

## URGENT AND IMPORTANT NOTICE

*Dear Single Audit Auditors:*

*To send this “Urgent and Important Notice”, Bureau of Audits selected the auditors who regularly perform the single audit reports for all of the entity types such as Counties, their Component Units, and Other County Related Entities; Local Education Agencies; Non-Profits; and Local Government Entities (Cities, Townships Boroughs, and Authorities). It was determined that this Urgent and Important Notice will be effectively communicated and disseminated to the subrecipients and other single audit stakeholders.*

### *Applicable for Single Audit Reports for the Year Ended December 31, 2015 and Subsequent Years:*

*For the fiscal years beginning on or after December 26, 2014 and in accordance with the new auditing and reporting requirements of 2 Code of Federal Regulations (CFR)– Subpart F §200.512, the report submission process is the following:*

***Federal Audit Clearinghouse’s (FAC) Responsibilities:*** *The FAC must make available the reporting packages received in accordance with paragraph (c) of this section and §200.507 Program-specific audits, paragraph (c) to the public, except for Indian tribes exercising the option in (b)(2) of this section, and maintain a data base of completed audits, provide appropriate information to Federal agencies, and follow up with known auditees that have not submitted the required data collection forms and reporting packages.*

***Commonwealth of PA’s Responsibilities:*** *The Bureau of Audits (BOA) will no longer require that single audit reports for the fiscal years beginning on or after December 26, 2014 are electronically submitted to [RA-BOASingleAudit@pa.gov](mailto:RA-BOASingleAudit@pa.gov). In order for the BOA to track the submission of the single audit report to the FAC, BOA is requiring that the confirmation from the FAC is sent to the [RA-BOASingleAudit@pa.gov](mailto:RA-BOASingleAudit@pa.gov) e-mail resource account along with the Single Audit/Program Specific Audit Reporting Package Checklist and a copy of the Data Collection Form. The Checklist should be completed to ensure that the Audit Reporting Packages contain the essential elements. The Checklist and the Commonwealth’s electronic submission process for single audit reports or program specific audit reports can be found at the following Website under Single Audit Submissions, Steps For Submission:*

***<http://www.budget.pa.gov/Services/ForGranteesAndSubrecipients/Pages/SingleAuditSubmissions.aspx>***

*Effective January 1, 2016, BOA considers the single audit or program-specific audit acceptable under the following criteria:*

1. The single audit report or program-specific audit report **did contain** the essential elements in accordance with federal rules and regulations. There were no deficiencies noted with the audit report package; and
2. The single audit report or program-specific audit report **did not contain** findings at the Commonwealth of PA level.

***Based on the above criteria, Bureau of Audits will not generate further communication about the acceptability of the single audit report or program-specific audit report. An email notification is received when the required documents are sent as detailed in the above “Commonwealth of PA’s Responsibilities.” The email confirmation will serve as a confirmation of receipt and acceptability of the single audit report or program-specific audit report.***

*For these below exceptions, a formal letter will be issued by BOA once our desk review process is completed. These exceptions are the following:*

1. *Counties and the Component Units of Counties. Due to the complexity of Counties and the Component Units of Counties*
2. *The single audit report or program-specific audit report did not contain the essential elements in accordance with federal rules and regulations. There were deficiencies noted with the audit report package; and*
3. *The single audit report or program-specific audit report did contain findings at the Commonwealth of PA level.*

*Regardless if the audit report had finding/findings or deficiency/deficiencies, BOA will notify the applicable Commonwealth agency or agencies that the single audit/program specific reporting package is reviewed and processed by BOA. The single audit/program specific reporting package can be retrieved at the FAC. BOA each week will provide assistance to the agencies by letting them know what was uploaded to the FAC. The Commonwealth agencies will perform the final resolution of the single audit report or program specific audit report. The Commonwealth agency or agencies will contact the subrecipient pertaining to the acceptability of the single audit report or program specific audit report.*

*Please direct any questions or concerns to the following e-mail resource account:*

[RA-BOASingleAuditInquiries@pa.gov](mailto:RA-BOASingleAuditInquiries@pa.gov).

*You will receive a response within two business days. ~~~Thank You, Denise Lovejoy*

*Denise Lovejoy | Audit Manager*

*Bureau of Commonwealth Audits | Special Audits Services Division*

*Pennsylvania Office of the Budget | Office of Comptroller Operations*

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