

**Data Collection Form for Reporting on  
AUDITS OF STATES, LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS  
For Fiscal Periods Beginning on or after December 26, 2014**

**PART I: GENERAL INFORMATION**

REPORT ID:      VERSION:

<b>1. Fiscal Period End Date</b> ____ / ____ / ____ MM / DD / YYYY	<b>2. Type of Uniform Guidance Audit</b> <input type="checkbox"/> Single Audit <input type="checkbox"/> Program-specific audit
--	--

**3. Audit Period Covered**

Annual  
 Biennial  
 Other- If Other, Number of months:

**4. Auditee Identification Numbers**

<b>a. Auditee Employer Identification Number (EIN)</b> _____	<b>d. Auditee Data Universal Numbering System (DUNS) Number</b> _____
<b>b. Are multiple EINS covered in this report?</b> <input type="checkbox"/> Yes If Yes, complete Part I, Item 4c: Auditee EIN Continuation Sheet <input type="checkbox"/> No	<b>e. Are multiple DUNS covered in this report?</b> <input type="checkbox"/> Yes If Yes, complete Part I, Item 4f: Auditee DUNS Continuation Sheet. <input type="checkbox"/> No

<b>5. Auditee Information</b>	<b>6. Primary Auditor Information</b>
<b>a. Auditee name</b>	<b>a. Audit Firm/Organization Name</b>
<b>b. Auditee address (Number and street)</b>	<b>b. Audit Firm/Organization EIN</b> _____
Auditee City	<b>c. Audit Firm/Organization address (Number and street)</b> Audit Firm/Organization City
Auditee State	Audit Firm/Organization State
Auditee ZIP Code	Audit Firm/Organization ZIP Code
<b>c. Auditee Contact Name</b>	<b>d. Primary Auditor Contact Name</b>
Auditee Contact Title	Primary Auditor Contact Title
<b>d. Auditee Contact Telephone</b>	<b>e. Primary Auditor Contact Telephone</b>
<b>e. Auditee Contact Fax</b>	<b>f. Primary Auditor Contact FAX</b>
<b>f. Auditee Contact E-mail</b>	<b>g. Primary Auditor Contact E-mail</b>

	<b>7. Was a secondary auditor used?</b> <input type="checkbox"/> Yes- If Yes, Complete Part I, Item 8 on the Secondary Auditor Contact Information Sheet <input type="checkbox"/> No
--	---



**Part III: INFORMATION FROM THE SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued****2. FINANCIAL STATEMENTS****a. Financial Statement Information**

i. What were the results of the auditor's determination of whether the financial statements of the auditee were prepared in accordance with generally accepted accounting principles (GAAP):

Mark either:

- Unmodified opinion **OR ANY COMBINATION OF:**  Qualified opinion  
 Adverse opinion  
 Disclaimer of opinion

If the financial statements of the auditee were prepared in accordance with GAAP, proceed to question b.

- Financial statements were not prepared in accordance with GAAP but were prepared in accordance with a special purpose framework.

ii. What was the special purpose framework? (Select only one)

- Cash basis  
 Tax basis  
 Regulatory basis  
 Contractual basis  
 Other basis

iii. Was the special purpose framework used a basis of accounting required by state law?

- Yes  No

iv. What was the auditor's opinion on the special purpose framework? (Select only one)

- Unmodified opinion **OR ANY COMBINATION OF:**  Qualified opinion  
 Adverse opinion  
 Disclaimer of opinion

b. Is a "going concern" emphasis-of-matter paragraph included in the auditor's report?

- Yes  No

c. Is a significant deficiency in internal control disclosed?

- Yes  No

d. Is a material weakness in internal control disclosed?

- Yes  No

e. Is a material noncompliance disclosed?

- Yes  No

**3. FEDERAL PROGRAMS**

a. Does the auditor's report include a statement that the auditee's financial statements include departments, agencies, or other organizational units expending \$750,000 or more in Federal awards that have separate Uniform Guidance audits which are not included in this audit? (AICPA Audit Guide)

- Yes  No

b. What is the dollar threshold used to distinguish Type A and Type B programs? (Uniform Guidance § 200.518(b)(1))

\$ \_\_\_\_\_

c. Did the auditee qualify as a low-risk auditee? (Uniform Guidance § 200.520)

- Yes  No

d. Indicate which Federal Agency(ies) have prior audit findings shown in the Summary Schedule of Prior Audit Findings related to **direct** funding. Mark (X) all that apply or None .

If an agency has been selected (see the full list of agencies in Appendix I of the instructions), it will appear in a list in this section. For example, if 39. General Services Administration, 99. Miscellaneous, 68. National Gallery of Art, and 07. Office of National Drug Control Policy are selected, the list will appear in this section as "39, 99, 68, 07".

**Part III: INFORMATION FROM THE SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued**

**4. FEDERAL AWARD AUDIT FINDINGS**

Schedule of Findings and Questioned Costs														
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	
						Compliance Audit Findings <sup>2</sup>		Internal Control Audit Findings <sup>2</sup>						
Row Number from Part II, Item 1	Federal Awarding Agency Prefix	CFDA Three Digit Extension	Additional Award Identification (Optional)	Name of Federal program	Audit Finding Reference Number (YYYY-###)	Type(s) of Compliance Requirement(s) <sup>1</sup>	Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Audit Findings <sup>2</sup>	Questioned Costs	Repeat Audit Finding from Prior Year	If column (m) is "Y", provide Prior Year Audit Finding Reference Numbers
							(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)	
These columns are populated automatically from Part II, Item 1, columns a, b, c, and d on rows with findings.														
For each award with findings, one row is created for each finding reported on Part III, Item 1c.														
This page cannot be used if no findings are reported on Part III, Item 1c.														

<sup>1</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under 2 CFR 200.516(a)) reported for each Federal program.

- |                                    |   |                                 |
|------------------------------------|---|---------------------------------|
| A. Activities allowed or unallowed | F. Equipment and real property management                   | K. Reserved                     |
| B. Allowable costs/cost principles | G. Matching, level of effort, earmarking                    | L. Reporting                    |
| C. Cash management                 | H. Period of performance (or availability) of Federal funds | M. Subrecipient monitoring      |
| D. Reserved                        | I. Procurement and suspension and debarment                 | N. Special tests and provisions |
| E. Eligibility                     | J. Program income   | P. Other                        |

<sup>2</sup> There are 9 valid combinations of "Compliance Audit Findings," "Internal Control Audit Findings," and "Other Audit Findings" for each Federal program with audit findings. (See chart in instructions - Item 8)

**Part IV: CERTIFICATIONS**

<b>1. Auditee Certification Statement</b>	<b>2. Auditor Statement</b>
<p>This is to certify that, to the best of my knowledge and belief the following is true and correct. The auditee has:</p> <p><input type="checkbox"/> ensured that the Form SF-SAC and reporting package does not include protected personally identifiable information (Protected PII) (2 CFR 200.79 and 2 CFR 200.82), or if it does, the Federal Audit Clearinghouse is authorized to publicly post all information contained in this Form SF-SAC and the audit report;</p> <p><input type="checkbox"/> ensured that the Form SF-SAC and reporting package does not include business identifiable information (BII) as defined below*, or if it does, the Federal Audit Clearinghouse is authorized to publicly post all information contained in this Form SF-SAC and the audit report;</p> <p><input type="checkbox"/> complied with the requirements of 2 CFR Part 200 specific to the auditee;</p> <p><input type="checkbox"/> prepared the data in this form in accordance with 2 CFR Part 200 and the accompanying instructions to this form;</p> <p><input type="checkbox"/> included all information required to be reported in this form in its entirety and such information is accurate and complete;</p> <p><input type="checkbox"/> engaged an auditor to perform an audit in accordance with 2 CFR Part 200.500 for the period described in Part I, Items 1 and 3;</p> <p><input type="checkbox"/> ensured the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Uniform Guidance; and</p> <p><input type="checkbox"/> authorized the FAC to make the Form SF-SAC and reporting package publically available on a Web site</p>	<p>The data elements and information included in this form are limited to those prescribed by the Uniform Guidance. Except for Part II, Items 1 and 2, Part III, Item 3(d), and, when audit findings are reported, Part III, Items 4(a)-4(c), and Part IV, the information included in Parts II, III and IV of this form was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is not a substitute for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by the Uniform Guidance, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by the Uniform Guidance, the information in Parts II, III and IV, excluding Part II, Items 1 and 2, Part III, Items 4(a)-4(c), and Part IV of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.</p>

\*BII consists of information defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." (5 U.S.C.552(b)(4)). This information is exempt from automatic release under the (b)(4) FOIA exemption. "Commercial" is not confined to records that reveal "basic commercial operations" but includes any records or information in which the submitter has a commercial interest, and can include information submitted by a nonprofit entity.

<b>Auditee Certification</b>	<b>Auditor Signature</b>
<i>(Date of Electronic Signature )</i>	<i>(Date of Electronic Signature )</i>
Name of certifying official	
Title of certifying official	

**Part IV: CERTIFICATIONS**

**1. Auditee Certification Statement**

This is to certify that, to the best of my knowledge and belief the following is true and correct. The auditee has:

- qualified as an Indian Tribe or Tribal Organization (as defined in the Indian Self-Determination, Education and Assistance Act (ISDEAA), 25 U.S.C 450b(l)) and opts not to authorize the FAC to make the reporting package publically available (tribes selecting this option must submit the reporting package to pass-through entities as described in 2 CFR 200.512(b)(2));
- ensured that the Form SF-SAC and reporting package does not include protected personally identifiable information (Protected PII) (2 CFR 200.79 and 2 CFR 200.82), or if it does, the Federal Audit Clearinghouse is authorized to publicly post all information contained in the Form SF-SAC;
- ensured that the Form SF-SAC and reporting package does not include business identifiable information (BII) as defined below\*, or if it does, the Federal Audit Clearinghouse is authorized to publicly post all information contained in the Form SF-SAC;
- complied with the requirements of 2 CFR Part 200 specific to the auditee;
- prepared the data in this form in accordance with 2 CFR Part 200 and the accompanying instructions to this form;
- included all information required to be reported in this form in its entirety and such information is accurate and complete;
- engaged an auditor to perform an audit in accordance with 2 CFR Part 200.500 for the period described in Part I, Items 1 and 3;
- ensured the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Uniform Guidance; and
- authorized the FAC to make the Form SF-SAC publically available on a Web site

**2. Auditor Statement**

The data elements and information included in this form are limited to those prescribed by the Uniform Guidance. Except for Part II, Items 1 and 2, Part III, Item 3(d), and, when audit findings are reported, Part III, Items 4(a)-4(c), and Part IV, the information included in Parts II, III and IV of this form was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is not a substitute for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by the Uniform Guidance, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by the Uniform Guidance, the information in Parts II, III and IV, excluding Part II, Items 1 and 2, Part III, Items 4(a)-4(c), and Part IV of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

\*BII consists of information defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." (5 U.S.C.552(b)(4)). This information is exempt from automatic release under the (b)(4) FOIA exemption. "Commercial" is not confined to records that reveal "basic commercial operations" but includes any records or information in which the submitter has a commercial interest, and can include information submitted by a nonprofit entity.

<b>Auditee Certification</b>	<b>Auditor Signature</b>
<i>(Date of Electronic Signature )</i>	<i>(Date of Electronic Signature )</i>
<b>Name of certifying official</b>	
<b>Title of certifying official</b>	







