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SOURCES: Stephanie Willis, Director Sponsored Programs Services

PURPOSE: Documentation of procedures for Schedule of Expenditures of Federal Awards, Data Collection and Subrecipient Monitoring

CONCLUSION: Retain for future reference.

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| **Federal Awards Audit** |
| Source: Stephanie Willis Sponsored Program Services Director Information & Support Services |
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| Procedure: Process and internal control over compilation of the Schedule of Expenditures of Federal Awards or SEFA, Data Collection and Subrecipient Monitoring. |
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| Nicholas Urcuioli |
| **10/19/2017** |
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Contents

[Part 1: Preparing to Start the Single Audit 2](#_Toc504395141)

[Part 2: Extracting the Data 2](#_Toc504395142)

[Step A: Extracting the FI Data 2](#_Toc504395143)

[Step B: Extracting the GM Data 2](#_Toc504395144)

[Part 4: Sava133FY200X-0X.xls 2](#_Toc504395145)

[Part 5: Draft of Final Schedule 3](#_Toc504395146)

[Step A: Creating Initial SEFA Report 3](#_Toc504395147)

[Step B: Reports 3](#_Toc504395148)

[Part 6: Data Collection 3](#_Toc504395149)

[Part 7: Sub-recipient and Pass-through Letters 4](#_Toc504395150)

[Pass-through Grantors: 4](#_Toc504395151)

[Sub-recipients: 4](#_Toc504395152)

[FAQ 5](#_Toc504395153)

**A133 Process Documentation**

# Part 1: Preparing to Start the Single Audit

1. Check with Accounting (Shannon Goff), Bursar’s Office (Cassondra Rucker, Joshua Newberry), Ag (Susan Kremer), and Physical Facilities (Emma Zhang) to see if there were any new funds for the Fiscal Year. The individuals in parenthesis above were the sources for FY2017.
2. Create and set up the FY folder and create Reconciliation.xls in A133\20XX-XX\Reconciliation based on last year’s recon and new information for the current reporting year.
3. SPS Data Analysts should have been running an audit every month which audits CFDA numbers, Pass-Through grants, and Grants with a Federal Fund but inconsistent sponsors. This should be clear before beginning extraction.
   1. Pass-through grants are considered to be award types: Cooperative Subagreement, Fixed Price Subagreement, Subcontract, Sub-grant
4. Once SPS receives confirmation from Accounting that the June 6/32 update is complete, the Business Analyst works with the Data Analyst group to extract the data. See Extracting Information documentation.

# Part 2: Extracting the Data

## Step A: Extracting the FI Data

1. Run from COGNOS the A133\_NonGM Preaudit\_FI report located at

## Step B: Extracting the GM Data

1. Run from COGNOS the A133\_GM Preaudit\_NoGL

**Part 3: Reconciliation**

Once the all GM and Non-GM data have been extracted the data should be reviewed by the Director of Information and Support Services (Stephanie Willis). Once the review has been completed the Reconciliation Report for accounting needs to be created. Using last year as a template, create Reconciliation 20XX-XX.xls. Insure any changes made to Reconciliation 20XX-XX.xls are noted and documented going forward.

Send the reconciliation file to the Systems and Report Accountant (Shannon Goff) and have her validate GM Data pulled using T-Code GR55, Z100 which pulls from FI and for her to confirm the FI data.

# Part 4: Sava133FY200X-0X.xls

1. Run the GM\_FY2017 Version and NONGM\_FI reports located at
2. Combine reports and save report to appropriate A-133 subfolder titled “Sava133FY20xx-xx”
3. "Sava133,FY20xx-xx.xls" needs to be audited. On the CombineGMNonGM Tab, CFDA, CFDA NAME, AwardNbr, Psponsor and Psbusagency need to be review. For CFDA NAME, the auditor must add the information as it is shown in the Formula in column E. If the information is not present, then look into previous year A133 to find the information or look at the SAP CFDA Master Table. If CFDA is present or NF.000, then nothing needs to be touched. If the CFDA ends with .000 the last digits need to be changed to meet with the requirements of the Data Collection Form. Any research related expenditures should end in .RD while all other items need to be incrementally increased from .U00. \*Fund not Sponsored Program should drive sponsor and CFDA in for Non-Grants Management; ex. Sponsored Program 75 really has a fund of 6XXXX which makes it student aid.
4. Perform the Following Audits
   1. PassThruAudit Tab: Choose Direct and make sure all sponsors are Federal
   2. AuditSponsor+Subagency: Make sure only one CFDA type (such as 43.XXXX or 81.XXXX) for each Prime Sponsor. Also make sure DOD and DHHS have subagency
   3. AuditCFDANumbCFDAName: A pivot table used to make sure that there is only one CFDA Number for each CFDA Name.
   4. AuditSingleAwardNumber: Make sure there is only one CFDA, Pass-through grantor, sponsor and subagency for a single award number. If not, follow-up with Post Award.

Notes:

* Non-GM records also need CFDA, CFDA name, and PSponsor assigned.
* Only DOD and DHHS need to have a subagency; otherwise it will complicate the print out by making it longer.
* For DOD audit to make sure that sponsor match subagency

1. Once Sava133XXXXXX.xls is complete, the document needs to be sorted by CFDA and also Subagency.

# Part 5: Draft of Final Schedule

## Step A: Creating Initial SEFA Report

1. Create a copy of A133FY200X-0XPart2.xls from last year.
2. Using the Sava133FY20xx-17 create the following reports
   1. PopulateDirectMaster – 20xx
      1. Format the Direct awards to match your A133FY200X-0XPart2.xls format
   2. PopulatePassThru – 20xx
      1. Format the PassThru awards to match your A133FY200X-0XPart2.xls format
3. Set the appropriate cells in the A133FY200X-0XPart2.xls equal to the appropriate Direct or PassThru row and column.
4. Once completed copy information to new excel document titled “SEFA Report” without formulas.
5. Within the SEFA Report add Clusters, Sub-Totals, and formulas for all columns that provide totals.

## Step B: Reports

Once the SEFA is completed, the information reports need to be created and distributed via email to Internal Audit, Accounting and SBOA for review. Accounting will also make a reconciliation to the Financial Report. The reports need to include:

1. “Schedule of Expenditures on Federal Awards” (tab A)
2. “Schedule of State Pass-Through Grantors” (tab L)
3. “Schedule of Expenditures on Selected State of Indiana Projects” (tab N)
4. “Data Collection Form” (tab O)
5. “Table of Project Expired During 20XX-XX Reporting Year (CFDA)” (tab Q)
6. “Table of New Programs (CFDA)” (tab R)
7. “Table of Project Expired Prior to 7/1/20XX” (tab S)
8. “Reconciliation of Fund Balances” (tab U)

# Part 6: Data Collection

1. Create a copy of the Sava133, FY20xx-xx.xls report and titled “FYXX Data Collection Process”
2. Create new tab with same Sava133 data and format the tab to only apply applicable data sections using the previous year’s report as a guide.
3. Create pivot table based off of previous step and using the data in the pivot table create new formatted columns to meet the requirements of the Data Collection Report.
4. Copy only the required columns into a new tab which will be used to generate the Data Collection Report and format the columns to be in the same order as the Data Collection Report.
5. Copy the applicable sections into the Data Collection Report and then modify any data, like Cluster Name as needed. Note – If an award is both part of the Research and Development cluster and another cluster mark the award as “Research and Development” in the Data Collection Report.

# Part 7: Sub-recipient and Pass-through Letters

## Pass-through Grantors:

1. **Per email from Andrew Nicodemus** - Due to Purdue University uploading our Single Audit (A-133) to the Federal Clearinghouse, Purdue is no longer required to send out individual letters notifying institutions of our completed Audit. Purdue University will direct all inquiries to the Federal Clearinghouse’s website.

## Sub-recipients:

1. Pull a list of sponsored programs from the Sava133FY200X-0X.xls report that relate to sub-recipient expenditures.
2. Download Subrecipient Master File from Cognos: [Public Folders - PROD](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i5B7353261F13474D82B929D6527510E4) ‎> [Boiler Insight](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iC2B2912497AC4EE3A19D291F98AF4ECE) ‎> [Departmental Content](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iD64BDEE6653340508D349BB1239C4027) ‎> [West Lafayette](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i3571C7EE5F5D4A7BB909ECF7B3B94CAF) ‎> [Office of the Treasurer (formerly Business Services)](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i986D2E4671154F92A4497EC62CA0CC68) ‎> [SPS](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=iF46EC6C695FB4F67B6E56BDF8C513021) ‎> [A133](https://erp-reporting-prd.itap.purdue.edu/cognos10/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&m_folder=i5720BF9C4EA643B1A70DE189EA768538) ‎> Subrecipient Master File
3. Compare the Sava133 report to the Cognos report and use the Subrecipient Master file to do VLOOKUP to gather current year’s contact information and format report. Then provide report to Operations Coordinator
   1. If Subrecipient Sponsored Program A133 Email Address is missing from the Cognos Report, then get it from ECC table, ZGM\_ADDRESS using the variant A133, and download to Excel file to be used by [Subrecipient Master File.xlsx]
4. Operations Coordinator audits formatted file for missing/incomplete information.
5. Email all non-foreign entities to request completed audit certification form, if not in Federal Clearinghouse or in FDP. (Note: each year the template will need updated for FY.) Email A133 designated contact provided by Sponsored Programs Services Post Award.
   1. If no response is received after two weeks, follow up with contact. Additional follow-up may be needed if no response. Search website and/or make contact with Subrecipient Financial contact in sponsored program master record. If after 3 attempts and no response, entity will be classified as High Risk.
6. Email all foreign entities requesting audit certification form completion. Email A133 designated contact, subrecipient principal investigator, and the appropriate Post-Award generic email address.
   1. If no response is received after two weeks, follow up with contact.
7. After return of audit certification form, the form is reviewed for completion and saved. After review, document the status of the Risk Analysis Information in the tool used for recording. Currently we color code for further review by Research Quality Assurance Director.
8. The Director of Research Quality Assurance (RQA) reviews the identified Subrecipient audit report with findings (shaded in red initially in the portal) and assesses the impact to Purdue. A summary of the review findings are recorded in the Subrecipient Risk Analysis Information Portal, along with the date of the review (once the review is complete and appropriate action completed, the shading of the entry will be changed to green). If the audit finding(s) are related to awards Purdue made to the subrecipient (based upon the review of the CFDA numbers related to the questioned costs), the Director of RQA will follow up and ensure that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the award provided to the subrecipient through audits, on-site reviews, and other means. In addition, a management decision for audit findings pertaining to the award provided to the subrecipient will be developed.
9. For those audits with no findings (identified by the Operations Coordinator with no shading), the Director of RQA will do a secondary review to assure there are no findings and record the date of the review along with their initials.

# FAQ

**1. What if the Grant does not have an award number?**

All grants need an award number, if one is not present see the Research Administration Manager.

**2. What agencies should have subagencies?**

All DOD and DHHS should have sub agencies.

**3. How should NSF and NIH be reported?**

All NSF and NIH programs should be reported as Research & Development with the exception of Direct Loans from NIH which should be reported as Student Financial Aid.

**4. What are Major Programs and what do you need to do?**

Major program determination is made annually by the auditors and discussed in the Entrance Conference with the State Board of Accounts and Purdue based on pre-audit expenditure data provided to the auditors starting with April month-end. Student Financial Aid has been determined to require audit annually and therefore will always be a major. Other programs are generally rotated. Years when Research & Development is audited, it will be declared as a major.