



Office of the State Controller

Single Audit/Grants Management Update

Update 3 – July 27, 2016

2016 Single Audit Reporting Package

The Single Audit Report template is available at http://www.osc.nc.gov/forms_policies/sarp_forms.html.

The Package preparer must use the OSC Single Audit Package Template Revision 7/21/16. The use of any alternate form will result in the package being returned for correct template.

All documents listed in the paragraph below should be e-mailed to osc.fed.sarp@osc.nc.gov no later than **August 29, 2016**.

Any state agency that expended federal awards during fiscal year 2015-2016 must prepare and submit a single Audit Reporting Package.

The Single Audit Reporting Package consists of the following documents:

- 1) Agency Information Form (page reference FED 10);
- 2) Subrecipient Information (page reference FED 10a);
- 3) Schedule of Expenditures of Federal Awards (page reference FED 11);
- 4) Schedule of Expenditures of Federal Awards (UNC-CH and NCSU only), (page reference FED 11a);
- 5) Loan Worksheets (page references FED 12, FED 13, FED 14, and FED 15); and
- 6) Note Disclosure Worksheet (page reference FED 16).
- 7) CFDA Titles Worksheets (page reference FED 20)

Note: FED 17, FED 18, and FED 19 worksheets may be deleted before submitting the final package. **Do not delete FED 20 (CFDA Titles Worksheet).**

In addition to the Single Audit Package, your agency may be required to complete audit finding forms for submission to the State Auditor's Office. If your agency has prior year audit findings, you must complete a **Summary Schedule of Prior Audit Findings** form. If your agency has current year audit findings, you must complete a **Corrective Action Plan** form. **All inquiries related to obtaining, completing and submitting these forms should be directed to the**

Office of the State Auditor Supervisor assigned to audit your agency's Federal programs. Additionally, you may contact the OSA Single Audit Manager directly at (919) 807-7500.

OSC will continue to provide Single Audit/ Grants Management updates as they become available. Questions regarding this specific update should be directed to Angela Johnston at 919-707-0668 or osc.fed.sarp@osc.nc.gov.