ASSURANCE INSIGHTS

Single Audit Readiness Guide

A practical framework for scoping, SEFA preparation, compliance controls and Federal Audit Clearinghouse submission

READINESS BEGINS WITH COMPLETE AWARD DATA

A Single Audit depends on an accurate Schedule of Expenditures of Federal Awards, current award terms, program-specific compliance requirements and controls that operate throughout the award period.

$1 MILLION THRESHOLD | SEFA | COMPLIANCE | FAC

Includes a scoping map, SEFA control matrix, fillable award assessment and corrective-action plan.

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UNIFORM GUIDANCE

Build from the award inventory to the SEFA

For fiscal years beginning on or after October 1, 2024, a non-federal entity that expends $1 million or more in federal awards during the year generally must have a Single Audit or program-specific audit, subject to the applicable requirements.

01

Identify all federal awards

Capture direct awards, pass-through awards, clusters, loans, noncash assistance and awards embedded in contracts or subrecipient relationships.

02

Determine federal expenditures

Apply 2 CFR 200.502 timing rules by award type and reconcile expenditures to the general ledger.

03

Prepare and review the SEFA

Include required identifiers, totals, notes, clusters and pass-through information; document the completeness control.

04

Map compliance requirements

Use the applicable Compliance Supplement, award terms and agency guidance for each major program.

05

Close reporting and submission

Resolve findings, prepare corrective action and summary schedules, complete the reporting package and submit through the FAC.

The threshold is based on expenditures, not revenue or cash receipts

Do not rely on grant revenue accounts alone. Award expenditures can arise from loans, noncash assistance, cost-reimbursement activity and other arrangements with different timing rules.

SEFA CONTROL MATRIX

Control the path from award to federal expenditure

The SEFA should be reproducible from a complete award inventory and reconciled accounting records.

Control point	Management procedure	Evidence retained	Failure mode
Award identification	Review agreements, notices, amendments, subaward documents and assistance listing numbers.	Award inventory, executed documents and federal/pass-through confirmations.	Federal funding is coded as ordinary contract revenue or omitted.
Expenditure timing	Apply the applicable timing rule under 2 CFR 200.502 for each award type.	Ledger bridge, loan balances, noncash schedules and calculation memo.	Cash receipts or recognized revenue are used as a proxy.
Assistance listing / cluster	Validate program number, name, agency, pass-through entity and cluster treatment.	SAM/agency information, Compliance Supplement and award terms.	Clusters are split or program identifiers are incomplete.
Reconciliation	Reconcile SEFA detail to ledger and financial statements; explain reconciling items.	Account-level crosswalk, reconciliation and management review.	SEFA is prepared outside the close and does not tie.
Subrecipients	Identify amounts provided to subrecipients and distinguish them from contractor payments.	Subrecipient determinations, agreements, monitoring and SEFA schedule.	Vendor coding is used without applying the Uniform Guidance analysis.
Reporting package	Coordinate financial statements, SEFA, findings, corrective action and data collection form.	Final reporting package, certifications and FAC submission support.	Data conflicts across documents or submission is late.

Major-program readiness and compliance contro

Management does not select major programs for the auditor, but it can prepare by understanding award risk, program requirements and control evidence.

Applicable requirements

Identify the current Compliance Supplement, program-specific requirements, award terms and agency communications for the audit period.

Control ownership

Assign a control owner for each applicable compliance requirement and document frequency, evidence, review and escalation.

Population completeness

Preserve complete populations for eligibility, payroll, procurement, reporting, cash management, subrecipients and other applicable areas.

Known noncompliance

Evaluate questioned costs, reporting errors, late actions, monitoring issues and prior findings before fieldwork.

The Compliance Supplement is a starting point

It identifies requirements subject to audit, but the executed award, statutes, regulations and agency terms remain essential to management's compliance responsibility.

Primary basis: 2 CFR Part 200 Subparts D and F; current OMB Compliance Supplement.

Findings, corrective action and FAC submission

The reporting package is a coordinated deliverable. Management's responses and schedules should be complete, consistent and supported.

Summary schedule of prior findings

State whether each prior finding was fully corrected, partially corrected or not corrected, with the required explanation.

Corrective action plan

Identify the finding, responsible official, specific corrective action, anticipated completion date and any disagreement.

Data collection form

Reconcile program and finding information to the auditor's reporting package before certification.

Submission timing

Submit the reporting package and data collection form to the FAC within the period required by 2 CFR 200.512.

Treat submission as part of the engagement timeline

Assign certifying officials and submission editors early. Late access setup or inconsistent data can delay an otherwise complete audit.

Primary basis: 2 CFR 200.511-513 and Federal Audit Clearinghouse instructions.

FILLABLE READINESS CHECK

Single Audit readiness check

Complete at planning and update through the audit period.

- ☐ The award inventory includes direct, pass-through, loan, noncash and subaward activity. **OWNER / TARGET DATE**
- ☐ Federal expenditures are determined under 2 CFR 200.502 and reconcile to the ledger. **OWNER / TARGET DATE**
- ☐ The SEFA includes required program, cluster, pass-through and note information. **OWNER / TARGET DATE**
- ☐ Applicable compliance requirements are mapped to named control owners and evidence. **OWNER / TARGET DATE**
- ☐ Complete populations can be reproduced for each material compliance process. **OWNER / TARGET DATE**
- ☐ Subrecipient determinations, agreements and monitoring are documented. **OWNER / TARGET DATE**
- ☐ Prior findings and known noncompliance have documented status and corrective action. **OWNER / TARGET DATE**
- ☐ FAC roles, reporting-package responsibilities and target submission date are assigned. **OWNER / TARGET DATE**

Check an item only when the underlying support has been reviewed, not merely requested.

FILLABLE PLANNING MEMORANDUM

Federal award readiness assessment

Complete for each material or judgmental award or cluster.

AWARD, AGENCY, PASS-THROUGH ENTITY AND ASSISTANCE LISTING

AWARD PERIOD, TYPE AND EXPENDITURE-TIMING CONCLUSION

SEFA ACCOUNTS, RECONCILIATION AND CLUSTER TREATMENT

APPLICABLE COMPLIANCE REQUIREMENTS AND CONTROL OWNERS

KNOWN ISSUES, QUESTIONED COSTS AND PRIOR FINDINGS

CORRECTIVE ACTION, OWNER AND TARGET DATE

Completion standard

Retain the evidence supporting each conclusion and document review of unresolved or judgmental items.

90-DAY ACTION PLAN

Turn findings into an accountable plan

Focus first on SEFA completeness, expenditure timing, major compliance processes and unresolved prior findings.

Priority action	Owner	Due	Evidence / status

Prioritization lens

Escalate missing awards, unreconciled SEFA balances, unsupported populations and known noncompliance before auditor major-program testing begins.

AUTHORITATIVE FOUNDATION

Sources and technical guidance

This guide reflects the current Uniform Guidance and the 2025 Compliance Supplement available as of July 2026.

2 CFR Part 200, Subpart F - Audit Requirements

Current federal audit requirements, including the $1 million threshold applicable to fiscal years beginning on or after October 1, 2024.

www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F

2025 OMB Compliance Supplement

Current program and compliance guidance in 2 CFR Part 200, Appendix XI.

www.whitehouse.gov/omb/information-resources/guidance/compliance-supplement/

Federal Audit Clearinghouse resources

Official submission guide, SF-SAC workbooks and access-management resources.

www.fac.gov/audit-resources/

GAO 2024 Yellow Book

Government Auditing Standards applicable to Single Audits.

www.gao.gov/products/gao-24-106786

Use of this publication

This guide provides general information, not a substitute for the applicable standards, laws, contracts, plan documents or professional judgment. Evaluate the complete facts and current requirements for each engagement.