant deficiencies, 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 material weaknesses, significant deficiencies, or instances of noncompliance related to federal programs, add "None reported."*

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<sup>12</sup> *The other auditors' findings that meet the reporting criteria for inclusion in the GAGAS report on internal control over financial reporting and on compliance and other matters should be included as reported in their audit reports without modification, except to clearly identify the County's functions or activities that those findings pertain to. However, when we review the other auditors' findings prior to their issuance and note required elements are missing, the other auditors should be notified and their findings should be modified accordingly before inclusion.*

\_\_\_\_\_ County

Schedule of findings and questioned costs  
Year ended June 30, 2019

2019-101

**Cluster name** *(Delete row if not applicable)*

**CFDA 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 CFDA numbers and applicable federal award identification numbers.)*      \$

**Condition and context**—*(In the condition, describe the situation that exists and for the context describe the work performed that resulted in the finding and provide information for judging the finding's prevalence and consequences. The auditor should report whether the sampling was a statistically valid sample.)*

**Criteria**—*(In the criteria, describe the required or desired state or expectation. The criteria should refer to federal statutes, regulations, terms and conditions of federal awards, standards, measures, expected performance, defined business practices, and benchmarks against which performance is compared or evaluated.)*

**Effect**—*(In the effect, describe the impact or potential impact of the difference between the situation that exists and the required or desired state or expectation. 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.)*

**Cause**—*(In the cause, describe the reason or explanation for why it happened. Common factors include poorly designed policies, procedures, or criteria; inconsistent, incomplete, or incorrect implementation; or other factors beyond management's control.)*

**Recommendation**—*(In the recommendation, describe the suggested corrective action.)*

The County's responsible officials' views and planned corrective action are in its corrective action plan at the end of this report.

**Add the following as applicable.**

This finding is similar to prior-year finding(s) 201X-1XX.

**County**  
**Schedule of expenditures of federal awards**  
**Year ended June 30, 2019**

Federal agency/CFDA number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's number(s)	Program expenditures	Amount provided to subrecipients
<b>Department of Agriculture</b>						
10 553	School Breakfast Program	Child Nutrition Cluster			\$	\$
10 555	National School Lunch Program	Child Nutrition Cluster			_____	_____
	<i>Total Child Nutrition Cluster</i>				_____	_____
10 557	WIC Special Supplemental Nutrition Program for Women, Infants, and Children				_____	_____
	<b>Total Department of Agriculture</b>				_____	_____
<b>Department of Housing and Urban Development</b>						
14 218	Community Development Block Grants/Entitlement Grants	CDBG-Entitlement Grants Cluster				
14 871	Section 8 Housing Choice Vouchers	Housing Voucher Cluster				
	<b>Total Department of Housing and Urban Development</b>				_____	_____
<b>Department of Justice</b>						
16 575	Crime Victim Assistance					
16 576	Crime Victim Compensation					
16 738	Edward Byrne Memorial Justice Assistance Grant Program					
16 738	Edward Byrne Memorial Justice Assistance Grant Program		Arizona Criminal Justice Commission	XXXX		
	<i>Total 16.738</i>				_____	_____
16 unknown	DEA Task Force				_____	_____
	<b>Total Department of Justice</b>				_____	_____
<b>Department of Labor</b>						
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>				_____	_____
	<b>Total Department of Labor</b>				_____	_____
<b>Department of Transportation</b>						
20 205	Highway Planning and Construction	Highway Planning and Construction Cluster				
20 600	State and Community Highway Safety	Highway Safety Cluster				
	<b>Total Department of Transportation</b>				_____	_____
<b>Department of Homeland Security</b>						
97 067	Homeland Security Grant Program				_____	_____
	<b>Total expenditures of federal awards</b>				\$	\$

*With the exception of program clusters, programs should be listed in CFDA number order. In addition, when there are multiple listings for the same CFDA number, a total for the CFDA number needs to be presented. Also, for a program cluster provide the total for the cluster.*

County

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Schedule of expenditures of federal awards  
Year ended June 30, 2019

*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.*
- 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 CFDA number or other identifying number when the CFDA 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 paragraph 7.08 in the AICPA Audit Guide, Government Auditing Standards and Single Audits, dated March 1, 2019, for more information.*

\_\_\_\_\_ County

**Notes to schedule of expenditures of federal awards**  
**Year ended June 30, 2019**

**Note 1 - Basis of presentation**

The accompanying schedule of expenditures of federal awards (schedule) includes \_\_\_\_\_ County's federal grant activity for the year ended June 30, 2019. 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 modified accrual basis of accounting. ***Modify if presenting all or certain expenditures on another basis of accounting.*** 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 - Catalog of Federal Domestic Assistance (CFDA) number**

The program titles and CFDA numbers were obtained from the federal or pass-through grantor or the 2019 *Catalog of Federal Domestic Assistance*. When no CFDA 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 County 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 County 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.***

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

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**(Letterhead)**

**Date**

Lindsey Perry  
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,

**County representative's name**  
**Title**

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Corrective action plan  
Year ended June 30, 2019

## Financial statement findings

### 2019-01

*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

### 2019-101

CFDA number and program name:

*Name(s) of contact person(s)*

Anticipated completion date:

*Describe the corrective action planned.*

*If the County 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 County's comments are inconsistent or in conflict with the audit findings, conclusions, or recommendations in the draft report, or when its planned corrective actions do not adequately address the audit recommendations, the auditor should evaluate the validity of the County's comments. If the auditor disagrees with the comments, the auditor should explain in the report the reasons for the disagreement. Conversely, the auditor should modify the audit report as necessary if the auditor finds that the County's comments are valid and supported with sufficient, appropriate evidence. Government Auditing Standards, paragraph 4.38*

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

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**(Letterhead)**

**Date**

Lindsey Perry  
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,

**County representative's name**  
**Title**

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County

Summary schedule of prior audit findings  
Year ended June 30, 2019

*For each finding in this Schedule:*

- *If the status is fully corrected, no further explanation is necessary.*
- *If the status is partially corrected, the County 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 County should describe the reasons for the finding's recurrence and the planned action.*
- *If the County 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 County should explain the action taken and why it was different.*
- *If the County 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 County 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 prior report***

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

CFDA number and program name:

Finding number: ***Use itemized number from prior report***

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

***Explanation, if required.***