

**CALIFORNIA DEPARTMENT OF EDUCATION**

**AUDIT GUIDE**



**November 2015**

CALIFORNIA DEPARTMENT OF EDUCATION  
AUDITS & INVESTIGATIONS DIVISION

AUDIT GUIDE

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## Definition of Acronyms

A&I	Audits and Investigations Division
ABE	Adult Basic Education
AE	Adult Education
AICPA	American Institute of Certified Public Accountants
AASC	<i>Annual Audit Status Certification</i>
ASE	Adult Secondary Education
AUD	Audited Attendance and Fiscal Report or Audited Fiscal Report
CACFP	Child and Adult Care Food Program
CAFR	Comprehensive Annual Financial Report
CASAS	Comprehensive Adult Student Assessment System
CBO	Community Based Organization
CCDF	Child Care and Development Fund
CCFRF	Child Care Facilities Revolving Fund
CCR	<i>California Code of Regulations</i>
CD	Child Care and Development
CDE	California Department of Education
CDFS	Child Development Fiscal Services
CFDA	Catalog of Federal Domestic Assistance
CFR	<i>Code of Federal Regulations</i>
CNIPS	Child Nutrition Information Payment System
CPA	Certified Public Accountant
CSAM	<i>California School Accounting Manual</i>
DHHS	United States Department of Health and Human Services
EC	<i>California Education Code</i>
EDGAR	Education Department General Administration Regulations
ESEA	Elementary and Secondary Education Act of 1965
ESL	English as a Second Language
FASD	Fiscal Administrative Services Division
FNS	Food and Nutrition Services
FT&C	<i>Funding Terms and Conditions for Child Development Programs</i>
G&A	General and Administrative
GAAP	Accounting Principles Generally Accepted in the United States of America
GAAS	Generally Accepted Auditing Standards
GAS	<i>Government Auditing Standards</i>
LEA	Local Educational Agency
MOE	Maintenance of Effort
NCLB	No Child Left Behind
NSD	Nutrition Services Division
OMB	Office of Management and Budget
PA	Public Accountant
PCA	Program Cost Accounts
RFP	Request for Proposal
SFSP	Summer Food Service Program
SCO	State Controller's Office
SNP	School Nutrition Programs
USDA	United States Department of Agriculture
WIA	The Workforce Investment Act of 1998

**CHAPTER 100**

**INTRODUCTION**

Chapter 100 – Introduction

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**PURPOSE OF AUDIT GUIDE**

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The *California Department of Education (CDE) Audit Guide* delineates the audit requirements and guidance applicable to certain state and federal programs operated by private and public agencies under agreements with the CDE. The *CDE Audit Guide* also contains background information and audit procedures that should be considered when auditing CDE programs.

The *CDE Audit Guide* is designed to supplement audit procedures and standards necessary to perform an examination in accordance with: (1) Generally Accepted Auditing Standards (GAAS); (2) *Government Auditing Standards (GAS)* issued by the Comptroller General of the United States; and (3) *The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* also known as the *Uniform Grants Guidance*, located at Title 2 *Code of Federal Regulations (2 CFR) Part 200*. The *CDE Audit Guide* does not supplant the auditor's professional judgment; it leaves to the auditor's discretion which procedures to utilize in conducting an individual audit.

Effective with audits of fiscal year 2015-16, the July 2015 revision of *CDE Audit Guide* supersedes all previous *CDE Audit Guide* revisions in its entirety. This revision of the *CDE Audit Guide* is effective July 1, 2015, and applies to the child development programs with a fiscal year ending June 30, 2016, or later. The *CDE Audit Guide* should be used by independent auditors in conducting audits of state and federal programs, including, but not limited to:

- Child Care and Development
- Nutrition
- Adult Education
- No Child Left Behind – 21st Century Community Learning Centers

**AUDIT REQUIREMENTS**

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Public and private agencies that contract with CDE to provide certain educational services such as, but not limited to, child nutrition and child development services, are required to submit to the CDE an independent audit report as required by the following laws and regulations:

- A. *California Education Code (EC)*, Section 8448, requires agencies that contract with the CDE under a direct service agreement to have a single independent financial and compliance audit. Such audits shall include an evaluation of the accounting and control systems of the direct service contractor and of the activities by the contractor.
- B. *EC* Section 33420 requires, as a condition to any contract with a private agency for the provision of educational services, that an audit of state and federal funds be conducted by CDE auditors, a certified public accountant (CPA), or a public accountant (PA) licensed by the California Board of Accountancy (Board). For child development services, the audit shall include all funds deposited in the child development fund.

- C. *EC* Section 41020 requires each county superintendent of schools to provide an audit of all funds under his or her jurisdiction and control, and the governing board of each Local Educational Agency (LEA) to either provide an audit of its books and accounts, including an audit of income and expenditures by source of funds, or make arrangements with the county superintendent of schools having jurisdiction over the LEA to provide for the audit.
- D. Title 5, *California Code of Regulations (5 CCR)*, Section 18071, requires child development contractors to submit to the CDE an acceptable annual financial and compliance audit report.

**GENERAL AUDIT OBJECTIVES**

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The general objectives for audits of CDE programs are to determine if:

- A. The agency's financial statements are presented in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP).
- B. The agency establishes and maintains effective internal controls to discharge management responsibilities and adequately safeguard state and federal interests.
- C. State and federal funds are being expended in accordance with applicable agreements and provisions of law or regulations that could materially affect the financial statements or programs tested.
- D. The direct and indirect costs incurred and claimed for reimbursement under the contracts are reasonable, allowable, and allocable to the programs according to the benefits received.
- E. The supplemental information required by the *CDE Audit Guide* is fairly stated in all material respects in relation to the financial statements as a whole.

**AUDITOR QUALIFICATIONS**

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Independent annual audits of CDE programs administered by private not-for-profit agencies, private for-profit agencies, four-year universities, colleges, cities, and counties shall be performed by one of the following (also applies to federal audits, excluding item C):

- A. CPA licensed by the Board
- B. PA licensed on or before December 31, 1970, by the Board
- C. Internal audit unit of contractor that is not subject to the direction or authority of the manager responsible for the programs subject to the *CDE Audit Guide*
- D. CDE's Audits and Investigations Division (A&I), the California State Auditor, or the California State Controller's Office

## AUDITING STANDARDS

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Audits shall be conducted in accordance with: (1) GAAS, which are set forth by the American Institute of Certified Public Accountants (AICPA); (2) the standards applicable to financial audits, contained in *GAS*, as issued by the Comptroller General of the United States; and (3) federal audit requirements set forth in *Uniform Grants Guidance*, Subpart F.

## SELECTING AN AUDITOR

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### A. General

The Board maintains a Web site that lists considerations for selecting a CPA or PA at <http://www.dca.ca.gov/cba/consumers/slectcpa.shtml>. The Board also allows you to check the status of a practitioner's license by using its License Lookup Feature at <http://www.dca.ca.gov/cba/lookup.shtml>, or you can contact the Board by telephone at 916-263-3680.

### B. Peer Review

The AICPA has a detailed set of quality control requirements in place for public accounting firms. GAAS quality control standards require public accounting firm's overall auditing and attestation practice to be governed by AICPA Statements on Quality Control Standards No. 8. This standard mandates that public accounting firms must have a firm-wide system of quality control that sets overall firm standards for the conduct of all accounting and auditing engagements. This system must include a set of quality control policies and procedures as well a system to monitor and report on compliance with this system of quality control. GAAS AU-C section 220 provides detailed quality control requirements as they apply to individual engagements. The AICPA also requires public accounting firms to undergo a peer review of their accounting and/or auditing practice. Third party accounting firms or other persons qualified to conduct peer reviews perform these reviews. All three elements work together to provide an overall system of accounting firm quality control and it is important that firms understand the requirements of each of these elements.

In addition, paragraph 3.96 of *GAS* requires that audit organizations obtain an external peer review at least once every three years that is sufficient in scope to provide a reasonable basis for determining if, for the period under review, the reviewed audit organization's system of quality control was suitably designed and if the audit organization is complying with its quality control system in order to provide the audit organization with reasonable assurance of conforming with applicable professional standards.

C. Proposal Letter

When the organization is asking for a request for proposal (RFP) letter for audited financial statements, ensure that the RFP requires the auditor to provide:

1. A copy of the firm's most recent governmental peer review report, the related letter of comments, and the firm's response to the letter of comments.
2. A proposal letter that includes:
  - a. Assurance that the audit will adhere to the audit requirements of: (1) the *CDE Audit Guide*; and (2) *Uniform Grants Guidance*, 2 CFR Part 200, Subpart F.
  - b. Each of the financial and compliance areas to be audited.
  - c. The date by which the final audit report will be provided (see audit report submission and due date requirements in [Chapter 200](#)).
  - d. A statement to the effect that the auditor shall make available, on request by CDE, a copy of all audit documentation pertaining to the audit.
  - e. Assurance that the CPA will provide two copies of the audit report and management/communication letter directly to the CDE at:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Reports Review Section

D. Contract for Audit Services

The contract for audit services should be obtained by using applicable procurement standards. The auditor must provide the organization with a written engagement letter that spells out all services to be performed, as described in the RFP and proposal letter.

**REVISIONS TO THE AUDIT GUIDE**

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The *CDE Audit Guide* incorporates the latest reporting standards and requirements issued by the AICPA, Office of Management and Budget, and Comptroller General of the United States. Revisions to the *CDE Audit Guide* are ongoing to address applicable reporting standards and requirements; auditors should use the most current authoritative language in the audit reports.

## Chapter 100 – Introduction

Suggestions for improving the *CDE Audit Guide* should be addressed to A&I in writing and sent to:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Guide Revisions

### **TECHNICAL ASSISTANCE**

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Agencies or independent auditors with questions about the *CDE Audit Guide*, or the program requirements affecting audits, may contact A&I by telephone at 916-322-2288, or by mail or fax at:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Reports Review Section  
Fax: 916-323-4460

**CHAPTER 200**

**GENERAL REPORTING**

**AND**

**ADMINISTRATION**

Chapter 200 – General Reporting and Administration

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## THE AUDIT REPORT

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Management of the agency being audited is responsible for the validity and accuracy of the audit report submitted to the California Department of Education (CDE). The audit report is comprised of the financial statements of the agency and the supplementary information required by the *CDE Audit Guide*. See a list of the audit report contents in [Exhibit A](#) at the end of this chapter.

The agency's auditor is responsible for performing independent verification and testing to validate and express an opinion on the fair presentation of the audited information. The audit must be performed in accordance with the applicable auditing standards described in [Section 150](#). Also, the *Independent Auditor's Report* must indicate whether the supplementary information is fairly presented in all material respects in relation to the financial statements as a whole.

The CDE is responsible for reviewing all submitted audit reports to assess conformance with the audit reporting requirements of the *CDE Audit Guide*. Failure to timely submit an acceptable audit report may result in the CDE withholding contract payments.

## AUDIT REPORTING REQUIREMENTS

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Audit reporting requirements vary by program and the amount of federal funds expended. The programs subject to audit under the *CDE Audit Guide* include Child Care and Development (CD), Nutrition, Adult Education (AE), and No Child Left Behind (NCLB). Not-for-profit, for-profit, local government and local educational agencies expending \$750,000 or more of federal funding are subject to the Single Audit requirements, utilizing the State Controller's Office *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

### A. Audits of Agencies with CD Programs

When an agency receives CD funding to operate one or more CD programs under contract with the CDE, it must follow the audit reporting guidelines presented in [Section 207](#). Those guidelines also apply when an agency receives CD funding, plus other funding to operate Nutrition, AE, and/or NCLB programs.

Note that the *CDE Audit Guide* applies to NCLB programs only when they are included in an audit of CD programs.

### B. Audits of Agencies without CD Programs

When an agency operates Nutrition and/or AE programs, but not CD programs, it must follow the audit reporting guidelines presented in [Section 209](#).

The Audits and Investigations Division (A&I) will not accept a pro forma or draft audit report submitted as a substitute for the Contractor Audit report.

**CHILD DEVELOPMENT CONTRACTOR AUDITS****207**

An agency that enters into a contract with the CDE to operate CD programs is referred to as a contractor. A contractor is required to submit an annual independent financial and compliance audit report of the entire organization (Contractor Audit), not just an audit report for the individual contracts or programs. A Contractor Audit is required when a contractor receives \$25,000 or more in state funding from all state agencies combined. When a contractor receives less than \$25,000 per year in state funding, the audit must be conducted biennially or sooner if there is evidence of fraud or other violation of state law in connection with any direct service contract. See California *Education Code (EC)*, Section 8448(g).

In order for the audit report to be deemed acceptable, the contractor's auditor must conduct the associated audit in accordance with the *CDE Audit Guide* and include the applicable reports and schedules listed in [Exhibit A](#) of this chapter. The audit report must meet the requirements stated in the *CDE Audit Guide*, even if the contractor: (1) terminates the contract or goes out of business before completing the contract term; or (2) does not otherwise provide child care services in accordance with contract provisions. Failure to submit the required audit report could result in the contractor being liable and billed for all funds received for the affected contract(s).

**LOCAL GOVERNMENT AGENCIES****208**

- A. A local government agency that expends less than \$750,000 in federal awards during its fiscal year must provide CDE with the following information:
1. A Comprehensive Annual Financial Report (CAFR), prepared in accordance with the standards set forth by the Government Accounting Standards Board (a CAFR includes an audit opinion, government-wide and fund financial statements, and additional information). In lieu of a complete CAFR, local government agencies may opt to provide an independent auditor's report and financial statements.
  2. Supplementary Information and Other Required Information – See [Exhibit A](#) of this chapter, Audit Report Contents; and [Chapter 300](#), Reporting Child Care and Development Programs. If a local government agency is unable to meet the audit report deadlines, an audit report on the applicable program (Program Audit) may be submitted in lieu of a comprehensive financial statement audit report.
- B. A local government agency that expends federal awards of \$750,000 or more during its fiscal year must provide CDE with an audit reporting package that contains:
1. CAFR, as described above;
  2. Supplementary Information and Other Required Information listed in [Exhibit A](#) of this chapter, as applicable. A Single Audit with financial statements or a Program Audit would be acceptable in fulfilling this requirement (see [Section 208.A.2](#)).

**NUTRITION AND ADULT EDUCATION AGENCIES****209**

For agencies that operate Nutrition and/or AE programs, but not CD programs, an audit report must be timely submitted to the CDE in accordance with the audit reporting guidelines below.

**A. Nutrition Programs**

An audit of nutrition programs is required when an agency receives nutrition program funding and expends \$750,000 or more in federal awards during its fiscal year. This requirement applies to all for-profit and not-for-profit agencies and local governments. The audit report must include, at minimum, the Independent Auditor's Report, basic financial statements, and supplementary information as listed in [Exhibit A](#) of this chapter. The program audit requirements for the Child and Adult Care Food Program (CACFP) are provided in Nutrition Services Division Management Bulletin Number NSD-CACFP-03-2007, which may be accessed at <http://www.cde.ca.gov/ls/nu/cc/mb032007.asp>.

If an agency expends federal awards of \$750,000 or more under a single federal program, it may submit a *Program-Specific* audit (see *Uniform Grants Guidance*, 200.501c), which requires information related to federal awards expended, internal controls, compliance, and audit findings. The agency's auditor must also include the applicable supplementary information listed in [Exhibit A](#) of this chapter.

**B. Adult Education Programs**

An audit of AE programs is required when an agency receives AE program funding and expends federal awards of \$750,000 or more during its fiscal year. The audit report must include, at minimum, the Independent Auditor's Report, basic financial statements, and supplementary information as listed in [Exhibit A](#) of this chapter.

A local government agency that expends federal awards of \$750,000 or more during its fiscal year must provide the CDE with an audit that includes a CAFR and the supplementary information listed in [Exhibit A](#) of this chapter.

**AUDIT REPORT SUBMISSION REQUIREMENTS****210**

The audit report submission requirements may vary depending on the programs administered, the contractor's or agency's status, and the type of entity. If a due date falls on a non-business day, the due date will be extended to the next business day.

**A. Contractor Audit****1. Contractor Audit Submission**

Two copies each of the Contractor Audit report, management letter (if applicable), and subcontractor audit reports (if applicable) are required to be sent to the CDE, A&I at:

## Chapter 200 – General Reporting and Administration

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Reports Review Section

### 2. Contractor Audit Report Deadlines (See *Audit Due Dates*, [Exhibit B](#))

#### **Audit report and related action due dates for contractors with fiscal years ending June 30:**

- **November 14**  
Deadline to request time extension (one per year) – See [Section 212](#)
- **November 15**  
Due date for audit reports without an A&I approved extension
- **December 1**  
List of delinquent audit reports is sent to the CDE Fiscal Administrative Services Division (FASD) – See [Section 214](#)

#### **Contractor audit report due dates and related action due dates for contractors with fiscal years ending other than June 30:**

- **14<sup>th</sup> day of the fifth month after fiscal year-end**  
Deadline to request time extension (one per year) – See [Section 212](#)
- **15<sup>th</sup> day of the fifth month after fiscal year-end**  
Due date for audit reports without an A&I approved extension
- **1<sup>st</sup> day of the sixth month after fiscal year-end**  
List of delinquent audit reports is sent to FASD – See [Section 214](#)

### B. Single Audit

#### 1. Single Audit Report Submission

- a. All not-for-profit organizations and local government agencies must submit two copies each of the Single Audit report, internal control communication/management letter (if applicable), and any subcontractor audit report(s) to the CDE Audits and Investigations Division at:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Reports Review Section

## Chapter 200 – General Reporting and Administration

- b. If a Single Audit includes one or more CD programs, the Single Audit report must be submitted by the due date of the contractor audit, unless the auditee is a local government agency.
- c. If the auditee is a local government agency and the Single Audit includes one or more CD programs, the Single Audit report and CAFR must be submitted within the timeframes specified for Single Audits (see Single Audit Deadlines below).
- d. The A&I will not accept pro forma or draft reports submitted as a substitute for the final Single Audit report.

### 2. Single Audit Deadlines (See *Audit Due Dates*, [Exhibit B](#))

A completed Single Audit report for a not-for-profit agency shall be submitted within the **earlier of 30 days after receipt of the audit by the contractor, or nine months after the end of the audit period**, according to *Uniform Grants Guidance*, 200.512 (a)(1).

Some programs or government agencies have more stringent requirements. For example, when a Single Audit of a not-for-profit agency includes a CD program, the Single Audit report must be submitted by the due date of the contractor audit ([Section 210.B.1.b](#)).

### 3. Additional Requirements

#### a. Adult Education Programs

The completed Single Audit report for not-for-profit contractors and subcontractors that receive Adult Education funding shall be submitted within the **earlier of 30 days after receipt of the audit report, or six months after the end of the agency's fiscal year** in accordance with the requirements of the state's final budget summary.

#### b. Community Colleges

The audit reports for community colleges are due by **December 31**. Note that CD programs operated by community colleges are not subject to the audit procedures in [Chapter 300](#).

#### c. School Districts and Charter Schools

School districts and charter schools must submit an annual Single Audit report **by December 15 of each year**, in accordance with *EC* sections 41020 and 47605.6, to:

## Chapter 200 – General Reporting and Administration

- The State Controller's Office at:

State Controller's Office  
Division of Audits  
Post Office Box 942850  
Sacramento, CA 94250-5874

- The California Department of Education at:

California Department of Education  
School Fiscal Services Division  
1430 N Street, Suite 3800  
Sacramento, CA 95814

### d. Institutions of Higher Education and Hospitals

Not-for-profit institutions should follow the submission requirements in [Section 210.B.1.a](#). For-profit institutions should follow submission requirements in [Section 210.B.3.e](#).

### e. For-Profit Organizations

For-profit organizations must follow the same reporting requirements established for CD contractor audits under [Section 210.A](#), or nutrition only audits under [Section 209.A](#).

## 4. Requirement for Submitting Reporting Package and Data Collection Form to the Single Audit Clearinghouse

According to *Uniform Grants Guidance*, 200.512(b), the auditee must file electronically (online) to the Federal Audit Clearinghouse a completed data collection form and audit reporting package within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

## C. Internal Control Communication

Clarified Statement on Auditing Standards (AU-C Section 265), *Communicating Internal Control Related Matters Identified in an Audit*, addresses the auditor's responsibility to appropriately communicate to those charged with governance and management the deficiencies in internal control that the auditor has identified in an audit of financial statements.

Any internal control communication, such as a management letter, must be submitted with the agency's annual audit report. If the letter has not been issued at the time the audit report is submitted, then it must be submitted directly to the CDE upon issuance.

D. Subcontracts for Operating Child Development Programs

A contractor may choose to enter into a subcontract agreement with another organization where the subcontractor operates one or more of the contractor's CD programs. The contractor shall require the subcontractor to: (1) obtain an audit that meets the requirements of this audit guide; and (2) provide the contractor with two copies of the audit. Both the contractor's and the subcontractor's final audits are due to the CDE **from the contractor** by the date specified in [Section 210.A.2](#). Note that affected subcontractors exclude those that operate CD programs only for school districts. Also, see [Section 345](#) for guidance, including reporting on the AUD form.

**SINGLE EXTENSION PER YEAR FOR CHILD DEVELOPMENT AUDITS** **212**

Except for CD program contractors on conditional status, Title 5, *California Code of Regulations* (5 CCR), Section 18073 allows A&I to grant a CD contractor a **one-time-only per year**, 30-calendar-day extension of the audit due date, provided the inability of the contractor to submit the audit report by the due date was beyond the fault and control of the contractor.

For contractors with a fiscal year ending June 30, a request for extension shall be made in writing and either mailed (postmarked) or faxed by 4:00 p.m. on November 14 to:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814  
Attention: Audit Reports Review Section  
Fax: 916-323-4460

For contractors with a fiscal year ending on a date other than June 30, a request for extension shall be in writing and either mailed (postmarked) or faxed by 4:00 p.m. on the 14<sup>th</sup> day of the fifth month after the contractor's fiscal year-end. If a normal due date for an extension request falls on a weekend or state holiday, the required due date will be extended to the next business day.

Requests for extensions postmarked or faxed after the due date and time will not be considered or granted. Please do not submit more than **one request** for an extension. Duplicate requests slow down the approval process for all extension requests. A sample *Extension Request Form* is provided in [Exhibit C](#) at the end of this chapter.

**DELINQUENT AUDIT REPORTS**

**214**

A. Contractor Audit

5 CCR, Section 18073, maintains that Contractor Audits of CD programs are considered delinquent and all apportionments withheld if the audit is not received on or before the due date and an extension has not been granted.

B. Single Audit

Single Audit reports are due as provided in [Section 210.B](#). An extension may be granted if a Single Audit includes one or more CD programs and the contractor is not a local government agency. No extensions will be granted for local government agencies.

C. Audit of School Nutrition Programs (School Breakfast Program, National School Lunch Program, and Special Milk Program)

If a sponsor does not submit to CDE a timely and acceptable School Nutrition audit, the sponsor’s reimbursement claims may be suspended beginning with the first month of delinquency (usually July or January). If an audit is 30 or more days past due, payments may be canceled and the participant can lose reimbursement for one or more months. If the audit remains outstanding past 90 days, the participant may be terminated from all CDE programs and can lose all reimbursement beginning with the first month of cancellation.

A School Nutrition program participant that has been terminated from any child nutrition program for failure to meet the audit requirement shall submit an acceptable audit report before being reinstated. The audit shall cover the program year that was not previously audited and may also include the following program year.

**RECONCILIATION OF FISCAL YEARS NOT ENDING ON JUNE 30**

**216**

Agencies that submit: (1) financial statements with a fiscal year ending on a date other than June 30 of the current state fiscal year; and (2) supplementary information on state CD programs for the fiscal year ending June 30, must reconcile the revenue and expense data reported for the two periods. Specifically, the amounts reported in the *Statement of Activities* for the agency’s fiscal year-end must be reconciled with the amounts reported in the *Combining Statement of Activities* for the fiscal year ending June 30. See the *Example of Reconciliation of Fiscal Year Not Ending on June 30* in [Exhibit D](#) at the end of this chapter.

If the agency’s fiscal year ends after June 30 (but no later than December 31), the reconciliation should be from the agency’s fiscal year-end back to June 30 of the **current** state fiscal year. If the agency’s fiscal year ends before June 30 (but not before January 1), the reconciliation should be from the agency’s fiscal year-end back to June 30 of the **preceding** state fiscal year. See the schedule of *Audit Due Dates* in [Exhibit B](#).

## **PAYMENT HISTORY REQUESTS**

**230**

The Child Nutrition Information Payment System (CNIPS) is an on-line system that provides CDE access to claims, applications, and most nutrition program functions. Nutrition payment history reports are available from A&I upon request; however, the auditor is expected to review the agency's records to verify payments received by the contractor.

The Provider Accounting Reporting Information System is an online system that provides CDE access to two child development contract payment histories: (1) Summary of Child Development Contract Activity for Fiscal Year; and (2) Agency Payment History Report for Fiscal Year. These two reports are available from A&I upon request; however, the auditor is expected to review the agency's records to verify payments received.

## **AUDIT DOCUMENTATION AND RECORD RETENTION**

**242**

The *California Business and Professions Code*, Section 5097, and the California Board of Accountancy Regulations, Section 68.3, requires audit documentation to be retained by the auditor for a minimum of seven years, measured from the date of issuance of the report, unless the auditor is notified in writing by CDE, A&I, of the need to extend the retention period. The A&I reserves the right to perform quality control reviews of audit documentation to determine whether audits have been performed in conformity with *Government Auditing Standards (GAS)*. Audit documentation shall be made available to CDE upon request.

The *EC* Section 33421 maintains that private agencies that receive state funds may be audited pursuant to the *EC* Section 33420. Upon request, agencies shall make all records pertaining to its state-funded programs available to the CDE during regular business hours. The records shall be retained for at least five years, except for child nutrition program records (three years). Also, records for real property and equipment acquired wholly or partially with CDE funds shall be retained for five years after final disposition.

Child nutrition program records shall be retained for three years, according to regulations adopted by the United States Department of Agriculture (USDA). However, in cases where an audit remains unresolved, the records shall be retained until the date the audit is resolved. In addition, records for real property and equipment acquired with federal funds shall be retained for three years after final disposition.

## **ANNUAL AUDIT STATUS CERTIFICATION FORM**

**252**

Organizations that participate in CD, Nutrition, AE, and NCLB programs must annually report to A&I the total amount of federal and state funds expended during the past fiscal year on an *Annual Audit Status Certification (AASC)* form. The AASC form does not replace the requirement to submit an annual audit report to the Federal Audit Clearinghouse ([Section 210.B.4](#)) and to A&I ([Section 206](#)).

The AASC form must be completed, signed, dated, and returned to A&I by the deadline noted at the top of the form. For AASC form instructions, see the A&I Web page at <http://www.cde.ca.gov/fg/au/pm>. The individual completing the AASC form should be familiar with the agency's financial contracts and programs. If the information requested on the AASC form does not apply to your agency for reasons such as cancellation, termination, or voluntary discontinuation of the CDE's programs, the responsible individual still must sign, date, and return the form with a notation stating the reason for non-applicability. Submit your agency's completed and signed AASC form to:

California Department of Education  
Audits and Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814

Failure to timely submit the AASC form to A&I may jeopardize an organization's continued participation in programs administered by the CDE.

## REPORTING FRAUD

260

During an audit of a program funded by the CDE, if an auditor uncovers fraud or an illegal act that has occurred, or is likely to have occurred, the auditor must report it to the CDE, A&I (see [Section 210.A](#) for A&I address, or call 916-322-2288). The following standards apply:

### A. *Government Auditing Standards*

*GAS*, as issued by the Comptroller General of the United States, addresses fraud and illegal acts. Section 4.25a indicates that auditors should include in their report on internal control and compliance the relevant information about fraud and noncompliance with provisions of laws or regulations that have a material effect on the financial statements or other financial data significant to the audit objectives and any other instances that warrant the attention of those charged with governance. In addition, Section 4.27 indicates that when fraud has occurred or is likely to have occurred, auditors may consult with authorities or legal counsel as to whether publicly reporting such information would compromise investigative or legal proceedings. Furthermore, Section 4.30 indicates that, when an agency is informed of fraud and fails to take appropriate action, auditors should report the known or likely fraud directly to parties outside the audited agency, such as to the CDE.

### B. Clarified Statement on Auditing Standards (AU-C Section 240)

*Consideration of Fraud in a Financial Statement Audit*, AU-C Section 240, issued by the American Institute of Certified Public Accountants, provides guidance regarding fraud, including the auditor's responsibilities. An auditor conducting an audit in accordance with Generally Accepted Auditing Standards (GAAS) is responsible for obtaining reasonable assurance that the financial statements as a whole are free from material misstatement, whether caused by fraud or error.

## Chapter 200 - General Reporting and Administration Audit Report Contents

THE FOLLOWING REPORTS, STATEMENTS, SCHEDULES, AND OTHER INFORMATION ARE REQUIRED TO MEET STATE AND SINGLE AUDIT REPORTING REQUIREMENTS	SAMPLE AT APPENDIX
<b>INDEPENDENT AUDITOR'S REPORT(1)</b>	<b>A</b>
<b>BASIC FINANCIAL STATEMENTS:(1)</b>	
Statement of Financial Position < Balance Sheet (2) >	
Statement of Activities and Changes in Net Assets < Income Statement (2) >	
Statement of Cash Flow s	
Notes to Financial Statements	
<b>SUPPLEMENTARY INFORMATION:</b>	
Schedule of Expenditures of Federal and State Awards (meets CDE and Single Audit requirements)	
<b>Child Development Programs (see Chapter 300):</b>	
Combining Statement of Activities < Combining Income Statement (2) >	
Schedule of Expenditures by State Categories	
Reconciliation of CDE and GAAP Expense Reporting	
Schedule of Reimbursable Equipment Expenditures	
Schedule of Reimbursable Expenditures for Renovations and Repairs	
Schedule of Reimbursable Administrative Costs	
Schedule of Reimbursable Start-Up Expenses, if applicable	
Schedule of Reimbursable Budget Impasse Credit Expenses	
Audited Attendance and Fiscal Reports and Audited Fiscal Reports (AUD Forms)	
Audited Reserve Account Activity Report(s) (for any reserve account that has not been closed, even if amounts are zero)	
Reconciliation of Fiscal Year Not Ending on June 30, if applicable	
<b>Nutrition Programs (see Chapter 400):</b>	
<b>A. Child and Adult Care Food Program (3):</b>	
<b>1. Centers:</b>	
Summary of Claim	<b>B</b>
Schedule of Reported, Adjusted, and Allow ed Meals and Earned Reimbursement	
Schedule of Reported, Adjusted, and Allow ed Enrollment	
Schedule of Reported, Adjusted, and Allow ed Meals	
<b>2. Day Care Homes:</b>	
Summary of Claim	<b>C</b>
Schedule of Reported, Adjusted, and Allow ed Meals, Sites and Earned Reimbursement	
Schedule of Reported, Adjusted, and Allow ed Meals and Homes	
Determination of Allow able Administrative Reimbursement	
Schedule of Reported, Adjusted, and Allow ed Administrative Income	
Determination of Reported, Adjusted, and Allow ed Administrative Cost	
Determination of Budget Deficit (Adjustments)	
Determination of Allow ed Provider Payments	
<b>3. Independent Centers:</b>	
Summary of Claim	<b>D</b>
Schedule of Reported, Adjusted, and Allow ed Meals and Earned Reimbursement	
Schedule of Reported, Adjusted, and Allow ed Meals	
Schedule of Reported, Adjusted, and Allow ed Enrollment	
Reconciliation of Allow able Administrative Costs	
Schedule of Allow ed Administrative Costs	
Schedule of Allow ed Funds Retained	
<b>B. School Nutrition Program (4):</b>	
Summary of Claim	<b>E</b>
Schedule of Reported, Adjusted, and Allow ed Meals and Earned Reimbursement	
Schedule of Reported, Adjusted, and Allow ed Enrollment	
<b>C. Summer Food Service Program (4) (5):</b>	
Summary of Claim	
Schedule of Meals Served and Cost of Meal Service	
Statement of Budgeted and Actual Administrative Expenses	
Calculation of Maximum Allow able Administrative Costs	
Schedule of State Disallow ance Notices	
<b>OTHER REQUIRED INFORMATION:</b>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	<b>A</b>
Report on Compliance For Each Major Program, Report on Internal Control Over Compliance, and Report on Schedule of Expenditures of Federal Awards Required by <i>Uniform Guidance</i> , 2 CFR Part 200, Subpart F (single audit only)	
Schedule of Findings and Questioned Costs (all audits)	
Status of Corrective Action on Prior Year Findings (all audits)	
Any Internal Control Communication and/or Management Letter	
<b>Footnotes:</b>	
(1) For audits of local governments, this information is included in the entity's Comprehensive Annual Financial Report (or similar report).	
(2) Use this title in audits of For-Profit entities (sole proprietor/partnership/corporation).	
(3) Exclude w hen there are no Child and Adult Care Food Program findings, over/underpayments, and/or audit cost reimbursement requests.	
(4) Exclude w hen there are no Program findings and/or over/underpayments.	
(5) Refer to Section 440 for additional information on Summer Food Service Program.	

Chapter 200 – General Reporting and Administration  
Audit Due Dates

Child Care and Development Audit Due <sup>1</sup>							
For Contractors with FYE	Contractor Audit Due	Audit to Include Reconciliation to State FYE	Not-for-Profit Single Audit Due	Local Government CAFR and/or Single Audit <sup>2</sup>		Nutrition Only Single Audit Due	Adult Education Only Single Audit Due
				Audited Supplementary Information Due	Single Audit Due		
12/31/2016	5/15/2017	June 2016	5/15/2017	5/15/2017	9/30/2017	9/30/2017	6/30/2017
9/30/2016	2/15/2017	June 2016	2/15/2017	2/15/2017	6/30/2017	6/30/2017	3/31/2017
8/31/2016	1/15/2017	June 2016	1/15/2017	1/15/2017	5/31/2017	5/31/2017	2/28/2017
<b>6/30/2016</b>	<b>11/15/2016</b>	<sup>3</sup>	<b>11/15/2016</b>	<b>11/15/2016</b>	<b>3/31/2017</b>	<b>3/31/2017</b>	<b>12/31/2016<sup>4</sup></b>
3/31/2016	8/15/2016	June 2015	8/15/2016	8/15/2016	12/31/2016	12/31/2016	9/30/2016
2/28/2016	7/15/2016	June 2015	7/15/2016	7/15/2016	11/30/2016	11/30/2016	8/31/2016
1/31/2016	6/15/2016	June 2015	6/15/2016	6/15/2016	10/31/2016	10/31/2016	7/31/2016
<sup>1</sup> The CDE Audits and Investigations Division may grant to a child care and development contractor a one-time-only, 30-calendar-day extension of the audit due date, under certain conditions (Section 212)							
<sup>2</sup> A local government must provide a Comprehensive Annual Financial Report (CAFR) and/or a Single Audit by the date that a Single Audit would be due under Section 210.B.1.c							
<sup>3</sup> A reconciliation is not needed in an audit when the contractor's and state's fiscal years both end June 30 (Section 216)							
<sup>4</sup> The audit reports for Community Colleges are due by December 31 (Section 210.B.3.b)							
FYE = Fiscal year ending							

Chapter 200 – General Reporting and Administration  
Extension Request Form

# COMPANY LETTERHEAD

Telephone Number and Facsimile (FAX) Number

[Date]

Audit Manager, Audit Reports Review Section  
California Department of Education  
Audits and Investigations Division

\_\_\_ MAIL: 1430 N Street, Suite 5319  
Sacramento, California 95814, or

\_\_\_ FAX: (916) 323-4460

**Contractor:** \_\_\_\_\_ **Vendor No.** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_  
(Name) (Telephone Number)

In accordance with Title 5, *California Code of Regulations*, Section 18073, we are requesting a **one-time-only, 30-calendar-day extension** of time to file the required child development audit report. It was beyond the fault and control of the contractor to submit the audit by the due date for the following reason:

**Requested by:** \_\_\_\_\_  
(Print Name) (Print Title)

\_\_\_\_\_  
(Sign) (Date)

For Use by CDE Only:

\_\_\_ **Extension is Granted to the New Due Date of** \_\_\_\_\_.

\_\_\_ **Extension is Denied Because:**

- \_\_\_ Contractor is on conditional contract status
- \_\_\_ No extension is granted for a request made after 4:00 PM on the day prior to the due date
- \_\_\_ A second extension is not allowed

**By:** \_\_\_\_\_  
(Signature) (Date)

Chapter 200 - General Reporting and Administration  
Example of Reconciliation of Fiscal Year Not Ending on June 30

<b>Reconciliation of Organization's Fiscal Year Ending December 31, 2016 With Child Development (CD) Program's Fiscal Year Ending June 30, 2016</b>					
	<b>Organization's Statement of Activities 1/1/16 to 12/31/16</b>	<b>Minus All Transactions 7/1/16 to 12/31/16</b>	<b>Minus Non-CD Transactions 1/1/16 to 6/30/16</b>	<b>Plus CD Transactions 7/1/15 to 12/31/15</b>	<b>Total CD Program (a) 7/1/15 to 6/30/16</b>
<b>Revenue and Support</b>					
Federal Grants	\$2,800,000	\$1,500,000	\$1,145,000	\$165,000	\$320,000
State Grants	1,350,000	800,000	240,000	75,000	385,000
Other	500,000	425,000	70,000	4,500	9,500
Total Revenue and Support	<u>4,650,000</u>	<u>2,725,000</u>	<u>1,455,000</u>	<u>244,500</u>	<u>714,500</u>
<b>Expenses</b>					
1000 Certificated Salaries	1,743,000	1,043,885	567,795	96,073	227,393
2000 Classified Salaries	1,162,000	695,923	378,530	64,049	151,596
3000 Employee Benefits	726,000	434,802	206,500	34,941	119,638
4000 Books and Supplies	300,000	169,670	92,288	15,615	53,658
5000 Services and Other	550,000	289,396	177,410	20,019	103,213
6000 Capital Outlay	50,000	29,945	16,288	2,756	6,523
Other	19,000	11,379	6,189	1,047	2,479
Total Expenses	<u>4,550,000</u>	<u>2,675,000</u>	<u>1,445,000</u>	<u>234,500</u>	<u>664,500</u>
<b>Change in Net Assets</b>	<u>100,000</u>	<u>\$50,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>50,000</u>
Net Assets, Beginning of Year	<u>1,145,600</u>				<u>30,000</u>
Net Assets, End of Year	<u>\$1,245,600</u>				<u>\$80,000</u>
(a) From <i>Combining Statement of Activities</i>					

**CHAPTER 300**

**REPORTING CHILD CARE AND DEVELOPMENT PROGRAMS**

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**INTRODUCTION**

**300**

For Child Care and Development (CD) programs, the California Department of Education (CDE) requires contractors to submit a fiscal and compliance audit each year that includes the *Audited Attendance and Fiscal Reports* or *Audited Fiscal Reports* (AUD forms). The AUD forms represent the contractor’s audited claim for reimbursement of a CD program. The AUD forms must be supported by the information identified in Chapter 200, [Exhibit A](#). Each year, the contractor must submit to CDE the following:

- *Independent Auditor’s Report*
- Financial statements that report the agency’s costs to the CDE, in accordance with Accounting Principles Generally Accepted in the United States of America (GAAP), either as expenses in the *Statement of Activities*, or as capital outlays (e.g., property and equipment) in the *Statement of Financial Position*
- The AUD forms for each of the program(s) the contractor is operating, completed in accordance with the program regulations, requirements, and funding terms and conditions

The GAAP and CDE reporting requirements for expenses are the same, except that reimbursable audit costs may be claimed on an AUD form during the contract period for which the audit is being performed, or in which the audit is completed.

The GAAP and CDE reporting of capital outlays differ. Under GAAP reporting, a capital asset would be depreciated over a period of years and only one year’s depreciation would be expensed during a contract period. These transactions would be reported on the organization’s financial statements. However, under CDE reporting, the entire capital asset, if purchased with CDE funding, must be expensed during the contract period; otherwise, any unspent funds might have to be returned to the CDE. These transactions would be reported on AUD forms and supporting supplementary schedules.

When GAAP and CDE reporting differences are encountered, reconciliation is required, serving as a link between the financial statements and CDE’s supplementary information, as explained in [Section 315.C](#).

The following sections describe how to report CD claims for reimbursement and the required supporting information.

**CHILD CARE AND DEVELOPMENT PROGRAMS SUBJECT TO AUDIT**

**305**

Most CD programs operate under one-year contracts that require reimbursable program costs to be incurred during the contract period. The contractors are required to report the results of program operations, either monthly or quarterly, depending on the contract or the contract status, to CDE’s Child Development Fiscal Services (CDFFS), so that

## Chapter 300 – Reporting Child Care and Development Programs

CDE can monitor the programs and determine the amounts of the advances (apportionments) to approve under each contract. The types of program contracts and reporting form numbers are identified on the Web page at <http://www.cde.ca.gov/fg/aa/cd/> under the section on Reporting Forms.

The primary program types and their reporting requirements are summarized below:

- A. **Center Based Programs:** The contractor is required to report to the CDE the days of enrollment, operation, attendance, and program revenue and expenses.
- B. **Alternative Payment Programs:** The contractor is required to report to the CDE the program revenue and expenses and the days of operation.
- C. **Resource and Referral Programs:** The contractor is required to report to the CDE the program revenue and expenses.
- D. **Quality (Support) Contracts:** The contractors are required to report to the CDE program revenue and expenses.

Any federally funded portion of child care and development programs in categories A and B above falls under two Catalog of Federal Domestic Assistance (CFDA) numbers:

- 1. Child Care and Development Block Grant – CFDA 93.575
- 2. Child Care Mandatory and Matching Funds of the Child Care and Development Fund – CFDA 93.596

These two federal programs are part of the Child Care and Development Fund (CCDF) program administered by the U.S. Department of Health and Human Services.

The amounts of federal and state funding for each contract are identified on the contract's face sheet. Also, contract reimbursements and advance apportionments for federal and state funding are specified by a five-digit CDE Program Cost Accounts (PCA) number on the remittance advice accompanying each check. A funding payment will have a five-digit PCA number that begins with "1" to designate a federal payment, or "2" to designate a state payment.

The AUD forms and supporting supplementary schedules are discussed below.

### **COMPLETING THE AUD FORMS**

**310**

A CD contractor receives funds (advances) from the CDE throughout a contract period for operating a CD contract. At the end of the fiscal year, a contractor must provide the CDE an annual financial and compliance audit that includes an AUD form for each contract, plus supporting schedules and other information, which complement the financial statements. After reviewing the audit, the CDE determines whether the contractor is due a final payment of funds, or will be billed for a portion of the advances.

## Chapter 300 – Reporting Child Care and Development Programs

### A. Purpose of an AUD Form

There are two types of AUD forms: (1) an *Audited Attendance and Fiscal Report* must be used for reporting center-based programs such as the California State Preschool Program; and (2) an *Audited Fiscal Report* must be used for reporting alternative payment programs, resource and referral programs, or other programs not requiring the reporting of enrollment and attendance. See examples of completed AUD forms in [Appendix A](#). Note that an AUD form must be provided for each contract, even if there are no expenditures to report on a contract.

For convenience, the Audits and Investigations Division's (A&I) Web site, located at <http://www.cde.ca.gov/fg/au/pm/>, contains an interactive Excel workbook for use in completing AUD forms (see "Audit Guidelines/Audited Attendance and Fiscal Report Forms"). The AUD form numbers are identified on the workbook tabs for each page of the AUD form. Also, the Web site provides instructions for completing AUD forms (see "Instructions").

**Important:** When completing the AUD forms for CD contracts (e.g., form AUD 9500), note that Column A, titled "Cumulative Fiscal Year per form CDFS 9500," is to contain amounts from Column C of the respective CDFS forms (e.g., CDFS 9500 cumulative amounts as of June 30). The independent auditor must: (1) review the cumulative amounts on the CDFS form to verify that the data is carried over correctly to Column A on the AUD form; and (2) test the information being reported on the AUD to ensure that it is accurate and properly supported. Any audit adjustments should be entered in Column B on the AUD form. The resulting totals are calculated automatically on Column C of the AUD form.

### B. Days of Enrollment, Operation, and Attendance Section

On the applicable AUD form for center-based programs, report in Section I of the AUD form the days of enrollment, operation, and attendance for certified children enrolled in the program. Also, if applicable, report in Section II of the AUD form the days of enrollment for any noncertified children enrolled in the program. For alternative payment programs, report days of operation at the end of Section II of form AUD 9500-AP. The days of enrollment, operation, and attendance do not apply to resource and referral programs or to quality (support) contracts.

### C. Revenue and Reimbursable Expenses Sections

**Do not report on the AUD the CD contract payments (apportionments) received for the program from the CDE as revenue.** However, the following information must be reported:

1. **Restricted Income** – Income that may only be expended for specific limited purposes. Report restricted income only when related reimbursable expenses are reported. Examples of restricted income are as follows:

## Chapter 300 – Reporting Child Care and Development Programs

- Child Nutrition Programs – Revenue received from the CDE’s Nutrition Services Division under an agreement for the Child and Adult Care Food Program or other child nutrition programs for centers
  - Transfer from Reserve Fund – Funds transferred from the reserve account to pay for reimbursable expenses
  - Family Fees for Certified Children – Fees collected by the contractor to pay expenses for certified children being served under the contract. (Any family fees for noncertified children are to be reported under *Unrestricted Income*)
  - Interest on Apportionment Payments – Interest earned on contract payments advanced by CDE
  - Other Restricted Income – Includes in-kind donations and fees collected from fundraising, field trips, workshops, or other activities and services, for which related expenses are reported
2. **Unrestricted Income** – Income that has no restrictions regarding use, including income for services to noncertified children (e.g., family fees). Report related expenses under *Reimbursable Expenses*. Preschool Exception: For California State Preschool Programs (part-day only), federal Head Start funds used to build capacity are deemed to be unrestricted [California *Education Code (EC)* Section 8235(g)]
  3. **Reimbursable Expenses** – Program expenses that are reasonable and necessary to the performance of the contract and otherwise comply with Section V of the contract Funding Terms and Conditions

### D. Supplemental Revenue and Expenses Sections

1. Supplemental revenue is income (restricted or unrestricted) used to pay for CDE program expenses that are not reimbursable by the CDE. The funds are intended to pay for projects or benefits beyond the basic CD services for certified and noncertified children. Such income includes Head Start, First 5 and other enhancement funds, and donations from individuals or other entities.
2. Supplemental expenses are expenditures used to enhance a basic CD program. Report such expenses under *Supplemental Expenses – Expenses Related to Supplemental Revenue*. Also, if an auditor disallowed certain costs (e.g., employee bonuses) those expenses would be reported under *Supplemental Expenses – Non-reimbursable Expenses*.

For additional guidance on reporting CD program information, refer to the CDE publication titled *Child Development Attendance and Fiscal Reporting and Reimbursement Procedures* (see Web site at <http://www.cde.ca.gov/fg/aa/cd/>).

Information entered on the fiscal pages of each AUD form is to be summarized on certain supporting schedules, described below.

## **SCHEDULES SUPPORTING REVENUE AND EXPENSES REPORTED ON AUD FORMS**

**315**

Three schedules support revenue and expenses reported on the AUD forms and serve as a link between the supplementary information and the financial statements.

### **A. Schedule of Expenditures by State Categories**

The expenses reported on the fiscal pages of the AUD form for each CDE contract must agree with the expenditures reported on the *Schedule of Expenditures by State Categories* (example in [Appendix A](#)). Specifically, the AUD form total expenses claimed for reimbursement must agree with the *Schedule of Expenditures by State Categories* total expenditures claimed for reimbursement. Also, the AUD form total supplemental expenses must agree with the *Schedule of Expenditures by State Categories* total supplemental expenses.

The AUD forms and the *Schedule of Expenditures by State Categories* may include expenses that are not reported according to GAAP. For example, the CDE requires all CD-funded equipment purchases to be expensed on AUD forms, even if the equipment would be capitalized under the contractor's accounting policies. Because GAAP would require such equipment to be capitalized rather than expensed, the differences between CDE and GAAP reporting must be reconciled, as explained in [Section 315.C](#).

In reviewing the *Schedule of Expenditures by State Categories*, the auditor must ensure that the entity complied in all material respects with the applicable compliance requirements. That is, the auditor must examine the claims filed for reimbursement and the original records supporting the transactions recorded under the contracts identified in the *Schedule of Expenditures by State Categories* to an extent considered necessary to be assured that the amounts claimed by the contractor were reasonable, necessary, adequately supported, and allowable according to governing laws, regulations, and contract provisions.

If material noncompliance exists (see [Section 708](#), Materiality and Extent of Compliance Testing), it should be reported in accordance with [Section 720](#). The expense information reported on the *Schedule of Expenditures by State Categories*, with minor differences, is reported also on the *Combining Statement of Activities*. The *Combining Statement of Activities*, which is described below, includes revenue, as well as expenses, and reports them in accordance with GAAP.

B. Combining Statement of Activities

The audit must include a *Combining Statement of Activities* for the current year ended June 30 (example in [Appendix A](#)), which presents all revenue and expenses reported according to GAAP for: (1) each CD contract, both individually and in total; and (2) any non-CDE programs, either individually and/or in total. The revenue and expenses reported on the *Combining Statement of Activities* must agree in total with those reported in the financial statements on the *Statement of Activities*. If the contractor has a fiscal year ending on a date other than June 30 of the state contract fiscal year, the audit must reconcile the revenue and expense data reported for the two periods (see [Section 216](#), *Reconciliation of Fiscal Years not ending on June 30*).

When reporting on the *Combining Statement of Activities* any CDE-funded child care food programs for CD centers, do **not** report food revenue and expenses in a separate column. Instead, report each food agreement with its identifying agreement number on a separate line, allocating food revenue amounts to the appropriate CD contracts with the identifying contract numbers and to any applicable non-CDE child care programs. Account for all nutrition revenue (e.g., the total amount reported as paid [reimbursed] on the CDE's *Nutrition Claim History Report* for the current fiscal year-end). Report food expenses in the appropriate line item category and under the appropriate headings for CDE contracts and for non-CDE child care programs (e.g., Head Start).

C. Reconciliation of CDE and GAAP Expense Reporting

When a difference exists between CDE and GAAP expense amounts, the audit must contain a *Reconciliation of CDE and GAAP Expense Reporting* (example in [Appendix A](#)). This will tie together the *Schedule of Expenditures by State Categories* and the CDE program expenses on the *Combining Statement of Activities*, serving as a link between AUD forms and the financial statements.

When there are no differences between CDE and GAAP expense amounts, the audit may omit the *Reconciliation of CDE and GAAP Expense Reporting* and the *Schedule of Expenditures by State Categories*. The *Combining Statement of Activities* must be provided because it also contains the revenue information.

Other schedules supporting the revenue and expenses reported on the AUD forms are:

- *Schedule of Reimbursable Start-Up Expenses*
- *Schedule of Reimbursable Budget Impasse Credit Expenses*
- *Schedule of Reimbursable Equipment Expenditures*
- *Schedule of Reimbursable Expenditures for Renovations and Repairs*
- *Schedule of Reimbursable Administrative Costs*

These schedules are discussed on the following pages.

**REIMBURSABLE START-UP EXPENSES (SERVICE LEVEL EXEMPTION) AND  
CLOSE-DOWN EXPENSES**

**320**

If a contract authorizes start-up expenses (service level exemption) for a new or expanded program, the contractor may claim reimbursement for such expenses, provided they were incurred and eligible under *Funding Terms and Conditions for Child Development Programs (FT&C)*, Section V.D. Any amount authorized for start-up expenses would be provided on the face sheet of the contract. You may access the *FT&C* in the Regulations and Requirements section of the Web site at <http://www.cde.ca.gov/fg/aa/cd/>.

Reimbursable start-up expenses shall occur **prior** to attainment of full enrollment. The amount of start-up expenses is **not** an additional amount that is added to total expenses. It is an amount that may be reimbursed without the required enrollment to earn it. The total amount of such expenses should be reported on the “Start-Up Expenses (service level exemption)” line of the AUD, instead of on the line items where the expenses normally would be reported – **do not report them in both places**.

For example, if a portion of materials and supplies is attributed to a new or expanded program for which start-up expenses have been authorized, the contractor may classify the applicable portion of materials and supplies as start-up expenses.

Seasonal migrant contractors may also incur unique costs associated with starting up or closing down operations to coincide with the periods of service needed by migrant families. For additional guidance, refer to the CDE publication titled *Child Development Attendance and Fiscal Reporting and Reimbursement Procedures*. Contractors shall maintain an auditable record of start-up costs and close-down costs that shall be included within the audit at the end of the year (*FT&C*, Section V.D). The costs should be claimed on the appropriate AUD forms and a *Schedule of Reimbursable Start-up Expenses* must support the AUD forms. [Appendix A](#) of this audit guide illustrates a *Schedule of Reimbursable Start-Up Expenses* that also would accommodate close-down costs for migrant programs.

**REIMBURSABLE BUDGET IMPASSE CREDIT EXPENSE  
(SERVICE LEVEL EXEMPTION)**

**325**

With prior CDE approval, a contractor may be able to claim for reimbursement expenses that are incurred due to circumstances beyond the control of the contractor, including expenses resulting from a State of California Budget Impasse. Contractors who are unable to operate due to a budget impasse that must reduce staff through layoffs or unpaid furloughs may request emergency closure reimbursement for ongoing administrative and operational expenses that occurred during the closure. For additional guidance, refer to the CDE publication titled *Child Development Attendance and Fiscal Reporting and Reimbursement Procedures*.

The contractor’s expenses incurred during the period of closure due to the budget impasse must be reported on the “Budget Impasse Credit” line of the AUD (by contract number for commingled contracts), instead of on the line item numbers where the

expenses normally would be reported – **do not report them in both places**. The audit must include a *Schedule of Reimbursable Budget Impasse Credit Expenses* supporting any budget impasse credit expenses claimed on the AUD form. [Appendix A](#) illustrates a *Schedule of Reimbursable Budget Impasse Credit Expenses*.

## EQUIPMENT EXPENDITURES

330

### A. Reporting Equipment Expenditures

Equipment acquired with CDE contract funds should be accounted for as either capitalized or non-capitalized equipment on the applicable AUD form. See the *California School Accounting Manual (CSAM)*, Procedure 770 for information on equipment.

Capitalized equipment should be classified in:

- Object 6400 – New Equipment
- Object 6500 – Replacement Equipment

Non-capitalized equipment should be classified in:

- Object 4300 – Materials and Supplies
- Object 4400 – Non-capitalized Equipment

The equipment expense should also be reported on the *Schedule of Expenditures by State Categories* under the appropriate object code, 4000, 6400, or 6500, and the benefiting CDE contract (see [Appendix A - Schedule of Expenditures by State Categories](#)). In addition, the capitalized equipment should be included on the *Schedule of Reimbursable Equipment Expenditures*.

The equipment should be categorized as follows:

- Purchase of \$7,500 or less
- Purchase over \$7,500, with prior written CDE approval
- Purchase over \$7,500, without prior CDE approval

When determining if an equipment purchase exceeds the \$7,500 prior approval threshold, all expenses associated with the purchase that are necessary for the equipment to perform its intended purpose should be included in calculating the purchase cost. For example, when purchasing a computer system that exceeds \$7,500, the contractor may not split purchases of individual computer components of less than \$7,500 to circumvent the approval process. If the contractor decides to share the use of the equipment among programs, the cost of such equipment shall be prorated among the programs, according to benefits received (*FT&C*, Section III.E.3).

The capitalized equipment expense should be listed under the appropriate CDE contract. If the equipment purchase is designated as a start-up cost, include the

## Chapter 300 – Reporting Child Care and Development Programs

equipment expenditure in a separate column, by contract number. If the cost of the equipment is shared among non-CDE programs, include at least one column for non-CDE programs. Show the sum of all CDE contracts and non-CDE programs in the “Total” column (see [Appendix A - Schedule of Reimbursable Equipment Expenditures](#)).

Equipment acquired with non-CDE funds for use in the CDE programs should be reported on the AUD form’s supplemental page.

### B. Reporting Depreciation

According to Title 5, *California Code of Regulations (5 CCR)*, Section 18034 and *FT&C*, Section III.A, equipment depreciation (or use allowance) may or may not be reimbursable under a contract, depending on the source of funds used to purchase the equipment.

1. Depreciation is **not** reimbursable and shall not be claimed on equipment that is donated, purchased with public funds (e.g., CDE contract funds or other government funds), or fully depreciated.
2. Use allowance is an alternate method of amortization when depreciation is not claimed. The use allowance for equipment is computed at an annual rate not to exceed six and two-thirds percent of acquisition costs.
3. A use allowance is **not** reimbursable and shall not be claimed on equipment that is purchased with contract funds, or on equipment for which depreciation has been claimed.
4. Depreciation and use allowance are reimbursable and may be claimed when capitalized equipment was purchased **without** using donated or public funds (e.g., noncertified family fees, unless family fees are being used to meet a federal matching requirement).
5. **Reimbursable** depreciation or use allowance should be reported as “Depreciation or Use Allowance” on **both** the *Schedule of Expenditures by State Categories* and the applicable AUD forms.

### C. Reconciling CDE and GAAP Expense Reporting

The entire reimbursable cost of equipment, which might otherwise be capitalized for accounting purposes, should be expensed and reported to the CDE. Conversely, CDE reporting excludes depreciation of CDE program assets that were donated or purchased with CDE contract funds or other government funds. To resolve such differences, the audit must include the schedule – *Reconciliation of CDE and GAAP Expense Reporting* to reconcile GAAP reporting on the *Combining Statement of Activities* to CDE’s supplementary reporting on the *Schedule of Expenditures by State Categories*. The above-mentioned schedules are illustrated in the sample audit report at [Appendix A](#).

**EXPENDITURES FOR BUILDINGS AND IMPROVEMENTS**

**335**

- A. Expenditures for buildings and improvements funded by the CDE may be reimbursable if they are used to:
1. Repay existing loans for acquiring re-locatable facilities (portable classrooms) under the Child Care Facilities Revolving Fund (CCFRF), the CDE’s lease-purchase program. Note that no new loans are being granted by the CCFRF currently. The CCFRF lease payments may be capitalized for accounting purposes, but are presented as expenditures in CDE reports under the Objects 6100/6200 *Other Approved Capital Outlay*. Note: Do **not** report CCFRF lease payments in Object 5000, and do **not** include them in the base for calculating indirect costs;
  2. Renovate, remodel, or replace child care facilities under center-based contracts. This would include improving facility sites (e.g., grading, landscaping, and planting shrubs and trees; constructing new sidewalks, roadways, and storm drains; furnishing and installing fixed playground apparatus, flagpoles, and fences; and doing demolition work in connection with improving sites). Also, it would include site improvement costs to leased property.

B. Renovation and Repairs

1. Renovation and repairs are improvements of child care facilities, facility sites and adjacent grounds where the improvements do not increase the facility’s value beyond what is required to meet community care licensing standards. An organization that executes a Facility Renovation and Repair project quality support contract (CRPM contract number prefix) with the CDE may use the funds for purposes specified in the CRPM contract *FT&C*. The CDE allows renovation and repair costs to be charged under center based contracts, as long as those costs are allowable under program requirements and not also claimed on the AUD of a CRPM contract (*FT&C*, Section III.F).
2. For accounting purposes, renovation and repairs purchased under a CDE contracts are either capitalized or not capitalized, depending on the organization’s approved capitalization threshold. Renovation and repairs should be classified in accordance with the *CSAM*:

Non-capitalized renovation and repairs would be classified under Object 5600 – “Rentals, Leases, Repairs, and Non-capitalized Improvements”.

Capitalized renovation and repairs would be classified as follows:

- Object 6100 – Land Improvements: Work on old sites and adjacent ways, such as replacing sidewalks, landscaping, retaining walls, sewers and storm drains, and fences.

## Chapter 300 – Reporting Child Care and Development Programs

- Object 6200 – Building Improvements: Work such as repairing or replacing faulty electrical wiring, painting interior or exterior walls, and repairing or replacing air conditioning or heating systems.

(See CSAM Procedure 330 for additional information on object codes.)

### C. Reporting Expenditures for Renovation and Repairs

CDE funded expenditures for renovation and repairs should be reported consistently on the AUD forms, *Schedule of Expenditures by State Categories*, *Schedule of Reimbursable Expenditures for Renovation and Repairs* and, as applicable, the *Schedule of Reimbursable Start-Up Expenses* and *Schedule of Reimbursable Budget Impasse Credit Expenses*.

Reimbursable and supplemental (non-reimbursable) program renovation and repair expenses should be classified as follows:

- Object 5000 – Services and Other Operating Expenses for any renovation and repair expenses that are not capitalized (Object 5600)
- Objects 6100/6200 – Other Approved Capital Outlay for capitalized renovation and repair expenses charged to the contract

The renovation and repair expenditures should be reported in the same object codes on the AUD forms and the *Schedule of Expenditures by State Categories*, under the appropriate CDE contract column.

A *Schedule of Reimbursable Expenditures for Renovations and Repairs* (example in [Appendix A](#)) is required even if there are no expenditures to report. The contractor's capitalized expenditures for renovations and repairs should be reported on the *Schedule of Reimbursable Expenditures for Renovations* (Objects 6100/6200) in the appropriate CDE contract column.

The renovation and repair expenditures should be categorized as follows:

- Work costing under \$10,000 per procurement
- Work costing \$10,000 or more per procurement with prior CDE written approval
- Work costing \$10,000 or more per procurement without prior CDE approval

The related bidding and prior approval requirements for renovation and repairs can be found in 5 CCR, 18040(b) and FT&C, Section III.F.

When determining whether the purchase price meets or exceeds the \$10,000 prior approval threshold, all expenses associated with the purchase that are

## Chapter 300 – Reporting Child Care and Development Programs

necessary for completion of the work should be included in calculating the cost of the renovation or repair. For example, when renovating a playground area with a cost of \$10,000 or more, the contractor must not report individual playground components of less than \$10,000, or split payments to vendors to circumvent the bidding and approval process.

Buildings and improvements purchased with non-CDE funds for use in CDE programs should be reported on the AUD form's supplemental page.

### D. Reporting Depreciation

Depreciation or use allowance for renovation and repairs may or may not be a reimbursable cost, depending on the source of funds used to purchase the renovation and repairs (See the *FT&C*, Section III.A).

1. Depreciation is **not** reimbursable and shall not be claimed on renovation and repairs that are donated, purchased with public funds (e.g., CDE contract funds or other government funds), fully depreciated, or on idle or excess facilities. Depreciation of re-locatable buildings acquired under the CCFRF program is also not reimbursable.
2. A use allowance is **not** reimbursable and shall not be claimed on land or assets purchased with contract funds or on assets for which depreciation has been claimed.
3. Depreciation is reimbursable and may be claimed on capitalized renovation and repairs purchased without donated or public funds (e.g., parent fees, unless parent fees are being used to meet a federal matching requirement).
4. Use allowance is an alternate method of amortization when depreciation is not claimed. The use allowance for buildings and improvements is computed at an annual rate not to exceed two percent of acquisition costs.
5. **Reimbursable** depreciation should be reported under *Depreciation or Use Allowance* on **both** the *Schedule of Expenditures by State Categories* and the applicable AUD forms.

### E. Reconciling CDE and GAAP Expense Reporting

The reimbursable cost of a capital improvement, which would be capitalized for accounting purposes, is expensed and reported to the CDE according to the *FT&C*, Section VI. Conversely, CDE reporting excludes depreciation of CDE program assets that were donated or purchased with public funds, as noted in [Section 335.D.1](#). To resolve such differences, the audit shall include the schedule titled *Reconciliation of CDE and GAAP Expense Reporting* to reconcile GAAP reporting on the *Combining Statement of Activities* to CDE's supplementary reporting on the *Schedule of Expenditures by State Categories*. See [Appendix A](#) for a sample of the schedules.

**REIMBURSABLE ADMINISTRATIVE AND INDIRECT COSTS**

**340**

**A. Administrative Costs**

Administrative costs include any reimbursable indirect costs, audit costs, and the cost of activities that do not provide a direct benefit to the children, parents, or providers. Contractors may claim administrative costs that otherwise are related to the provision of CD services.

1. For Center-Based CD programs, total reimbursable administrative costs may not exceed 15 percent of net reimbursable program costs or actual administrative costs, whichever is less.
2. On Alternative Payment CD programs, total reimbursable administrative costs may not exceed 15 percent of the net reimbursable program costs or actual administrative costs, whichever is less.
3. The Resource and Referral contracts do not report administrative costs on a separate line, because all expenses for such contracts are administrative in nature.

On the AUD form, the individual administrative expenses must be reported on the appropriate lines in the “Reimbursable Expenses” section, and in total on the “Total Administrative Cost” line, located below the “Total Expenses” line. Administrative costs include any reimbursable indirect costs and audit fees.

A contractor must maintain written documentation of the rationale used in determining direct and administrative costs (*FT&C*, Section V.D).

**B. Indirect Costs**

Indirect costs are general and administrative costs that benefit the operations of the entire organization, but cannot be identified to specific programs or activities. Information on indirect costs can be found in the *Uniform Grants Guidance*, Part 200.414.

Indirect costs should be reported on the “Indirect Costs” line of the AUD form, only if they are reimbursable in accordance with the contract *FT&C*, and the contractor has a written cost allocation plan on file (e.g., in the contractor’s main accounting office). The plan should be approved by the board of directors (not-for-profits), or other appropriate governing body (e.g., local governments).

Any non-federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of ten percent of modified total direct costs.

Indirect costs may be applied to object codes 1000 through 5000 that are reported as start-up expenses and budget impasse credit expenses. Required supporting schedules that break out the indirect cost base are illustrated in [Appendix A](#). Also, see sections [320](#) and [325](#).

C. Schedule of Reimbursable Administrative Costs

The audit report must include a *Schedule of Reimbursable Administrative Costs* (example in [Appendix A](#)), which is part of the required Supplementary Information listed in [Exhibit A](#) of Chapter 200. These costs must be listed for each CD contract and may be presented by functional category or the object code shown on the AUD forms. The total amount of administrative costs for each contract on the schedule must agree with the total amount of administrative costs reported on the respective contract AUD forms.

**REPORTING SUBCONTRACTS FOR OPERATING CHILD DEVELOPMENT PROGRAMS**

**345**

An organization that operates a CD program under a direct service contract with the CDE is called a contractor. The contractor may choose to enter into an agreement with another organization to provide management and/or direct services for one or more of the contractor's CD programs, in effect, making the organization a subcontractor. Contractors and subcontractors are required to report contracts and subcontracts in a similar manner (see [Section 210.D](#)).

This audit guide section does not apply to subcontractors that operate CD programs for school districts.

**Contractor:** The contractor shall include in its audit report the following information (examples are located in [Appendix A](#)):

1. *Schedule of Expenditures of Federal and State Awards:* Report the name of the subcontractor and the related contract, including the contract number and amount.
2. *Notes to Financial Statements:* Disclose any subcontract agreements, the contract, and the amount of funds paid to the subcontractor.
3. *Combining Statement of Activities:* Report the subcontracted revenue and expenses in a separate column.
4. *Schedule of Expenditures by State Categories:* Report the subcontracted expenditures in a separate column.
5. *Schedule of Expenditures by State Categories:* The total reimbursable expense amount for each contract (including the reimbursable expenses for the subcontract) must agree or reconcile with the total reimbursable expense amount for the contract on the *Combining Statement of Activities*.

6. AUD Forms: Report the revenue and expenses from the subcontractor’s AUD form, plus any revenue and expenses incurred by the contractor (e.g. administration costs). The contractor’s material adjustments to revenue and expenses should be described in the comments section of the AUD form.

**Subcontractor:** The subcontractor shall include in its supplemental information the following schedules:

1. *Combining Statement of Activities:* Report the subcontracted revenue and expenses in a separate column.
2. *Schedule of Expenditures by State Categories:* Report the subcontracted expenditures in a separate column.
3. *Schedule of Expenditures of Federal and State Awards:* Include a footnote identifying the contractor name and the vendor number. (See example in [Appendix A](#)).
4. AUD forms: For “Agency Name,” include the name of the subcontractor and the contractor.

For contractors and subcontractor that have different fiscal year-ends, all of the audit information is due by the contractor’s audit due date. If the subcontract audit information is not submitted, the contractor’s audit will be considered delinquent. It is the responsibility of the contractor to provide timely audit information to the A&I on all of its CD contracts with the CDE.

## RESERVE ACCOUNTS

350

Reserve account funds are state CD funds that the contractor holds in reserve as deferred revenue until the funds are either properly spent in accordance with program requirements or returned to the CDE. There are three types of reserve accounts: (1) center-based; (2) alternative payment; and (3) resource and referral. Each account must be maintained separately due to different maximum limits and use requirements.

Auditors should ensure that reserve account funds are included on the agency’s *Statement of Financial Position* in the cash account (deposited in an interest bearing account within the agency’s CD fund) and as an offsetting liability (deferred revenue).

All contractors with a reserve account are required to submit with the annual audit report an Audited Reserve Account Activity Report, Form AUD 9530-A (sample in [Appendix A](#)) to verify the activity of the reserve account. The contractor should include an AUD 9530-A for each type of reserve account, even if the account has a zero balance. Also, if no interest was reported on a reserve account balance, the contractor must explain why in the AUD 9530-A comments section.

For additional information on reserve accounts, see the *FT&C* Section VI.Q on the CDE Web site at <http://www.cde.ca.gov/fg/aa/cd/index.asp>.

**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS 355**

The *Schedule of Expenditures of Federal and State Awards* is required to be completed and submitted with the annual audit to meet both state and Single Audit requirements (Chapter 200, [Exhibit A](#)). The *Schedule* is required to report both federal and state awards and expenditures for all programs.

This schedule is required by the CDE even if no federal funds were awarded, and must include each of the categories identified in the example at [Appendix A](#). The CD award amounts can be identified from the contract face sheets. The actual CD expenditures are identified from the *Combining Statement of Activities* and are to be reported up to the amount of the awards, which may differ from financial statement account balances.

The nutrition award amounts equal the total reimbursement amounts reported on the CDE *Claim History Reports*. The actual nutrition expenditures are identified from the *Combining Statement of Activities* and are to be reported up to the amount of the awards, which may differ from financial statement expenditure account balances.

**CHAPTER 400**

**REPORTING NUTRITION PROGRAMS**

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**INTRODUCTION 400**

The United States Department of Agriculture (USDA), Food and Nutrition Services (FNS), administers nutrition programs at the federal level. The California Department of Education (CDE), Nutrition Services Division (NSD), oversees nutrition programs at the state level, contracting with nonprofit, for-profit, governmental, and educational entities.

**NUTRITION PROGRAMS SUBJECT TO AUDIT 410**

The federal nutrition programs and corresponding Catalog of Federal Domestic Assistance (CFDA) numbers administered by the CDE are as follows:

1. Child and Adult Care Food Program (CACFP) – CFDA 10.558
2. School Breakfast Program – CFDA 10.553
3. National School Lunch Program – CFDA10.555
4. Special Milk Program for Children – CFDA 10.556
5. Summer Food Service Program (SFSP) for Children – CFDA 10.559
6. Commodity Supplemental Food Program – CFDA 10.565

The above-listed nutrition programs are reported under four main categories: (1) CACFP; (2) School Nutrition Program; (3) SFSP; and (4) Food Donation (Commodities). For a description of the nutrition programs, see CDE's Web page at <http://www.cde.ca.gov/ls/nu/>. Also, Financial Management of the CACFP, the largest nutrition program is governed by FNS Instruction 796-2, Rev. 4 at <http://www.fns.usda.gov/sites/default/files/796-2%20Rev%204.pdf>.

Nutrition schedules are required on the CACFP and School Nutrition Programs reported in program-specific nutrition audits, Single Audits, and for-profit audits when there are overpayments, underpayments, or program findings. Also, the schedules are required for audit cost reimbursement requests in the CACFP.

**CHILD AND ADULT CARE FOOD PROGRAM (CACFP) SPONSORS 420**

The CACFP is administered at the agency level by the following types of sponsors:

1. Centers
2. Outside School Hour Care Center
3. Day Care Homes
4. Homeless / Emergency Shelter
5. Head Start
6. At-Risk Outside-School-Hour
7. Sponsor of Independent Centers
8. Adult Day Health Care Center (Not For Profit)
9. Adult Day Health Care Center (For Profit)

**CACFP REIMBURSEMENT CLAIMS REPORTING****422**

The CACFP claim reporting requirements and methods are summarized below. For additional information, refer to the CACFP Claiming Types and Instructions, located on the CDE Web site at <http://www.cde.ca.gov/fg/aa/nt/cacfp.asp>.

- Fixed Percentage Claiming Method
- Day Care Homes
- Actual Count Claiming Method
- Actual Count Claiming Method for Sponsors of Independent Centers

#### A. Eligibility and Sites Reporting

Eligibility pertains to centers and sponsors of independent centers, and day care homes. Sites' reporting relates to centers or day care homes, but not sponsors of independent centers.

Required schedules for reporting enrollment are identified in [Section 424](#) for applicable sponsors. Also, examples of the schedules are provided in Appendices [B](#) and [D](#).

If adjustments are made to enrollment or eligibility data, a finding must be reflected on the *Schedule of Findings and Questioned Costs*. If the monetary effect of the adjustment exceeds \$600, then it must be reported on the Claim for Reimbursement, according to the 2004 USDA Implementation memorandum CACFP 4 (reauthorized), effective October 1, 2004.

The *Schedule of Reported, Adjusted and Allowed Eligibility* (See Appendix B, [Exhibit C](#); and Appendix D, [Exhibit D](#)) must break down enrollment data into eligibility categories (free, reduced-price and base) on a monthly basis. The schedule will reflect the reported enrollment to the CDE, any adjustment, and the allowed enrollment. If the schedule is being provided for audit cost reimbursement and there are no adjustments, reported enrollment must match the allowed enrollment for each month. Incomplete schedules will not be accepted.

#### 1. Enrollment and Eligibility

- a. Fixed Percentage Claiming Method (all CACFP sponsors except day care homes and independent centers)

The fixed percentage claiming method requires the sponsor to develop a roster of all enrolled children by eligibility category (free, reduced-price, and base) participating in the CACFP for each active, approved site during the month of October or the first month of operation in the program year. The percentages established will become the sponsor's "fixed" percentage for the fiscal year. Meals claimed will be reimbursed based on the calculated fixed percentages for each category and the sponsor should not re-report the

## Chapter 400 – Reporting Nutrition Programs

number of free, reduced and base price children enrolled in the program on the *Claim for Reimbursement* for the months following October or the first month of operation as the fixed percentages will remain in effect for the entire fiscal year.

The sponsor may choose to submit new enrollment/eligibility data in order to adjust the percentages and maximize reimbursement. A sponsor must submit new enrollment data during the year if: (1) the sponsor adds a new site; (2) the average daily participation for the claim month exceeds the total enrollment previously reported; or (3) to correct a reporting error. An updated roster is required for those subsequent months when new enrollment/eligibility data is reported on the Claim for Reimbursement.

### b. Actual Count Claiming Method (all sponsors except day care homes)

The "Actual Count" claiming method requires the sponsor to accurately report on a monthly basis the "actual" eligibility categories of enrolled, participating children and the actual number of meals served to the participants in each eligibility category. Percentages are not used.

## 2. Sites Reporting

### a. Child Care Centers

All sites must be approved by NSD prior to being reported. Meals cannot be claimed for sites not approved by the NSD. Visit the CDE Web site at <http://www.cde.ca.gov/ls/nu/rs/> for CACFP meal reimbursement rates. All meals claimed for unapproved sites will be disallowed.

### b. Day Care Homes

All sites must be approved by NSD prior to being reported. For day care homes, reported enrollment and sites must be broken down by tier level. Visit the CDE Web site at <http://www.cde.ca.gov/ls/nu/rs/> for CACFP reimbursement rates by tier level. The number of sites claimed by the sponsor may not exceed the number of "active" sites approved by the NSD. To be considered an active site, the provider must have served at least one eligible meal during the month and have at least one eligible enrollment on file.

Auditors must include the number of homes on the *Schedule of Reported, Adjusted, and Allowed Meals and Homes*; and the *Determination of Allowable Administrative Reimbursement (Appendix C)*. Site data included on the *Schedule of Reported, Adjusted and Allowed Meals, Sites and Earned Reimbursement*; and on the *Schedule of Reported, Adjusted and Allowed Meals and Homes* must be reported on a monthly basis. Incomplete schedules will not be accepted.

## Chapter 400 – Reporting Nutrition Programs

### c. Adult Day Care Center

A Site Information Sheet, NSD 5051, must be completed for each site submitted for approval. Each participating center may serve breakfasts, lunches, suppers, and supplemental foods (snacks) that meet prescribed nutritional standards outlined in Schedule B. The sponsor must indicate each meal service proposed at the site on the site application.

Each center must be licensed or approved to operate by a federal, state or local government agency. All licenses must be current. A copy of each license or proof of approval to operate must accompany the application.

In addition, a for-profit center may participate as a proprietary Title XIX or Title XX center only if at least 25 percent of its enrolled eligible participants are beneficiaries of one or the other types of funding. Title XIX and Title XX beneficiaries are individuals for whom a center receives the funds. Eligibility of the center must be established under one source. Once a proprietary center is determined eligible to participate, it can only claim reimbursement during months when at least 25 percent of its enrolled participants are Title XIX or Title XX beneficiaries. Meals cannot be claimed any month the level of Title XIX or Title XX enrolled participants falls below 25 percent.

### 3. Approved Sites

An approved site is one that is an active tiering site that serves at least one eligible meal to one eligible child during the claim month. The number of sites claimed cannot exceed the number of tiering sites approved by the NSD. New sites must be approved prior to being claimed for reimbursement.

### 4. Average Daily Participation

The average daily participation is a record of the number of children who consumed at least one meal or supplement each day from the daily attendance counts for each tiering site category. Total the daily attendance counts for the claim month and divide by the highest number of days that food was served.

## B. Meals Served

If audit adjustments are made to meal data, the adjustments must be reflected on the *Schedule of Findings and Questioned Costs*. Adjustments exceeding \$600 must also be reported on the Claim for Reimbursement.

Independent auditors must include the Summary of Claim and the *Schedule of Reported, Adjusted and Allowed Meals and Earned Reimbursement*, using the Cash-in Lieu reimbursement rate ([Appendix D](#)). If sponsors retain a percentage of the allowed meal compensation for administrative expenses, then the *Schedule of Allowed Administrative Costs* must be included in the audit report.

## Chapter 400 – Reporting Nutrition Programs

### C. Disallowed Meals

During an audit of meal reimbursement, the types of meals that the auditor must disallow may include, but are not limited to:

1. All CACFP Sponsors (except day care homes and independent centers)
  - Meals served to any participant who is not enrolled for care in the center
  - Meals served in excess of the center's licensed or authorized capacity
  - Meals served in centers not approved by the NSD
  - Meals served that exceed the number of allowed meals claimed daily for each enrolled participant
  - Meals that do not meet the approved meal pattern requirements
2. Day Care Homes Sponsors
  - Meals served to any child who is not enrolled for care in the home
  - Meals served in excess of the home's licensed or authorized capacity
  - Meals served at sites not approved by the NSD
  - Meal types not approved in the home's agreement with the sponsoring organization
  - Meals served that are in excess of the two meals and a snack (or one meal and two snacks) claimed daily for each enrolled child
  - Meals that do not meet the meal pattern requirements
  - Meals served to the provider's own children unless they have been approved as income eligible
  - Meals served to the provider's own children when no other enrolled children are participating
3. Sponsor of Independent Centers
  - Meals served to any participant who is not enrolled for care in the center
  - Meals served in excess of the center's licensed or authorized capacity
  - Meals served in centers not approved by the NSD
  - Meals served that exceed the number of allowed meals claimed daily for each enrolled participant
  - Meals that do not meet the meal pattern requirements

### D. Program Income

Day care homes and independent centers must report income generated by the CACFP (e.g. interest earned on unspent funds, audit cost reimbursements, food sales, donations) as an offset to CACFP administrative expenditures.

E. Administrative Advances for Day Care Homes

The procedures for reporting advances are listed in the *CACFP Claim for Reimbursement Instructions* located on the CDE Web site at <http://www.cde.ca.gov/fg/aa/nt/documents/cacfpinstructions.doc>.

The administrative advance is calculated on the basis of the estimated administrative reimbursement of “rates x homes”. An administrative advance can only be used for CACFP administrative expenditures and must be deposited into an interest-bearing account. Interest earned on the funds is considered offsetting income and must be reported on the claim for reimbursement and spent on allowable administrative costs.

Both the earned interest and the cash advance must be clearly identified in the agency’s accounting records. The cash advance must be reported in the audit report either as a separate liability line item in the Statement of Financial Position or identified as an advance in the notes to the financial statements.

**CACFP REQUIRED AUDIT REPORT SCHEDULES**

**424**

The schedules listed below are required for all program-specific audits of the CACFP. The schedules are required to report: (1) CACFP findings; (2) over/underpayments; and/or (3) audit cost reimbursement requests.

A. CACFP Centers (example at [Appendix B](#))

1. Summary of Claim
2. Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement
3. Schedule of Reported, Adjusted, and Allowed Eligibility
4. Schedule of Reported, Adjusted, and Allowed Meals

B. CACFP Day Care Homes Sponsors (example at [Appendix C](#))

1. Summary of Claim
2. Schedule of Reported, Adjusted, and Allowed Meals, Sites and Earned Reimbursement
3. Schedule of Reported, Adjusted, and Allowed Meals and Homes
4. Determination of Allowable Administrative Reimbursement
5. Schedule of Reported, Adjusted, and Allowed Administrative Income
6. Schedule of Reported, Adjusted, and Allowed Administrative Cost
7. Determination of Budget Deficit (Adjustments)
8. Determination of Allowed Provider Payments

C. CACFP Sponsor of Independent Centers (example at [Appendix D](#))

1. Summary of Claim
2. Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement
3. Schedule of Reported, Adjusted, and Allowed Meals

4. Schedule of Reported, Adjusted, and Allowed Eligibility
5. Reconciliation of Allowable Administrative Costs
6. Schedule of Allowed Administrative Costs
7. Schedule of Allowed Funds Retained

**CACFP AUDIT COST REIMBURSEMENT**

**426**

A. Agencies may request reimbursement for audit costs specific to the CACFP. However, the agency’s independent auditor must have audited the CACFP funds and included the following schedules in the audit report:

1. Summary of Claim
2. Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement
3. Schedule of Reported, Adjusted, and Allowed Eligibility
4. Schedule of Reported, Adjusted, and Allowed Meals

B. In order to request audit cost reimbursement, the agency must:

1. Ensure that audit costs were approved in the agency’s CACFP budget
2. Pay the invoice for the audit and account for the audit costs as a regular administrative cost in the period incurred
3. Submit to the CDE a copy of:
  - a. The audit engagement letter
  - b. Cancelled checks totaling the amount of audit cost
  - c. Auditor’s itemized invoice, listing the audit cost for each program/fund audited

To request audit cost reimbursement, the agency must submit a letter and supporting information to:

California Department of Education  
Audits & Investigations Division  
1430 N Street, Suite 5319  
Sacramento, CA 95814

Note: Audit costs cannot be reimbursed until any outstanding child nutrition accounts receivable to the CDE have been paid.

**SCHOOL NUTRITION PROGRAMS (SNP)**

**430**

Three federal-funded programs fall under the category of school nutrition:

1. School Breakfast Program – Funding for schools and other agencies to provide nutritious breakfasts to children at reasonable prices.

## Chapter 400 – Reporting Nutrition Programs

2. National School Lunch Program – In addition to financial assistance, the program provides donated commodity foods to help reduce lunch program costs.
3. Special Milk Program for Children – Funding to schools and other agencies to provide milk to children at reasonable prices.

### **SNP REIMBURSEMENT CLAIMS REPORTING**

**432**

The SNP agencies are required to use the "Actual Count" claiming method which requires an accurate reporting of each child's eligibility and the actual number of meals served to children at the point of service. For further details, refer to the SNP Claiming Types and Instructions located on the CDE Web page at <http://www.cde.ca.gov/fg/aa/nt/snp.asp> and the School Nutrition Programs Reimbursement Instructions Booklet located on the Web page at <http://www.cde.ca.gov/fg/aa/nt/documents/snpinstructionbooklet.doc>.

### **SNP REQUIRED AUDIT REPORT SCHEDULES**

**434**

Sponsor of School Food Authority (example at [Appendix E](#))

1. Summary of Claim
2. Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement
3. Schedule of Reported, Adjusted, and Allowed Eligibility

### **SUMMER FOOD SERVICE PROGRAM (SFSP)**

**440**

The SFSP for Children provides free meals and snacks to children in needy areas during the summer months.

#### **A. SFSP REIMBURSEMENT CLAIMS REPORTING**

**442**

The SFSP sponsors are to use the "Actual Count" claiming method which requires an accurate reporting of each child's eligibility and the actual number of meals served to children at the point of service.

### **COMMODITIES**

Any federal-provided commodities received by an organization are to be reported at fair market value on the *Schedule of Federal and State Awards* (see [Appendix A](#)). For additional commodities program information, see the CDE Food Distribution Web page at <http://www.cde.ca.gov/ls/nu/fd/manguide.asp>.

**CHAPTER 500**

**REPORTING ADULT EDUCATION PROGRAMS**

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**ADULT EDUCATION PROGRAMS SUBJECT TO AUDIT****505**

The Adult Education (AE) programs serve state and national interests by providing life-long educational opportunities and support services to all adults. The AE programs address the unique and evolving needs of individuals and communities by providing adults with the knowledge and skills necessary to participate effectively as productive citizens, workers, and family members.

The federal Adult Education and Family Literacy Act, enacted as Title II of the Workforce Investment Act (CFDA No. 84.002), provides funding to supplement adult education programs in both public and private non-profit institutions. The goal of this program is to enable learners to become more employable, productive, and responsible citizens through literacy.

- Adult Basic Education (ABE) – These are classes below the high school level where the primary objective is teaching basic literacy skills.
- English as a Second Language (ESL) – This program of instruction is designed to help learners achieve competence in the English language.
- Vocational Literacy – These programs are designed to increase workforce productivity by improving learners' English literacy skills.
- ESL-Citizenship – This literacy curriculum is designed to use ESL methodology and citizenship preparation material to prepare learners to take and pass the U.S. Citizenship and Immigration Services' written and oral citizenship tests.
- Adult Secondary Education (ASE) or General Education Development – Adult secondary subjects consist of courses in mathematics, reading, history, science, government, language arts, and other courses leading to a high school diploma.
- Family Literacy (ABE or ESL) – Family Literacy programs provide services of sufficient intensity and duration to promote sustainable changes in a family and integrate interactive literacy activities between parents and their children.
- English Language and Civics Education (EL Civics) – Citizenship Preparation Education. This program's focus is on literacy skills and uses ESL methodologies and citizenship preparation material to prepare learners to take and pass the United States Citizenship and Immigration Services' tests.
- EL Civics – Civic Participation. This program supports the design, creation, implementation, and delivery of instructional activities that either integrate civics education content with existing ESL programs or are stand-alone civic participation programs.

For additional information on AE programs, see the California Department of Education (CDE) Web site at: <http://www.cde.ca.gov/sp/ae/>.

**AUDIT REPORTING AND ADMINISTRATION**

**510**

The AE entities and subcontractors that receive and expend federal funding of \$750,000 or more during a fiscal year must meet the Single Audit requirements of *Uniform Grants Guidance*, Subpart F. General reporting requirements for AE entities and subcontractors that receive and expend federal funding of less than \$750,000, are addressed in [Chapter 200](#).

**AUDITING COMPLIANCE**

**515**

Guidance on auditing compliance, including examples of audit procedures and related deficiencies that have surfaced in previous audits, is provided in [Chapter 700](#).

**CHAPTER 600**

**REPORTING NO CHILD LEFT BEHIND PROGRAMS**

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**NO CHILD LEFT BEHIND (NCLB) PROGRAMS SUBJECT TO AUDIT 605**

The federal NCLB Act of 2001, Public Law 107-110 reauthorized and amended federal education programs that were established under the Elementary and Secondary Education Act of 1965 (ESEA). The NCLB includes multiple federal programs aiming to improve the performance of primary and secondary schools by increasing the standards of accountability for states, school districts and schools, as well as providing parents more flexibility in choosing which schools their children will attend.

This audit guide addresses only one NCLB program and **only** when included in an audit of Child Care and Development (CD) programs: 21<sup>st</sup> Century Community Learning Centers Program, CFDA Number 84.287.

**21st CENTURY COMMUNITY LEARNING CENTERS 615**

The purpose of the 21st Century Community Learning Centers (21st Century) Program is to provide five-year grant funding to establish or expand before- and after-school programs in community learning centers that provide disadvantaged K-12 students (particularly students who attend schools in need of improvement) with academic enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. For additional information and resources, see the Web site at <http://www.cde.ca.gov/ls/ba/cp>.

**AUDIT REPORTING AND ADMINISTRATION 620**

Because this audit guide applies to NCLB programs only when they are included in an audit of CD programs, the applicable reporting requirements are addressed with the general reporting and administration requirements in [Chapter 200](#). No additional supplementary audit information is required for NCLB programs.

**AUDITING COMPLIANCE 625**

Guidance on auditing compliance, including examples of audit procedures and related deficiencies that have surfaced in previous audits, is provided in [Chapter 700](#).

**CHAPTER 700**

**AUDITING COMPLIANCE WITH PROGRAM REQUIREMENTS**

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## INTRODUCTION

The programs identified below are funded by or through the California Department of Education (CDE). These programs are subject to audit, as authorized by the laws and regulations cited in [Section 120](#). The following audit procedures are presented to help the auditor assess the agency's compliance with program requirements.

The *Uniform Grants Guidance*, Subpart F – Audit Requirements supersedes the former *OMB Circular A-133* Single Audit requirements and is effective for audits of fiscal years beginning on or after December 26, 2014 (e.g., for the fiscal year July 1, 2015 through June 30, 2016).

## PROGRAMS SUBJECT TO COMPLIANCE AUDITING PROCEDURES 702

The CDE programs that are subject to compliance auditing procedures include the state- and/or federally-funded Child Care and Development (CD), Nutrition, Adult Education (AE), and No Child Left Behind (NCLB) programs.

### A. Child Care and Development Programs

The major CD programs that are subject to compliance auditing procedures are described on the CDE Web site at <http://www.cde.ca.gov/sp/cd/op/cdprograms.asp>. Primary CD program types are:

1. Center-based—Examples include General Childcare Centers, California State Preschool, and Migrant Program
2. Alternative Payment child care and CalWORKs child care (Stages 2 and 3)
3. Resource and Referral
4. Quality (Support) contracts

CDE child development contracts are funded through a combination of state and federal funds. The contracts will specify on the face sheet the amount of federal funding included in the total contract amount and the Catalog of Federal Domestic Assistance, identified as an “FC” number. If the contract has more than one funding source, there will be an attached encumbrance page with multiple funding blocks. The funding block will also identify different state Program Cost Accounts (PCA) numbers associated with the state funds and the federal funds; and the remittance advice that accompanies each state check will specify the amounts of funds by these PCA numbers. For example, an apportionment payment will have a five digit PCA number that begins with “1” to designate federal funds, or “2” to designate state funds. Therefore, contractors that are required to report the amount of federal funding they receive will need to pay particular attention to the PCA numbers that identify federal funds.

### B. Nutrition Programs

The primary nutrition programs subject to audit are described on the CDE Web site at <http://www.cde.ca.gov/ls/nu/>.

C. Adult Education Programs

The AE programs subject to audit are described on the CDE Web site at <http://www.cde.ca.gov/sp/ae/>.

D. No Child Left Behind – 21<sup>st</sup> Century Community Learning Centers:

<http://www.cde.ca.gov/ls/ba/cp/>.

**IDENTIFICATION OF FEDERAL PROGRAMS**

**704**

Where a Single Audit is required, the federal government expects the auditor to consider the compliance requirements and suggested audit objectives and procedures outlined in the *Uniform Grants Guidance* located in Title 2, *Code of Federal Regulations* (2 CFR) Part 200, and related Appendices. The guidance supersedes and streamlines requirements from the Office of Management and Budget (OMB) circulars A-21, A-50, A-87, A-89 A-110, A-122, and A-133. The federal programs administered by the CDE are identified below. The Catalog of Federal Domestic Assistance (CFDA) numbers for applicable federal programs must be included in the *Schedule of Expenditures of Federal and State Awards* (see [Appendix A](#)).

A. Child Development

1. Child Care and Development Block Grant – CFDA 93.575
2. Child Care Mandatory and Matching Funds of the Child Care and Development Fund – CFDA 93.596

B. Nutrition

1. School Breakfast Program – CFDA 10.553
2. National School Lunch Program – CFDA 10.555
3. Special Milk Program – CFDA 10.556
4. Child and Adult Care Food Program – CFDA 10.558
5. Summer Food Service Program for Children – CFDA 10.559

C. Adult Education

1. Basic Grants to State – CFDA 84.002

D. No Child Left Behind

1. Twenty-First Century Community Learning Centers – CFDA 84.287

**COST PRINCIPLES**

**706**

The cost principles that establish guidelines for determining allowable costs applicable to federal and state programs are contained in the *Uniform Grants Guidance*, Subpart E.

The CDE enforces the requirements of the *Uniform Grants Guidance* as part of its responsibility to ensure that the federal and state awards made to child development agencies and nutrition sponsors (sub-recipients) are used in accordance with the

federal and state laws and regulations and the terms of the CDE contracts with sub-recipients.

The *Uniform Grants Guidance*, Subpart E – Cost Principles supersedes the former:

1. **OMB Circular A-21, Cost Principles for Educational Institutions**
2. **OMB Circular A-87, Costs Principles for State, Local and Indian Tribal Governments**
3. **OMB Circular A-122, Cost Principles for Non-Profit Organizations**

When costs are allocated to more than one program, the costs must be assigned to the programs using allocation bases that accurately measure the benefits provided to each program. The following cost allocation guidance for direct and indirect costs supplements the cost allocation compliance audit procedures described in [Section 718](#).

## **DIRECT AND INDIRECT COSTS**

**707**

### **A. Direct and Indirect Costs**

Costs claimed for reimbursement in CDE programs may be classified as direct costs or indirect costs (if indirect costs are permitted), depending on the number and composition of programs operated by an agency. Direct costs provide measurable, direct benefits to a particular program. Indirect costs are organization-wide general management costs that cannot be readily assigned to one specific program or one specific line item within a program.

#### **1. Direct Costs**

Generally, if an agency operates one program, all costs are direct costs of that program. However, if an agency operates more than one program, direct costs must be shared among the programs in proportion to the benefits received by each program. For example, salaries and fringe benefits must be allocated by using individual employee time sheets that report the actual time employees spend in each program each day. The shared direct costs of rent and associated utilities, maintenance, and insurance are typically allocated by using the square footage of building space occupied by each program according to floor plans and/or room measurements. Training costs for staff are typically allocated in proportion to the actual time spent in the programs on which they work. Legal fees and audit costs are typically allocated in proportion to direct hours charged to each program, based on invoices or engagement letters. Other cost allocation methods may be applied, provided they accurately measure the benefits provided to each program or activity.

2. General and Administrative (G&A) Costs

G&A costs (e.g., accounting services, human resources, information technology, and administrative office receptionist) may be allocated among multiple programs as either shared direct costs, or indirect costs.

a. Shared Direct Costs

If an organization operates similar types of programs, for example, center-based programs, it could elect to allocate G&A costs as shared direct costs, using the respective number of children enrolled in each program and length of time in class.

b. Indirect Costs

If an organization operates dissimilar programs or activities (e.g., center-based programs, plus resource and referral programs, or non-CD programs), then the allocation of G&A costs as shared costs may be impractical. The organization then may allocate G&A costs as indirect costs. If an organization elects to claim indirect costs, it must have a current indirect cost allocation plan on file (e.g., in its main accounting office). The plan should be approved by the board of directors (not-for-profits), or other appropriate governing body (local governments).

The *Funding Terms and Conditions for Child Development Programs*, Section V.C. addresses CDE requirements pertaining to indirect costs. Also, the *California Code of Regulations* (<https://govt.westlaw.com/calregs/>) provides regulatory guidance at Title 5, Section 18013(m), *Definition of Indirect Cost Allocation Plan*, and Title 5, Section 18034(k), *Reimbursable Indirect Cost Rate per Approved Plan*.

B. Documentation of Rationale and Methodology

Regardless of the method adopted for allocating direct and/or indirect costs, the rationale and methodology must be objective, reliable, and adequately explained and documented each fiscal year. All claimed costs must be supported in accounting records and by invoices and other appropriate documents.

C. Examples of Cost Allocation Bases

The most appropriate cost allocation base will depend on the circumstances. The examples of cost allocation bases presented below and other allocation bases applicable to assigning costs are appropriate if they accurately measure the benefits provided to each program or activity.

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Costs to be Allocated	Allocation Base	Documentation
<ul style="list-style-type: none"> <li>• Rent, Utilities</li> <li>• Maintenance</li> <li>• Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Square footage usage</li> </ul>	<ul style="list-style-type: none"> <li>• Room measurements</li> <li>• Floor plans</li> </ul>
<ul style="list-style-type: none"> <li>• Salaries</li> <li>• Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Employee hours worked on each program</li> </ul>	<ul style="list-style-type: none"> <li>• Time Sheets</li> </ul>
<ul style="list-style-type: none"> <li>• Legal Fees</li> <li>• Audits</li> </ul>	<ul style="list-style-type: none"> <li>• Direct hours charged</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices</li> </ul>
<ul style="list-style-type: none"> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• Staff trained</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Training records</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Information Technology</li> <li>• Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Number of children enrolled</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance reports for Child Development, or Nutrition Programs</li> </ul>

D. *California School Accounting Manual (CSAM)*

In the *FT&C* for child development programs, Section VI.A states that contractors shall follow the accounting procedures specified in the most recent edition of the *CSAM* and report expenditures on an accrual basis. While the *CSAM* applies mostly to schools, its principles can be used by other organizations when determining how to allocate direct and indirect costs. The *CSAM* provides cost allocation guidance in Procedures 910 and 915, based in part on federal cost principles.

1. Procedure 910, Program Cost Accounting

This procedure contains primarily school-oriented accounting procedures. Its discussion of direct-charged and allocated costs may be helpful on a conceptual level. For specific guidance, see the *FT&C* for CD programs in which Section VI.E addresses, for example, time sheets for multi-funded employees. Note that the majority of operating costs of CDE center-based programs are payroll costs. Together, the *CSAM* and the *FT&C* provide that all employees must maintain time sheets, which are sometimes referred to as personnel activity reports. For local governments, each time sheet must be signed by the individual employee. For a not-for-profit organization, each time sheet must be signed by the individual employee, or a responsible supervisory official having first-hand knowledge of the activities performed by the employee. For federal programs (e.g., Nutrition, Adult Education, and No Child Left Behind), refer to *Uniform Grants Guidance*, 2 *CFR* Part 200, Subpart E, Subsection 200.430, *Compensation—personal services*, for additional information on documentation required for employees who work on single and multiple activities.

a. Employees Performing Only **Direct** Cost Activities

If an employee is engaged in direct cost activities that are funded by multiple programs, at least one of which is a CDE program, the employee’s time sheet

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must report the actual amount of time spent in each program or activity per day.

### b. Employees Performing Only **Indirect** Cost Activities

If an employee is engaged only in indirect cost activities and all of the employee's time is charged to an indirect cost pool, then the employee would not need a detailed time sheet to identify time spent on individual activities.

### c. Employees Performing **Both** Direct and Indirect Cost Activities

If an employee is engaged in both direct and indirect cost activities, and at least one direct cost activity is a CDE program, then the employee's time sheet must report the actual amount of time spent in each program or activity per day.

## 2. Procedure 915, Indirect Cost Rate

This procedure states that indirect costs are those costs of general management that are organization-wide. General management costs consist of expenditures for administrative activities necessary for the general operation of the organization (e.g., accounting, budgeting, payroll preparation, personnel management, purchasing, and centralized data processing). Indirect costs are distributed to programs using an *indirect cost rate*.

The *CSAM* Procedure 915 states that an indirect cost rate is determined by dividing an organization's indirect costs by the majority of its other expenditures, referred to as base costs. The *CSAM* explains how to calculate the components of an indirect cost rate, including a carry-forward adjustment that is an after-the-fact correction for the difference between the indirect cost rate approved for use in a given year and the actual percentage (amount) of indirect costs incurred in that year.

Subject to meeting CD requirements for an indirect cost rate ([Section A.2.b](#)), organizations with federal programs must follow *Uniform Grants Guidance*, 2 *CFR* 200.414 when categorizing expenditures as indirect costs.

## E. Cognizant Agencies for Approving Indirect Cost Rates for Federal Programs

A cognizant agency is an agency (usually federal) that has been assigned responsibilities over one or more federal programs. The OMB publishes a list of cognizant agency assignments applicable to some state agencies, cities, and counties. The cognizant agency for governmental units not on that list and for non-profit organizations is the agency that provides the most grant funds directly to the entity. The United States Department of Health & Human Services (DHHS) is the cognizant agency for all state-wide central service cost allocation plans and public assistance cost allocation plans. The DHHS Program Support Center handles cost

allocation and indirect cost negotiations for government and non-profit organizations (<http://www.psc.gov/financial/indirect-cost-negotiations.html>).

However, the DHHS does not approve indirect cost rate proposals for a local governmental unit when the DHHS' funding is passed through a state. The primary grantee recipient is responsible for negotiating the sub-recipient's indirect cost rate, and monitoring the costs.

For hospitals, the DHHS serves as the main cognizant agency. An organization with a cognizant agency must submit an annual formal indirect cost rate proposal to the DHHS' Program Support Center for approval. The Department of the Interior is the cognizant agency for all Indian tribal governments.

#### F. CDE Technical Assistance

The CDE's Audits and Investigations Division (A&I) reviews annual financial and compliance audits submitted by contractors, and performs limited scope reviews of selected CDE programs. Consequently, the A&I does not provide detailed recommendations for developing an organization's cost allocation plan, which later could become the subject of the A&I's review. The A&I must maintain its independence under *Government Auditing Standards*, as issued by the Comptroller General of the United States.

### **MATERIALITY AND EXTENT OF COMPLIANCE TESTING**

**708**

The materiality level for determining compliance with CDE requirements differs from the materiality level for auditing financial statements. The American Institute of Certified Public Accountants (AICPA) Audit Guide generally addresses materiality in terms of the impact on the financial statements as a whole. The *CDE Audit Guide* focuses on materiality involving compliance aspects of CDE programs. In child development, nutrition, and adult education programs, the auditor is required to report program noncompliance that: (1) results in disallowances totaling more than \$600 per program; or (2) adversely affects program performance, such as unqualified staff, inadequate records, and unspent funds.

When a contractor engages its independent auditor, the engagement letter should address the extent of compliance testing that will be performed (sections [160.C](#) and [D](#)). Compliance testing should determine that the agency has complied substantially with CDE's *FT&C* for CD programs, and other state and federal requirements associated with carrying out CDE programs.

**COMPLIANCE AREAS**

**710**

The compliance areas addressed in this chapter are based on the joint requirements of CDE programs and *Uniform Grants Guidance*, Compliance Supplement. Each of the following compliance areas, unless otherwise indicated, is applicable in audits of CDE programs:

- **Activities and Costs** – The specific requirements for activities allowed or unallowed are unique to each program, as identified in program rules and regulations and the provisions of contracts, grants, or other agreements. Costs are addressed in the cost principles identified in *Uniform Grants Guidance*, Subpart E – Cost Principles, Title 5, *California Code of Regulations (5 CCR)*, sections 18033-18038, and in the *FT&C*, Section V.
- **Cash Management** – Addresses how an agency administers and safeguards cash received from the CDE to operate its programs.
- **Eligibility** – Determines that an agency ensures that only eligible individuals receive appropriate assistance under the programs.
- **Equipment** – Ascertains that the agency adequately accounts for, safeguards, maintains, inventories, and properly disposes of equipment acquired with program funds.
- **Matching** – Determines that the minimum amount or percentage of contributions of matching funds were provided.
- **Procurement** – Determines that goods and services were acquired using appropriate procedures and in a manner that promotes open and free competition.
- **Program Income** – Determines that program income, such as family fees, was correctly earned (charged and collected), reported, and expended in accordance with program requirements.
- **Reporting** – Ensures all reports submitted to CDE are accurate and properly supported in accordance with program requirements.
- **Subcontract Monitoring** – Ensures that an agency adequately tracked a subcontractor’s compliance with program requirements.

## COMPLIANCE AUDIT PROCEDURES

712

The audit procedures in the *Uniform Grants Guidance*, Compliance Supplement are developed to assist auditors in examining compliance with federal program requirements. These procedures are applicable, but not limited to the following:

- A. The audit procedures presented in this chapter consider the audit procedures contained in Compliance Supplement that contains requirements applicable to:
  - 1. The U.S. Department of Health & Human Services, including Child Care and Development Block Grant, and Child Care Mandatory and Matching Funds of the Child Care and Development Fund
  - 2. The U.S. Department of Education, including the AE Program and the NCLB 21<sup>st</sup> Century Community Learning Center Program
  - 3. The U. S. Department of Agriculture, including the Child and Adult Care Food Program (CACFP), and other nutrition programs (except the commodities program)
- B. The compliance audit procedures contained in the *CDE Audit Guide* are not intended to uncover all forms of noncompliance, so the auditor should apply additional appropriate procedures when determined necessary. Furthermore, the auditor should gather and assess information to identify and assess risks of fraud that are significant within the scope of the audit objectives or that could affect the findings and conclusion of the audit ([Section 260](#)).
- C. The auditor should report noncompliance, inadequate internal controls, and questioned costs in the Internal Control Communication Letter, Management Letter, or Schedule of Findings and Questioned Costs, depending on the severity of the consequences of the noncompliance ([Section 720](#)).

## GENERAL AUDIT REQUIREMENTS

General audit requirements apply to both contractor audits and Single Audits. The audit compliance areas for internal controls and cost allocation, presented below, contain audit objectives and audit procedures.

## INTERNAL CONTROLS

714

The following audit procedures for evaluating and testing the operating effectiveness of internal controls are based on *Uniform Grants Guidance*, Compliance Supplement.

Audit Objective: Evaluate internal controls, identify risk areas, and assess the impact of risk areas on noncompliance.

Procedures

1. Interview appropriate management officials familiar with the internal accounting and other management controls applicable to program activities.
2. Based on information obtained from the interview and other survey work, determine the nature, timing, and extent of substantive testing, including the number of transactions to be tested for evaluating compliance.
3. Determine that the agency adequately separated significant financial duties and responsibilities among staff.
4. Evaluate the agency's policies for authorizing expenditures and signing checks.
5. Identify and report conflicts of interest in any transactions to which a child development contractor is a party and the other party has a financial interest in the contractor, as outlined in *FT&C*, Section II.Q.

**GRANTS MANAGEMENT**

**716**

The federal grants management requirements for administering CDE programs are set forth in *Uniform Grants Guidance*, Subpart D—Post Federal Award Requirements, which include:

1. Standards for Financial and Program Management
2. Property Standards
3. Procurement Standards
4. Performance and Financial Monitoring and Reporting
5. Records Retention and Access

Applicable state grants management standards for administering CDE programs are located in the California *Education Code (EC)*, 5 *CCR*, *FT&C*, Child Development Attendance and Fiscal Reporting & Reimbursement Procedures, Management Bulletins, and *CSAM*.

**COST ALLOCATION**

**718**

Audit Objective: Determine that the contractor's direct costs and indirect costs (if any) were assigned to state and federal CDE programs using allocation bases that accurately measured the benefits provided to each program.

Cost Allocation Audit Procedures for Agencies other than Local Governments:

These audit procedures are based on the *Uniform Grants Guidance*, Subpart E and the Compliance Supplement.

## Chapter 700 – Auditing Compliance with Program Requirements

- Direct Costs
  1. Verify that the CD contractor maintains written documentation of the rationale used in determining direct and administrative costs for CD programs (*FT&C*, Section V.B and D).
  2. Determine that direct costs are net of credits, refunds, insurance recoveries, and adjustments for uncashed checks.
  3. If the agency claimed indirect costs, verify that these indirect costs are not also claimed under direct costs (e.g., depreciation of equipment).
  4. Verify direct costs are actual costs supported by appropriate documentation, such as vendor invoices, canceled checks, and/or time and attendance records. Verify that they are charged to the correct accounts, for the appropriate amounts, and during the applicable period.
  5. Determine that costs have been assigned to the correct cost objective or activity.
- Indirect Costs
  1. Determine that the grant or contract permits indirect costs (the AE Program and some CD contracts do not permit indirect costs).
  2. If a CD contractor claimed indirect costs, verify that the contractor has a written cost allocation plan available for review (*FT&C*, Section V.C). The plan should be approved by the board of directors (not-for-profits), or other appropriate governing body (local governments). In addition, the contractor's annual audit must include the various bases used to allocate costs.
  3. Review the agency's indirect cost allocation plan, or indirect cost rate proposal for reasonableness.
  4. If the agency uses the Direct Allocation Method, test the data supporting the proposed allocation bases to determine that data are complete, accurate, appropriate, and properly documented.
  5. Determine that the indirect cost rate was applied in accordance with the approved rate agreement, and to the proper base amounts.
  6. Verify that the base used was accurate, included all direct costs (including unallowable costs, such as fund raising), and reflected the terms of the rate agreement.

7. Determine that the indirect cost rate was within approved limits. For instance, in a CD program, the agency's indirect cost rate may not exceed a de minimis rate of ten percent of the modified total direct costs, or ten percent times: (1) line items 1000 through 5000; plus (2) any provider payments. See *FT&C*, Section V.B; and the CDE's Attendance and Fiscal Reporting and Reimbursement Procedures for Child Development Contracts – Reporting Expenses – Indirect Costs.

## **REPORTING INTERNAL CONTROL AND COMPLIANCE DEFICIENCIES 720**

Significant deficiencies and material weaknesses in internal control over compliance found during an audit should be identified in the audit report. For deficiencies found in child development programs ([Section 730](#)) that are identified as costs that are unreasonable, undocumented, or otherwise non-reimbursable in accordance with contract requirements, the auditor should report a finding and adjust the reimbursable expense on the appropriate AUD form ([Section 310.A](#)). The auditor also should enter the finding number in the comments section of the AUD form.

- A. When writing audit findings on deficiencies, be sure to include all elements of a finding:
  1. Program Information – The identification number and type of each affected contract, grant, or other agreement.
  2. Criteria – Identify the laws, regulations, contract requirements, and/or grant agreements that are relevant to the audit, such as the applicable section of the *EC*, *CFR*, *CCR*, or *FT&C*.
  3. Condition – The situation that exists. Determine and document the condition during the audit.
  4. Questioned Costs – Quantify the dollar amount of a non-reimbursable expenditure.
  5. Effect and Context – Describe the outcome or consequence of the problem and the scope of testing. Document the work performed that resulted in the finding, including the sample size.
  6. Cause – Identify the reason or explanation for the condition.
  7. Recommendation – Identify the actions necessary to correct deficiencies and findings identified during the audit.
  8. Views of Responsible Officials and Planned Corrective Action – Obtain management's response to the finding(s) and recommendation(s), and identify the steps management plans to take in resolving the finding(s) and a specific timeline.

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Additional guidance in developing findings is provided in *Government Auditing Standards (GAS)*.

- B. Single Audits must follow the audit reporting requirements of the *Uniform Grants Guidance*, Subpart F including subsections .515 and .516 regarding reporting and audit findings. Also, see [Section 210.B](#) of the *CDE Audit Guide*.
- C. Auditors should refer to the reporting standards for financial audits in Chapter 4 of *GAS* to determine the types of deficiencies to be reported.

### SPECIFIC AUDIT REQUIREMENTS

*Specific* audit requirements are particular legal, regulatory, or contractual obligations that apply to one or more of four types of CDE programs:

1. Child Care and Development (Section 730, below)
2. Nutrition ([Section 740](#))
3. Adult Education ([Section 750](#))
4. No Child Left Behind – 21<sup>st</sup> Century Program ([Section 760](#))

The specific audit requirements apply to both contractor and Single Audits. The audit objectives and procedures are organized by compliance area ([Section 710](#)).

### CHILD CARE AND DEVELOPMENT PROGRAMS

730

The procedures for auditing compliance with CD program requirements focus on the programs addressed by the Child Care and Development Services Act (*EC*, Part 6, Chapter 2). The Act provides a comprehensive, coordinated, and cost-effective system of child care and development services for children to age 13 and their parents, including a full range of supervision, health, and support services through full- and part-time programs. Organizations, called contractors, administer the CD programs under one or more contracts with the CDE. Operation of CD programs by contractors is governed by the Act, described above, and the following regulations and guidelines:

- 5 *CCR*, Chapter 19, Section 18000 et seq.
- Applicable Contracts' *FT&Cs*
- *CSAM*
- *Uniform Grants Guidance*, Subpart E – Cost Principles

For additional CD program information and general audit reporting requirements, see [Chapter 300](#).

The audit compliance areas, presented below, contain audit objectives, audit procedures, and examples of common audit deficiencies.

## Chapter 700 – Auditing Compliance with Program Requirements

### A. Child Care and Development Allowable Activities and Costs

Audit Objective: Determine that state and federal funds were expended only for allowable activities and costs.

#### Procedures

1. Ensure that the contractor has a system of internal control which provides reasonable assurance that all charges are accurate, allowable, and properly allocated.
2. Select a sample of hourly and salaried employees representing personnel that are funded by single and multiple cost objectives for review.
3. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
  - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b) Be incorporated into the official records of the contractor;
  - c) Reasonably reflect the total activity for which the employee is compensated by the contractor, not exceeding 100 percent of compensated activities;
  - d) Encompass both federally assisted and all other activities compensated by the contractor on an integrated basis, but may include the use of subsidiary records as defined in the contractor's written policy;
  - e) Comply with the established accounting policies and practices of the contractor;
  - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.

4. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.

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5. Select a representative sample of expenditures and verify that the costs were reasonable and necessary to the performance of the contract, properly authorized, allowable under program guidelines, and supported by appropriate documentation, such as invoices, canceled checks, and written authorizations (*FT&C*, sections V.B, V.H and VI.E).
6. Verify that the cost was charged to the appropriate contract period. (*FT&C*, Section V.I).
7. Verify that the contractor's direct costs and any indirect costs (if permitted) were assigned to programs using allocation bases that accurately measure the benefits provided to each program, such as actual hours worked for payroll, square footage for rents, or actual amount charged for audit fees (*CSAM*, procedures 910 and 915; *FT&C*, Section V.C; and *CDE Audit Guide Section 718, Cost Allocation*).
8. Verify that depreciation expense was not claimed on facilities and equipment (*FT&C*, Section III.A) that were:
  - a. Purchased with CDE or other public funds
  - b. Donated to the contractor
  - c. Considered to be idle or excess facilities
  - d. Fully depreciated
9. If a contractor is claiming an expense for a building owned by the contractor, ensure that the expense is only for depreciation or use allowance (not rent) (*FT&C*, Section II.Q).
10. If the contractor is claiming an expense that involves the renting of property, either land or building, that is owned by affiliated agencies, officers or other key personnel of the contractor or their families, ensure that a fair market rental estimate is obtained from a licensed independent appraiser (*FT&C*, Section II.Q).
11. Verify that administrative costs do not exceed 15 percent of program funding and that 85 percent of the funds are used to provide direct services (*EC*, Section 8276.7).

### B. CD Cash Management

Audit Objective: Determine that the contractor followed procedures to:  
(1) administer and safeguard funds received from the CDE; and (2) report interest earned on contract payments and any reserve accounts.

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### Procedures

1. Identify procedures established by the contractor to administer and safeguard funds and to account for and report any income earned on program funds (*Uniform Grants Guidance*, Part 200.305).
2. Determine that the contractor established a Child Development Fund as specified in 5 CCR Section 18064.
3. Determine that the contractor established a reserve account in an interest-bearing account within the Child Development Fund (*EC*, Section 8450).
4. Verify that the contractor properly accounted for and reported reserve account amounts to CDE.
5. Verify that any interest earned on child development contract funds is placed in a separate account within the Child Development Fund and properly reported to CDE, as required (*EC* sections 8450(f) and 8328, and 5 CCR Section 18064).
6. For alternative payment programs and other programs with direct payments to providers, identify checks that were issued to providers, which were not cashed and have remained outstanding: (1) past the expiration dates of the checks; or (2) longer than six months from issuance, if the checks do not have expiration dates (California Uniform Commercial Code, Section 4404).
7. Determine that contractor made a reasonable effort to contact payees and identify the plan for reclaiming the funds. If the checks were written off in a subsequent fiscal year, determine that the contractor correctly reported amounts on the appropriate AUD forms under Restricted Income, Uncashed Checks to Providers.

### C. CD Eligibility

Audit Objective: Ensure that eligibility was properly determined and documented, and that only eligible recipients received services under the contract.

### Procedures

1. Identify eligibility requirements defined in the *FT&C* for the applicable program and fiscal year on the Web page at <http://www.cde.ca.gov/fg/aa/cd>. Also, see Management Bulletins at <http://www.cde.ca.gov/sp/cd/ci/allimbs.asp> which provide income eligibility schedules, fee schedules, and additional guidance on interpreting program requirements.
2. Select a representative sample of family files for review to determine if the file contains all required elements, including a completed application for services,

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documentation of eligibility status, and documentation of need, if required (*FT&C*, Program Requirements, Section H).

3. Verify that the eligibility of recipients was properly determined and documented according to eligibility program requirements (*FT&C*, Program Requirements, Section I).
4. Verify that only eligible children in center-based programs were claimed by the contractor.
5. Verify that provider payments were made only for eligible children in alternative payment programs.

### D. CD Attendance

Audit Objective: Determine that the contractor has a system in place to properly document child attendance.

#### Procedures

1. For center-based contractors, select a representative sample of attendance records for review to determine that the contractor maintained daily sign-in/sign-out attendance sheets that documented the time of arrival and departure of the child with the following:
  - a. Full signature of the parent or authorized adult for both arrival and departure of the child
  - b. Full signature of the staff person designated to record the time of arrival and departure, if the child is not dropped off or picked up by a parent or other authorized adult
  - c. First and last initials of the staff person designated to record the time when a school-age child departs for and returns from school during the day
2. For alternative payment program contractors, select a representative sample of monthly attendance records or invoices and verify that they include, at a minimum:
  - a. The dates and actual time of the child's arrival and departure each day
  - b. Full signature of the parent or authorized adult of the child receiving services and the provider attesting under penalty of perjury that the information is true and accurate
3. Ascertain that the contractor's attendance accounting records contain verification that includes the following information to support excused absences that were claimed for reimbursement:

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- a. Name of child
  - b. The date(s) of absence
  - c. The specific reason for the absence
  - d. The parent's or designated staff person's signature if verification is made by telephone
4. Select a sample of excused absences and verify that absences are due to illness or quarantine of the child or parent, family emergency, court-ordered visitations or a reason that is clearly in the best interest of the child.
  5. Verify that no more than ten excused absences "in the best interest of the child" were claimed during the contract period, except for children who were recipients of protective services or at risk of abuse or neglect.
  6. Determine that the contractor's governing board adopted policies regarding the following:
    - a. Circumstances constituting excused absences for "family emergencies" and absences considered to be "in the best interest of the child"
    - b. Circumstances defining unexcused absences

### E. CD Equipment

Audit Objective: Determine that the contractor maintains required records for equipment purchased with CDE funds and adequately safeguards, maintains, and disposes of such equipment.

#### Procedures

1. Obtain the contractor's policies and procedures for equipment management. Determine that they comply with the state's policies and procedures (CSAM Procedure 770) and with the grants management requirements listed in [Section 716](#).
2. Ensure the contractor's inventory records include a description of the equipment, serial number, source of the equipment, acquisition date, cost, location, use and condition of the equipment, and disposal date, if any (FT&C, Section III, Facilities and Equipment).
3. Verify that the contractor conducts a physical inventory of equipment at least every two years and reconciles it with property records (FT&C, Section III, Facilities and Equipment).

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4. Ensure the contractor has a control system in place to safeguard equipment and prevent loss, damage or theft (*FT&C*, Section III, Facilities and Equipment).
5. Select a representative sample of equipment purchases during the reporting period for review to ensure contractors are meeting program requirements, including prior approval and bidding requirements (*FT&C*, Section III, Facilities and Equipment).
6. Verify the appropriate amount of depreciation or use allowance was claimed for equipment (*FT&C*, Section III.A).
7. Ensure that the contractor did not claim depreciation on equipment that was fully depreciated, donated, or purchased with public funds (*FT&C*, Section III.A).

### F. CD Matching and Maintenance of Effort

Audit Objective: Ensure that the contractor: (1) met all program matching requirements; and (2) maintained required service or expenditure levels.

#### Procedures

- Matching
  1. Review all contract face sheets to determine if the contracts under review have any matching requirements.
  2. Perform tests to ensure that the contractor included a match portion from local resources.
  3. Verify that the match amount, both income and expenses, were properly reported to CDE in accordance with program requirements.
  4. Determine sources of matching contributions and verify that they were from an allowable source (*Uniform Grants Guidance*, Part 200.306).
  5. Perform tests to ensure that the determination of value placed on donated goods or services used to meet the match requirements are in accordance with applicable cost principles and program requirements (*Uniform Grants Guidance*, Part 200.306).
- Level of Effort – Maintenance of Effort
  1. Verify that the maintenance of effort (MOE) funds were used exclusively for child development programs (*EC 8279 and 8279.1*).
  2. Verify that the MOE funds were reported correctly to CDE.

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3. Determine if MOE funds are required to be used for specific children or for the benefit of all children.
  - If MOE funds were designated to be used for specific children:
    - a. Ensure that the children’s days of enrollment are reported on the AUD form under Section II – Noncertified Children.
    - b. Verify that any MOE funds for noncertified children are reported as unrestricted income on the AUD form.
  - If MOE funds are used to benefit all children:
    - a. Verify that MOE funds are reported as restricted income on the AUD form.
    - b. Verify that costs associated with MOE funds are reported as reimbursable expenses on the AUD form.

### G. CD Procurement

Audit Objective: Determine that the contractor complied with the procurement requirements of the contract and applicable laws and regulations. See *Uniform Grants Guidance*, Subpart D – Post Federal Award Requirements and *FT&C*, sections III and IV.

#### Procedures

1. Identify procurement requirements of the contract or grant agreement under review.
2. Select a representative sample of procurement transactions to test.
3. Verify that the contractor complied with applicable requirements, such as obtaining three bids or prior approval from the Early Education and Support Division (5 *CCR*, sections 18040 and 18027-18029).

### H. CD Program Income

Audit Objective: Ensure that program income was correctly calculated, recorded, reported and expended in accordance with program requirements.

#### Procedures

1. Review the laws, regulations, and provisions of contracts or grant agreements applicable to the program, including 2 *CFR* Part 200, 5 *CCR*, *FT&C*, and the Child Development Attendance and Fiscal Reporting and Reimbursement Procedures.

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2. If program income was earned, evaluate the contractor's requirements for:  
(1) verifying or assessing the amount of program income; (2) recording program income; (3) reporting program income; and (4) expending program income.
  3. Verify on a test basis that income earned on program funds was properly recorded in the accounting records and reported to the CDE on the AUD form.
  4. Determine that the contractor charged and collected fees according to program requirements. Specifically:
    - a. Select a representative sample of non-subsidized children to ensure that child care fees were properly charged, paid, recorded and reported to CDE (*EC* Section 8224 & 8267).
    - b. Test a representative sample of family fees for subsidized children to ensure they were properly assessed, collected, recorded and reported to the CDE. (*EC* sections 8224 & 8267).
  5. Determine that program income was expended in accordance with program requirements (5 *CCR* sections 18057 & 18064).
- I. CD Reporting

Audit Objective: Ensure that the attendance and fiscal reports required by CDE (AUD forms) are accurate, complete, and properly supported for each contract with CDE.

### Procedures for Reporting Enrollment, Operation, and Attendance

1. Determine that the contractor accurately classified and reported the days of enrollment, operation, and attendance on the AUD forms (*FT&C*, sections VI.C, VI.D, and VI.F).
2. Verify that the contractor has sufficient documentation to substantiate the enrollment and attendance information reported to CDE.

### Procedures for Reporting Revenue

1. Determine that the contractor appropriately reported income as restricted, including revenue received from child nutrition programs, county maintenance of effort funds, field trip fees, transfers from reserve fund, interest earned on CDE contract funds, fundraising, and donations or contributions that are designated for specific limited purposes.

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2. Ascertain that funds transferred from the reserve account to pay for reimbursable expenses were reported in the same amount on: (1) the designated line of the contract's AUD form; and (2) the Audited Reserve Account Activity Report (AUD 9530-A).
3. Verify that any other income was reported correctly on the appropriate lines.

### Procedures for Reporting Reimbursable Expenses

1. Verify that reimbursable expenses are properly reported on the AUD form.
2. Ensure that the contractor has sufficient documentation to substantiate the reimbursable expenditures reported to CDE. Note that any non-reimbursable "program" expenses would be reported under Supplemental Expenses; however, any expenses not related to the program would not be reported on the AUD form.
3. Verify that the contractor did not exceed the maximum indirect costs rate of eight percent and that the rate was only applied to budget categories 1000-5000 and provider payments.
4. Verify that start-up/service level exemption allowance did not exceed the contract terms identified on the contract face sheet and that all start-up costs are reimbursable and necessary for the establishment and stability of a new child development program (*FT&C*, Section V.E).
5. Verify that the attendance and fiscal reports agree with the accounting records that support the financial statements.
6. Verify that the required Independent Auditor's Assurances are made on the applicable AUDs by marking the "Yes" or "No" check boxes, confirming that:
  - a. Eligibility, enrollment, and attendance records were being maintained as required
  - b. Reimbursable expenses claimed were eligible for reimbursement, reasonable, necessary, and adequately supported

### Procedure for Reporting Supplemental Revenue

1. Verify that revenue reported under Supplemental Revenue was for program expenses that were not reimbursable by CDE, including income such as Head Start, First 5 enhancement funds, foundation grants or other funds intended to pay for project or benefits beyond the basic child development services for children.

Procedure for Reporting Supplemental Expenses

1. Verify that expenses reported under Supplemental Expenses were for program expenses that are related to Supplemental Revenue, or other non-reimbursable program expenses.

J. CD Sub-recipient Monitoring

Audit Objective: Determine that the contractor has complied with CDE subcontracting requirements.

Procedures

1. Determine that the contractor's subcontract agreement contains all required elements and contractual arrangements identified in program regulations and requirements (5 *CCR*, Section 18031 and *FT&C*, Section IV.D).
2. Verify that the subcontract agreement did not increase the contractor's cost of performance (*FT&C*, Section IV.C).
3. Determine that the contractor adequately monitored the performance of the subcontractor, ensuring that the subcontractor complied with the provisions of the subcontract and provided services appropriately for the year under review.
4. Ascertain that the contractor obtained and submitted to CDE an appropriate audit from the subcontractor in accordance with program requirements (5 *CCR*, Section 18032, *FT&C* Section IV.F).

**NUTRITION PROGRAMS**

**740**

The procedures for auditing compliance with nutrition program requirements focus on child care centers, day care homes, and adult day care centers that administer the Child and Adult Care Food Program (CACFP), School Nutrition Programs (SNP) and Summer Food Service Program (SFSP).

The nutrition programs included in the *CDE Audit Guide* are authorized by sections 2, 13, and 17 of the National School Lunch Act, as amended; and sections 3 and 4 of the Child Nutrition Act of 1966, as amended. Nutrition program operations are governed by Title 7, *Code of Federal Regulations* (7 *CFR*). FNS Instruction 796-2, Rev. 4, specifies the financial management requirements for the CACFP.

The CDE is authorized to administer federal nutrition programs for nonprofit, for-profit, governmental, and educational agencies, pursuant to *EC*, sections 8240, 49531, 49540-49546, and 49550. Local educational agencies (LEAs), [e.g., school districts, typically are not subject to the audit procedures in the *CDE Audit Guide*]; rather, LEAs are typically audited under the Single Audit requirements using the State Controller's Office *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance*

*Reporting.*

An agency that enters into a nutrition program agreement with the CDE assumes administrative and financial responsibility for providing federally-subsidized meals and/or milk to children in most child care settings (child care centers and daycare homes) and federally-subsidized meals to adults in day care settings.

For additional nutrition program information and general audit reporting requirements, see [Chapter 400](#) and Appendices [B](#) through [E](#).

**Child Care Centers**

**742**

A child care center is a facility licensed to provide child care services to children, including nutrition services under the CACFP. California’s licensing requirements define a “child care center” as any child care facility of any capacity, except a day care home, in which less than 24-hour per day non-medical care and supervision are provided to children in a group setting.

There are two primary child care center sponsors: (1) a “center” sponsor is an agency that owns and operates its own centers; and (2) an “independent center” sponsor is an agency that provides administrative services to centers that it does not legally own.

Adult day care centers are public, non-profit, and for-profit adult day care facilities that provide structured, comprehensive services (including the CACFP) to nonresidential adults who are functionally impaired, or age 60 and older. Each adult day care center must be licensed or approved to operate by a federal, state, or local government agency. Note: Many of the following child care center audit procedures also apply to adult day care centers. However, the meals and eligibility requirements for adult day care centers are different than child care centers.

For additional information on adult day care center meals and eligibility, refer to the Adult Day Care Center Component on CDE’s Web page at <http://www.cde.ca.gov/ls/nu/cc/adc.asp>.

The following audit procedures are not intended to be all inclusive for assessing compliance with CACFP requirements. Therefore, the independent auditor must be familiar with CACFP regulations and requirements and apply sound professional judgment when conducting the CACFP audit.

A. Child Care Centers – Financial Activities and Costs

Audit Objective: Assess fiscal accountability.

Procedures

1. Examine the agency’s chart of accounts and general ledger to determine that the agency separately accounts for CACFP income and expenditures in

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general ledger accounts (non-profit food service accounts), and that the accounting system accurately records CACFP income and expenditures.

2. Reconcile meal reimbursement income payments from the agency's Claim History Report to the general ledger CACFP income account to verify that all meal reimbursement income has been accurately accounted for by the agency.
3. Examine general ledger expenditure accounts for CACFP food, supplies, and personnel costs, and trace amounts to expenditure source documents to verify that posted expenditures are allowable, reasonable, and necessary to food service operations.
4. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
  - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b) Be incorporated into the official records of the agency;
  - c) Reasonably reflect the total activity for which the employee is compensated by the agency, not exceeding 100 percent of compensated activities;
  - d) Encompass both federally assisted and all other activities compensated by the agency on an integrated basis, but may include the use of subsidiary records as defined in the agency's written policy;
  - e) Comply with the established accounting policies and practices of the agency;
  - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.

5. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.

B. Child Care Centers – CACFP Fund Balance

Audit Objective: Determine excess CACFP account balance.

Procedures

1. Examine the CACFP income and expenditure account activity from the prior fiscal year to determine that CACFP meal reimbursements exceeded CACFP expenses. Any resulting CACFP income amount greater than expenses is considered excess account balance of funds and restricted solely for CACFP purposes.
2. Determine if the CACFP non-profit food account contains an excess balance of more than three months of average operating expenses for the year. Agencies are required to spend the excess amount on food service operations and approved enhancements to reduce the excess account balances to an amount under three months of average operating expenses.
3. Examine general ledger account balances for the prior period to ensure that any excess expenditures that exceed the meal reimbursement income is charged to a non-restricted account.

C. Child Care Centers – Enrollment and Eligibility

Audit Objective: Verify child enrollment and eligibility.

Procedures

1. Review family files for each child in care, including those claimed at the base category, to determine if a current enrollment document is signed and dated by the parent/guardian prior to the beginning enrollment date.
2. Review the Meal Benefit Form (MBF) for each enrolled child claimed at the Free and Reduced-Price eligibility categories to ensure that the MBFs are signed and dated by the parent/guardian and certified by the agency. Verify that the entity considered all current household income in determining correct eligibility.
3. Verify that each At-Risk Afterschool site facility is within the attendance boundaries of the school in which at least 50 percent of enrolled children are eligible for free or reduced-price school meals.
4. Verify that all reported participants are supported with required eligibility and enrollment records.
5. Examine the agency's roster of eligible children for October of each year (the base month for fixed rates of reimbursement for the program year), and the roster for any month in which the rates of reimbursement changed.

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6. For emergency shelters, verify that the agency maintains a daily roster of residential children/eligible disabled persons with age, date entered, and date exited for each location claimed. Verify that the participants listed on the daily roster reside in the shelter, and verify that reported numbers for the month match the roster numbers in total.
7. For for-profit centers, verify that at least 25 percent of the enrolled participants or licensed capacity, whichever is less, are eligible for free or reduced-price meals in each month for which a claim was submitted.

For Income Eligibility Guidelines and Reimbursement Rates, visit the CDE Web page at <http://www.cde.ca.gov/ls/nu/cc/cc.asp>.

### D. Child Care Centers – Administrative Costs

Audit Objective: Verify that administrative costs and unspent CACFP funding is not excessive.

#### Procedure

1. Verify that the center retained no more than 15 percent of meal reimbursement for its administrative expenses, unless CDE granted a waiver (7 *CFR*, Part 226).

### E. Child Care Centers – Meal Counts

Audit Objective: Validate accuracy of claimed meal counts.

#### Procedures

1. Review the number of approved sites for children to verify that the agency claimed reimbursement only for approved facilities as reflected in the Child Nutrition Information Payment System.
2. Sample and examine child attendance records for at least two months to verify that daily and weekly meal counts are supported by attendance records, and do not exceed the maximum licensed capacity of the facility.
3. Verify the accuracy of daily and monthly meal counts and summary sheets to substantiate the reported number and type of meals claimed for reimbursement.
  - a. Determine that the center accurately reported point of service meal counts by meal type.
  - b. Ascertain that reported meals:
    - 1) Were served only to enrolled children

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- 2) Did not exceed licensed capacity
- 3) Did not exceed the number of children in attendance, in accordance with 7 *CFR*, parts 226.11 (c) and 226.17 (b) 3.

Note: The auditor should be alert to indications of misreporting (e.g., the same meal counts being reported each day, or meal counts exceeding the number of participants in attendance).

Report any adjustments on the appropriate audit report schedule ([Chapter 400](#) and [Appendix B](#) for Centers, or [Appendix D](#) for Independent Centers).

### **Day Care Homes**

**744**

A day care home, sometimes referred to as a family day care home, is a private home licensed to provide day care services, including nutrition services under the auspices of a sponsoring organization. A sponsoring agency is a public or nonprofit agency that is responsible for administering a food program in one or more day care homes. Although day care homes may not enter into an agreement directly with the CDE, the day care home provider must have a current agreement with the sponsoring agency.

#### A. Day Care Homes – Activities and Costs

Audit Objective: Verify that nutrition funds were expended only for allowable activities and costs.

#### Procedures

Perform the following procedures to test administrative costs and provider payments (7 *CFR*, parts 226.12 and 226.13; FNS Instruction 796-2, Rev. 4):

- Administrative Costs
  1. Trace the total amount of claimed monthly administrative expenses to the agency's general ledger.
  2. Select and trace a representative sample of administrative costs to source documents and determine that the costs are within the approved budget, allowable, reasonable, and necessary to the CACFP.
  3. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
    - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
    - b) Be incorporated into the official records of the agency;

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- c) Reasonably reflect the total activity for which the employee is compensated by the agency, not exceeding 100 percent of compensated activities;
- d) Encompass both federally assisted and all other activities compensated by the agency on an integrated basis, but may include the use of subsidiary records as defined in the agency's written policy;
- e) Comply with the established accounting policies and practices of the agency;
- f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity

Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.

- 4. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.

- Provider Payments

- 1. Determine that payments to providers are properly recorded and adequately supported by bank statements and cancelled checks.

### B. Day Care Homes – Cash Management

Audit Objective: Determine if the CACFP day care home sponsors appropriately handled any outstanding checks payable to providers.

#### Procedures

- 1. Verify that the sponsoring agency disbursed meal reimbursement payments to its day care homes within five working days of receiving them (7 CFR, parts 226.16(g) and (h)).
- 2. Identify checks issued to a provider that were outstanding more than nine months. Determine that the sponsor made adequate attempts to locate the provider, or to return the funds to the CDE (Nutrition Services Division [NSD] Management Bulletin No. NSD-CACFP-05-2007).

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3. Review general ledger cash accounts to identify any funds being transferred from the entity's CACFP account into the general cash account.

### C. Day Care Homes – Enrollment and Eligibility

Audit Objective: Verify that the sponsor's providers have entered into written agreements in accordance with 7 *CFR*, Part 226.18 and children are properly enrolled in the CACFP.

#### Procedures

1. Verify that providers entered into written agreements with the sponsor which specify the rights and responsibilities of both parties.
2. Determine that the providers' Tier I and Tier II eligibility determinations are supported by low income school boundary area information, census data, or documentation of low household income (see the USDA's CACFP Eligibility Guidance for Family Day Care Homes, and the OMB A-133 Compliance Supplement, Part 4-10.558).
3. Verify that participating children are supported with fully completed Meal Benefit Forms and other required records to support income eligibility.

### D. Day Care Homes – Equipment

Audit Objective: Determine that the agency maintains required records and internal controls over equipment purchased with CACFP funds.

#### Procedures

1. Review and assess the adequacy of the agency's policies and procedures for acquiring, recording, securing, and disposing equipment.
2. Test equipment transactions for compliance with policies and procedures for acquiring, recording, securing, and disposing of equipment, including adherence to obtaining prior NSD approvals and competitive bidding requirements.
3. Verify that a physical inventory of equipment purchased with CACFP funds was conducted within the last two years, and reconciles to the agency's general and subsidiary ledgers.
4. Select a sample of equipment items to verify physical existence, and to determine if the items were accurately recorded, physically secure, and properly tagged for inventory identification.

E. Day Care Homes – Reported Meals

Audit Objective: Determine if the agency accurately claimed meals for reimbursement.

Procedures

1. Verify that the claimed number of breakfasts, lunches, and snacks did not exceed the agency's licensed capacity.
2. If the provider's own children consumed meals, verify enrollment of each child.
3. Identify any variances between meals reported for reimbursement and meals supported by documentation. Report any adjustments on the appropriate audit report schedule ([Chapter 400](#) and [Appendix C](#)).

**School Nutrition Program**

**746**

The National School Lunch Program (7 *CFR*, Part 210) and the School Breakfast Program (7 *CFR*, Part 220) offer free or reduced-price prepared meals to eligible children in structured settings. The Special Milk Program for Children (7 *CFR*, Part 215) generally provides milk to children in schools and child-care institutions that do not participate in other federal meal service programs. The procedures below are intended for audits of nonprofit private schools at the high school grade level or under, and public or licensed nonprofit private residential child-care institutions.

A. School Nutrition Program – Eligibility

Audit Objective: Determine if only eligible children were enrolled in the program in accordance with the requirements of 7 *CFR*, Part 245.

Procedures

1. Verify that enrolled children were eligible to receive free or reduced-price meals under the program by meeting the eligibility requirements of 7 *CFR*, Part 245.6.
2. Calculate the impact of the eligibility exceptions to the agency's reimbursements.

B. School Nutrition Program – Procurement

Audit Objective: Determine if CACFP funds were appropriately spent on food and food services.

Procedures

- Contracts with Food Service Management Companies
  1. Verify that the agency's contracts with all food service management companies were pre-approved by the CDE.
- Discounts, Rebates
  1. Determine that cost-reimbursable contracts awarded by the school food authority included the following required provisions:
    - a. Agency billing documents separately identify allowable and unallowable portions of each cost, or include only allowable costs and a certification that payment is sought only for such costs.
    - b. Agency must identify the amount of each discount, rebate, and other applicable credit on bills and invoices presented for payment.
  2. Verify that all discounts and rebates are properly credited to the agency's food service expenditure accounts, and reimbursed accordingly.

C. School Nutrition Program – Sub-recipient Special Reporting

Audit Objective: Determine that the agency submitted complete and accurate claims for reimbursement of meals and milk (NSLP at 7 *CFR*, Part 210.8(b)).

Procedures

(Also see 2 *CFR* Part 200 Appendix XI Compliance Supplement for additional details and exceptions to special reporting for sub-recipients.)

1. Verify that reimbursement claims include the number of meal and milk servings by category and type during the reporting periods.
2. Determine that claims were supported by documented, accurate meal counts.
3. Verify that the agency served the required milk type during meals and snacks.
4. Report any adjustments on the appropriate audit report schedule ([Chapter 400](#) and [Appendix E](#)).

**Summer Food Service Program for Children**

**748**

The Summer Food Service Program (SFSP) for Children (7 *CFR*, Part 225) provides free or reduced-price meals to children during summer vacation when schools are not in session. It should be noted that the *CDE Audit Guide* addresses only non-public schools. Approved program sponsors may include public or nonprofit residential

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summer camps, or units of local governments and other private nonprofit agencies that administer a special summer or other school vacation program that provides services similar to those available to children during the school year under the school nutrition programs.

### A. SFSP for Children – Eligibility

Audit Objective: Determine that only eligible children were enrolled in the program in accordance with the requirements of 7 *CFR*, Part 225.6(c) 2 and 3.

#### Procedures

(Also see 2 *CFR* Part 200 Appendix XI Compliance Supplement.)

1. Determine that enrolled individuals were eligible to receive meals under the program by meeting the definition of “children,” as defined by 7 *CFR*, Part 225.2.
2. Evaluate the impact that miscategorizing enrolled participants or misreporting eligibility may have on the agency’s reimbursements.

### B. SFSP for Children – Contracting and Procurement

Audit Objective: Assess the agency’s compliance with contract provisions and applicable laws and regulations in 7 *CFR* 225.17.

#### Procedures

1. Gain an understanding of the agency’s contracting and procurement policies and procedures, including internal controls, bidding and selection, and approval processes.
2. Identify related party contracts and assess the impact to the SFSP (e.g., consider the effect on competitive pricing and the amount of discounts or rebates).

### C. SFSP for Children – Sub-recipient Special Reporting

Audit Objective: Determine that the agency submitted complete and accurate claims for reimbursement of meals (7 *CFR*, parts 225.9(d) and 225.15(c)(2)).

#### Procedures

(Also see 2 *CFR* Part 200 Appendix XI Compliance Supplement.)

1. Verify that reimbursement claims include the number of meal and milk servings by category and type during the reporting periods.

2. Determine that claims were supported by documented, accurate meal counts.
3. Verify that the agency served the required milk type during meals and snacks.

## **ADULT EDUCATION PROGRAMS**

**750**

The Workforce Investment Act of 1998 (WIA), Public Law 105-220, was enacted to improve employment, training, literacy, and vocational rehabilitation programs in the United States. Title II of the WIA, entitled Adult Education and Family Literacy Act, was established to create a partnership among federal, state, and local governments to provide, on a voluntary basis, adult education and literacy services to assist adults to: (1) become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; (2) obtain the educational skills necessary to become full partners in the educational development of their children; and (3) complete secondary school education.

Program requirements applicable to audits include the WIA, Title II and other pertinent laws, regulations, rules and guidelines:

- *Uniform Grants Guidance*, Part 200, for awards made on or after December 26, 2014
- *34 CFR*, Part 74, for awards made before December 26, 2014
- *California State Administrative Manual*
- WIA, Title II Program Reapplication Guidelines and Requirements
- WIA, Title II General Assurances
- Manual for California

The following procedures for auditing federal adult education program funding under the WIA, Title II of the Adult Education and Family Literacy Act are not intended to be all inclusive for assessing compliance with adult education program requirements. Therefore, the independent auditor must refer to federal adult education program regulations and requirements and apply sound professional judgment when conducting the audit.

### **A. Adult Education (AE) – Internal Controls and Financial Integrity**

**Audit Objective:** Evaluate adequacy of internal controls and financial integrity.

#### **Procedures**

1. Assess weaknesses in the control environment, risk assessment, fiscal activities, monitoring, claims processes, and separation of key duties and responsibilities.
2. Assess the internal controls over program compliance and financial processes and identify any design deficiencies or potential risks.

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3. Trace the amount of grant award payments received from the CDE to the agency's cash receipts account in the Profit and Loss statement, general ledger, or other accounting record to verify that all grant payments are accurately accounted for and reported in the agency's records. Determine that the grantee's records adequately identified the source and application of funds
4. Trace the agency's total expenditures reported on the *Final Expenditure Report* filed with the CDE to the agency's Profit and Loss statement, general ledger, or other accounting records to verify accuracy of the reported expenditures.
5. Verify that the agency separately accounted for each adult education program funding with expenditures.
6. Assess the reasonableness of the allocation methodology if the agency allocated costs amongst programs.
7. Review grantee's system for managing and monitoring grant activity. Perform appropriate analytical procedures and ascertain the reasons for any unexpected variances, unmet goals, and cost overruns or high unit costs.
8. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
  - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b) Be incorporated into the official records of the agency;
  - c) Reasonably reflect the total activity for which the employee is compensated by the agency, not exceeding 100 percent of compensated activities;
  - d) Encompass both federally assisted and all other activities compensated by the agency on an integrated basis, but may include the use of subsidiary records as defined in the agency's written policy;
  - e) Comply with the established accounting policies and practices of the agency;
  - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.

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9. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.
10. Verify that the agency did not charge the adult education programs more than five percent of total program funds for administrative purposes.
11. Ascertain that donations, contributions and volunteer services were appropriately documented and reported for those agencies with cost sharing or matching requirements.

### B. AE – Program Expenditures

Audit Objective: Validate program expenditures.

#### Procedures

1. Select a sample of expenditures posted in the agency's adult education program general ledger accounts for labor costs, educational materials, and other pertinent expenditures to determine that program funds were expended only for allowable activities and costs.
2. Examine original invoices or other records to validate that each selected expenditure was: (1) an allowable program cost; (2) adequately supported; (3) properly approved by someone other than the person requesting the expenditure; (4) correctly posted in accounting records; and (5) charged to the correct line item and fiscal period.
3. For labor costs, validate that each payroll expenditure was: (1) adequately supported by time distribution activity reports or certifications that reflect the total activity for which the employee is compensated and specify the actual hours spent on each program's activities; and (2) supported by payroll register detail that substantiates the allocated labor costs to the program.
4. For facilities rental costs, verify that the lease agreement was conducted at arms-length (no related parties) and monthly rent is reasonable and based on an acceptable allocation methodology (e.g. square footage or usage hours).
5. Verify that expenditures are allowable, allocable, reasonable, necessary, and supported with source documentation (original vendor invoices and cancelled checks).
6. Confirm that no budgeted expenditure line item was over-expended by ten percent or more without CDE's approval for a revised budget (WIA Program Reapplication Guidelines and Requirements, Grant Accountability Requirements and Deliverables, 6. Grant Budget Guidelines).

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7. Verify that the grantee did not charge students for tuition, fees, books, instructional supplies and materials (*Adult Education and Family Literacy Act*, General Assurances No. 3).
8. Verify that all claimed costs fell within the CSAM budget line items 1000 – 5000 and that no indirect costs were claimed (WIA Program Reapplication Guidelines and Requirements, Grant Accountability Requirements and Deliverables, Grant Budget Guidelines).

### C. AE – Student Eligibility and Files

Audit Objective: Validate student enrollment, test results, and classroom attendance.

#### Procedures

1. Obtain CASAS reports to identify the names of students that earned achievement payment points.
2. Select a sample of students that earned “significant gain” and “two-level gain” payment points based on test scores, and validate that pre- and post-tests records are retained in the student files to verify that test scores were correctly recorded and student achievement payment points were accurately computed and documented.
3. Examine student files for each learner to verify that the agency appropriately administered and maintained Entry records, Update records, pre- and post-tests, special assessments records, and evidence of 12 hours of instruction for each student.
4. Observe an adult education class while it is in session to verify that the instruction relates to English-as-a-Second Language, English Literacy, or Citizenship/Civics educational instruction. Compare the number of students in attendance to the sign in/out sheet.

### D. AE – Equipment

Audit Objective: Verify that equipment purchased with grant funds benefitted the adult education programs in proportion to the costs charged to the programs and was adequately safeguarded and accounted for.

#### Procedures

1. Review the grantee’s policies and procedures, and test transactions for compliance with: (a) management and recordkeeping requirements; (b) classification and identification requirements; (c) purchasing, disposition and physical inventory requirements; and (d) proper maintenance requirements.

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2. Verify that all equipment purchased during the audit period is used by the adult education programs and is charged in proportion to the costs allocated to the programs.
3. Verify that depreciation is charged to the programs in relation with the corresponding equipment.
4. Verify that all equipment removed from the asset accounts is adequately documented, including the date of removal, reason for removal, and disposition (e.g. sale or surplus).
5. Verify that all equipment sale proceeds during the audit period are reasonable (sold at market value) and properly recorded.

### E. AE – Procurement

Audit Objective: Determine that the grantee established and followed procedures for the procurement of supplies and expenditures, equipment and services.

#### Procedures

1. Determine that adequate procedures were in place to: (a) analyze lease and purchase alternatives; (b) avoid purchasing unnecessary items; and (c) ensure that solicitations included a description of the technical requirements the bidder was to fulfill.
2. Evaluate that efforts were made to utilize small businesses, minority-owned firms, and women's business enterprises.
3. Review cost or price analyses used and evaluate elements to determine reasonableness, allocability, and allowability.
4. Determine that procurement records contained the basis for contractor selection, justification for lack of competition when competitive bids or offers were not obtained, and the basis for award cost or price.

## **NO CHILD LEFT BEHIND – 21<sup>st</sup> CENTURY PROGRAM**

**760**

The following procedures for auditing NCLB compliance relate to the 21st Century Program when auditing child care and development programs administered by community-based organizations (CBOs).

21<sup>st</sup> Century program requirements:

- Elementary and Secondary Education Act of 1965 (ESEA), Title IV, Part B, sections 4201-4206
- *Uniform Grants Guidance*, Part 200, for awards made on or after December 26, 2014

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- Federal Education Department General Administration Regulations (*34 CFR*, parts 74-86 and 97-99) for awards made before December 26, 2014
- *EC*:
  - Article 22.5, After School Education and Safety Program, sections 8482-8482.4, 8482.6-8483.4, 8483.8-8484.3, and 8484.6-8484.75
  - Article 22.6, 21<sup>st</sup> Century Community Learning Centers, sections 8484.7-8484.9
- General Assurances (an attachment to the state grant application)

### A. 21st Century Activities and Costs

Audit Objective: Determine that the CBO expended federal funds only for allowable activities and costs.

#### Procedures

1. Ascertain that program activities carried out with 21<sup>st</sup> Century funds were authorized by ESEA, Title IV, Part B, Section 4205, and the approved grant application.
2. Determine that claimed costs were allowable in accordance with the applicable federal cost principles.
3. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
  - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b) Be incorporated into the official records of the agency;
  - c) Reasonably reflect the total activity for which the employee is compensated by the agency, not exceeding 100 percent of compensated activities;
  - d) Encompass both federally assisted and all other activities compensated by the agency on an integrated basis, but may include the use of subsidiary records as defined in the agency's written policy;
  - e) Comply with the established accounting policies and practices of the agency;
  - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

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Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.

4. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.
5. Verify that administrative (direct and indirect) costs did not exceed 15 percent of the annual total grant award amount (e.g., no less than 85 percent of funding was allocated for direct services to students) (*EC* sections 8483.9(b) and (c)):
  - a. Verify that direct administrative costs (e.g., collection and maintenance of records) directly benefitted the program charged.
  - b. Verify that indirect costs were part of administrative costs and did not exceed a school district's current CDE-approved indirect cost rate, or five percent, whichever is less (*EC* Section 8483.9(a)). Indirect costs should consist of expenditures for administrative activities that are necessary for general operations, but that cannot be tied to a particular program. To find a county's CDE-approved indirect cost rate, visit the Web site at <http://www.cde.ca.gov/fg/ac/ic/> and click on the rates under the section entitled "School District, County Office, and Joint Powers Agency Rates."
6. Verify that funds were not used for capital outlays such as real property, construction (including structural alterations, but excludes minor remodeling), or renovation.

### B. 21st Century Cash Management

Audit Objective: Determine that the CBO followed procedures to administer and safeguard funds received from the CDE.

#### Procedure

1. Identify, evaluate, and test procedures established to administer and safeguard funds and to account for and report interest earned.

### C. 21st Century Equipment

Audit Objective: Determine that the CBO adequately safeguarded, maintained, and accounted for equipment purchased with federal funds.

#### Procedures

1. For equipment acquired with federal funds (*34 CFR*, Part 74.34), determine that the CBO:

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- a. Maintained accurate equipment records that included prescribed information;
- b. Tagged the equipment to identify it as purchased with federal funds;
- c. Performed a physical inventory and reconciled it with equipment records at least once every two years;
- d. Had a control system in place with adequate safeguards to prevent loss, damage, or theft of the equipment;
- e. Implemented adequate maintenance procedures to keep the equipment in good condition;
- f. Disposed of unneeded equipment according to federal requirements.

### D. 21st Century Matching and Level of Effort

Audit Objective: Determine that the minimum amount or percentage of contributions or matching funds was provided, specified service or expenditure levels were maintained, and minimum or maximum limits for specified purposes or types of participants were met.

#### Procedures

- Matching
  1. Perform tests to verify that the CBO's required matching contributions were met.
  2. Determine sources of matching contributions and verify they were from an allowable source.
  3. Corroborate through tests that the values placed on in-kind contributions were determined in accordance with applicable cost principles and program requirements.
- Level of Effort – Maintenance of Effort
  1. Perform tests to verify that the required level of effort was met.
  2. Verify that only allowable categories of expenditures or other effort indicators (e.g., hours, number of people served) were included in the computation.
  3. Ascertain that the amounts used in the computation were derived from the books and records from which the audited financial statements were prepared.

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- Supplement not Supplant
  1. Determine that the organization used federal funds to provide services which the organization was already required to make available under other federal, state, or local law.
  2. Ascertain that the organization used federal funds to provide services which were provided with nonfederal funds in the prior year.

### E. 21st Century Procurement

Audit Objective: Determine that the CBO appropriately procured supplies and other expendable property, equipment, and services with federal funds.

#### Procedures

1. Determine that the CBO adequately:
  - a. Solicited bids or estimates that clearly established all requirements that the bidder should fulfill;
  - b. Evaluated bids or estimates (e.g., analyzed comparative prices and quality) to ensure that procurement transactions were conducted in a manner to provide open and free competition;
  - c. Selected the lowest bid or estimate that was responsive to the solicitation requirements;
  - d. Maintained appropriate procurement records and a system of contract administration to ensure the supplier's conformance with the terms, conditions, and specifications of the agreement for the provision of goods and services.

### F. 21st Century Program Income

Audit Objective: Determine that the CBO established and followed procedures for the effective control of program income.

#### Procedures

1. Determine that the CBO appropriately recorded all program income in a separate general ledger account.
2. Select and test a selection of transactions to verify that the CBO used program income for only allowable, reasonable, and necessary program goods and services.

G. 21st Century Reporting

Audit Objective: Determine that required reports were timely submitted and accurately included all the required information for the reporting period.

Procedures

1. Select a sample of attendance reports pertaining to the grant period.
2. Determine the accuracy of reported attendance information.
3. Select a sample of expenditure reports to verify that: (a) expenditures are reported accurately and in the correct categories; and (b) information is supported by the CBO's official accounting records.
4. Determine that salaries and wages are based on records that accurately reflect the work performed. These records must:
  - a) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - b) Be incorporated into the official records of the agency;
  - c) Reasonably reflect the total activity for which the employee is compensated by the agency, not exceeding 100 percent of compensated activities;
  - d) Encompass both federally assisted and all other activities compensated by the agency on an integrated basis, but may include the use of subsidiary records as defined in the agency's written policy;
  - e) Comply with the established accounting policies and practices of the agency;
  - f) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates (e.g., estimates determined before the services are performed) alone do not qualify as support for charges to federal awards, but may be used for interim accounting purposes.
5. Reconcile employee time accounting records to the payroll register to ensure salaries and wages are accurately charged based on the actual hours the employees worked.

**APPENDIX A**

**ILLUSTRATIVE CONTRACTOR AUDIT REPORT**

**(ADDRESSES SINGLE AUDIT REPORTING REQUIREMENTS OF  
*UNIFORM GRANTS GUIDANCE, 2 CFR PART 200, SUBPART F*)**

**EXAMPLE ENTITY**

**FISCAL YEAR ENDED JUNE 30, 2016**

**Illustrative Contractor/Single Audit Report**

**EXAMPLE ENTITY**

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**Illustrative Contractor/Single Audit Report**

[Auditor's Letterhead]

**Independent Auditor's Report**

To Management and the Board of Directors of Example Entity

**Report on the Financial Statements**

We have audited the accompanying financial statements of Example Entity, which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Illustrative Contractor/Single Audit Report*****Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Example Entity as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, such as the *Schedule of Expenditures of Federal [and State] Awards*, as required by *Uniform Grants Guidance*, 2 CFR Part 200, Subpart F [if a *Single Audit*], and the additional supplementary information on pages xx through xx, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards general accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we also have issued our report dated \_\_\_\_\_, on our consideration of Example Entity's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Example Entity's internal control over financial reporting and compliance.

Firm's signature  
City, State  
Date

**EXAMPLE ENTITY**  
**Statement of Financial Position**  
**June 30, 2016**

<b>Assets</b>	
Cash and cash equivalents	\$407,500
Government grants and contracts receivable (Note 5)	660,000
Other receivables	45,000
Deposits and prepaid expenses	25,500
Current assets	1,138,000
Property and equipment, net (Note 3)	1,326,432
Total assets	<u>\$2,464,432</u>
<b>Liabilities and Net Assets</b>	
Accounts payable	\$415,149
Accrued expenses and other current liabilities	578,477
Unearned revenue	32,500
Obligations under capital lease (Note 11)	10,303
Mortgage payable (Note 12)	8,877
Child development reserve (Note 14)	60,500
Current liabilities	1,105,806
Obligations under capital lease, non-current portion (Note 11)	92,724
Mortgage payable, non-current portion (Note 12)	762,483
Other long-term liabilities	200,000
Total liabilities	<u>2,161,013</u>
Net assets, unrestricted	96,315
Net assets, temporarily restricted (Note 4)	207,104
Total net assets	<u>303,419</u>
Total liabilities and net assets	<u>\$2,464,432</u>
The accompanying notes are an integral part of these financial statements.	

**EXAMPLE ENTITY**  
**Statement of Activities**  
**Year Ended June 30, 2016**

<b>Changes in Unrestricted Net Assets</b>			
Unrestricted support			
	Government contracts		\$11,628,200
	Contributions and other income		361,829
	Grantee contributions, in-kind income		120,000
	Total unrestricted support, net		12,110,029
Other unrestricted revenues			
	Transfers from CD reserves		45,000
	Family fees for certified children		142,750
	Family fees for non-certified children		47,752
	Interest		13,485
	Total unrestricted revenues and support, net of direct benefits		12,359,016
Expenses			
	Provider payments		\$2,430,000
	Salaries		5,006,780
	Employee benefits		1,206,996
	Books and supplies		765,166
	Rents and leases		27,417
	Other operating expenses		1,736,659
	Building repairs and maintenance		29,345
	Equipment expense		7,150
	Depreciation		98,312
	Grantee contributions, in kind expenditures		120,000
	General and administrative		854,872
	Total expenses		12,282,697
	Increase in unrestricted net assets		76,319
<b>Changes in Temporarily Restricted Net Assets</b>			
	Fixed assets purchased with state funds		31,500
	Net assets released from restrictions		-
	Increase in temporarily restricted net assets		31,500
<b>Increase in Net Assets</b>			107,819
<b>Net Assets at Beginning of Year</b>			195,600
<b>Net Assets at End of Year</b>			<b>\$303,419</b>
The accompanying notes are an integral part of these financial statements.			

**EXAMPLE ENTITY**  
**Statement of Cash Flows**  
**Year Ended June 30, 2016**

**Cash Flows from Operating Activities**

Increase in net assets		\$ 107,819
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities:		
Depreciation	\$98,312	
(Increase) decrease in government grants and contracts receivable	(25,630)	
(Increase) decrease in other receivables	(47,370)	
(Increase) decrease in deposits and prepaid expenses	(8,661)	
Increase (decrease) in accounts payable	(118,864)	
Increase (decrease) in accrued expenses and other liabilities	(12,308)	
Increase (decrease) in unearned revenue	(4,500)	
Increase (decrease) in CD reserve account	(24,750)	
Increase (decrease) in other debt	<u>(7,985)</u>	
Total adjustments		<u>(151,756)</u>
Net cash provided (used) by operating activities		(43,937)

**Cash Flows from Investing Activities**

(Additions) to construction in progress	\$0	
(Purchases) of fixed assets	<u>(52,500)</u>	
Net cash provided (used) by investing activities		(52,500)

**Cash Flows from Financing Activities**

Increase (decrease) in funds due CDE	(\$7,536)	
Increase (repayment) of capital lease obligation	(15,000)	
Increase (repayment) of mortgage note	<u>(8,877)</u>	
Net cash provided (used) by financing activities		<u>(31,413)</u>

**Net Decrease in Cash and Cash Equivalents**

(127,850)

**Cash and Cash Equivalents at Beginning of Year**535,350**Cash and Cash Equivalents at End of Year**\$ 407,500

The accompanying notes are an integral part of these financial statements.

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

**Note 1. Nature of Organization**

Example Entity was incorporated as a not-for-profit corporation in 1998 to establish and maintain child care and development programs. The organization is publicly and privately funded through agreements with the California Department of Education (CDE), Bountiful County Office of Education Head Start Program, private donations, and child care and development fees. Government contracts accounted for 94 percent of the organization's funding for the current fiscal year ended June 30, 2016.

**Note 2. Significant Accounting Policies**

- a. *Basis of Accounting.* The financial statements of Example Entity reflect the accrual method of accounting in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP). Net assets are classified as unrestricted, temporarily restricted, or permanently restricted, based on the existence or absence of donor-imposed restrictions. When a donor restriction expires (stipulated time restriction ends, or purpose restriction is accomplished) temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted support. All of Example Entity's net assets were considered to be unrestricted at June 30, 2016, except fixed assets purchased with state funds (Note 4) were considered to be temporarily restricted net assets.
- b. *Cash and Cash Equivalents.* For purposes of the statement of cash flows, Example Entity considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.
- c. *Property and Equipment.* Example Entity records purchased property and equipment with extended useful lives at cost, and donated fixed assets at fair market value on the date received. Property and equipment funded by CDE are expensed on supplementary reports during the contract period. Depreciation may not be claimed for reimbursement under child development contracts for assets donated or purchased with public funds.

The organization capitalizes and depreciates all fixed assets in accordance with its policies and reports the transactions on the financial statements in conformity with GAAP. The organization's capitalization threshold is \$5,000. Depreciation is recorded over the useful lives of the fixed assets using the straight-line method. Depreciation expense for the year ended June 30, 2016,

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

was \$98,312, including depreciation on fixed assets purchased with government funds (Note 4). Also, see Note 2.i.

- d. *Support and Revenue.* Example Entity receives a major portion of its revenues in the form of federal and state grants or contracts for program operations. To ensure observance of limitations and restrictions placed on the use of resources available to Example Entity, the accounts are maintained in accordance with the principles of fund accounting. Fund accounting is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds established in accordance with their nature and purpose. Separate accounts are maintained for each fund.
- e. *Contributions.* All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as contributions when received at the net present value of the amounts expected to be collected. If they are expected to be received after one year, they are discounted using a risk-free rate applicable to the years in which the promises are received. At June 30, 2016, no contributions were recorded as a receivable.
- f. *Donations-In-Kind and Contributed Services.* Donations-In-Kind used in the programs administered by Example Entity are recorded at fair value at the date of donation as unrestricted support and revenue unless the use of such contributed assets is limited by donor-imposed restrictions.

Contributed services are reported as contributions at their fair value if such services create or enhance nonfinancial assets, or would have been purchased if not provided by donation, require specialized skills, and are provided by individuals possessing such specialized skills. Contributed services, reflected in the accompanying financial statement, include space donation.

- g. *Income Taxes.* Example Entity is a tax exempt not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.
- h. *Use of Estimates.* The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

- i. *Reconciliation of CDE and GAAP Expense Reporting.* The supplementary *Combining Statement of Activities* and basic financial statements present financial data in conformity with GAAP. The other supplementary financial data presented in the audit, including data in the *Schedule of Expenditures by State Categories*, present expenditures according to CDE reporting requirements. However, reporting differences arise because CDE contract funds must be expended during the contract period (usually one year). For example, program amounts that are capitalized and depreciated over multiple years under GAAP are expensed in the contract period under CDE requirements. To address such reporting differences, the audit report includes a *Reconciliation of CDE and GAAP Expense Reporting*.

**Note 3. Property and Equipment**

At June 30, 2016, property and equipment consisted of the following:

Balance, Beginning of Year	\$1,708,420
Additions	52,500
Retirements	0
Balance, End of Year	1,760,920
Less Accumulated Depreciation	<u>(434,488)</u>
Net Fixed Asset Balance, End of Year	<u>\$1,326,432</u>

**Note 4. Fixed Assets Purchased with State Funds**

The CDE retains a reversionary interest in certain assets purchased with CDE contract funds. The title to such assets vests in Example Entity only for the period of time during which Example Entity has a contract with the CDE. At June 30, 2016, such assets consisted of the following:

Buildings & Improvements	\$173,000
Furniture and Equipment	153,130
Less: Accumulated Depreciation	<u>(119,026)</u>
Net Balance (Included in Net Balance at Note 3)	<u>\$207,104</u>

**Note 5. Government Grants and Contracts Receivable**

U.S Department of Health and Human Services	\$461,550
California Department of Education	<u>198,450</u>
Total	<u>\$660,000</u>

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

**Note 6. Related Party Transaction**

Example Entity has entered into a seven-year lease through May 2023 with an affiliate. The annual fair market rental is \$144,000, based on a fair market rental estimate from an independent appraiser, licensed by the California Office of Real Estate Appraisers. The affiliate charges Example Entity \$24,000 annually; the \$120,000 balance is considered an In-Kind Contribution. (See Note 10.)

**Note 7. Concentrations of Credit Risk Arising from Cash Deposits in Excess of Insured Limits**

Example Entity maintains cash balances in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for interest-bearing or non-interest-bearing accounts. At June 30, 2016, all bank balances were insured. In addition to bank accounts, the Entity has funds in money market accounts, the balance of which as of June 30, 2016 was \$250,000. These funds are covered by the Securities Investor Protection Corporation up to \$500,000, but are not insured by FDIC.

**Note 8. Line of Credit**

Example Entity obtained a line of credit from Big Bank in the amount of \$300,000. The line carries an interest rate of 1 percent over the bank's index rate. No loan balance was outstanding at June 30, 2016.

**Note 9. Accrued Vacation and Sick Leave**

Accumulated unpaid employee vacation benefits are recognized as accrued liabilities of Example Entity. The value of accumulated vacation at June 30, 2016 is \$39,000. However, accumulated employee sick leave benefits are not recognized as liabilities of Example Entity because payment of sick leave benefits is not probable and such benefits are recorded as expenses in the period when sick leave is taken.

**Note 10. Commitments Under Operating Lease**

Example Entity leases space from an affiliate (Note 6) under a seven-year lease through May 2022. The annual fair market rental is \$144,000. The lessor charges Example Entity \$24,000 annually. The balance of \$120,000 is considered an In-Kind Contribution from the affiliate.

Monthly payments are \$2,000 and total rent paid for the year ended June 30, 2016 was \$24,000. Allocation of rental cost is based on square feet of space utilized.

Illustrative Contractor/Single Audit Report

EXAMPLE ENTITY  
Notes to Financial Statements  
June 30, 2016

Minimum future lease payments under non-cancelable leases for each of the next five years in aggregate for the year ending June 30:

2017	\$24,000
2018	24,000
2019	24,000
2020	24,000
2021	24,000
	<u>\$120,000</u>

**Note 11. Capital Lease Commitment**

Example Entity received \$150,000 from the CDE during the prior fiscal year to acquire a portable classroom building to be used in its general center program, under CDE Contract No. CSPP50X2. Example Entity also entered into a non-cancelable lease-to-own agreement with the CDE, under Contract No. GREVnnn1, The CDE retains title to the facility until all lease payments are fully paid. The lease contains termination clauses in the event of non-renewal of the center contract, failure to make required payments, or a repayment of the balance due. The term of the interest-free lease is 10 years. The facility has been capitalized at \$103,027. Amortization of the asset held under capital lease commenced on February 1, 2016.

Minimum lease payments, on an annual basis, for the year ending June 30, are as follows:

2017	\$15,000
2018	15,000
2019	15,000
2020	15,000
2021-26	<u>90,000</u>
Total minimum lease payments	150,000
Less: Amount representing interest	<u>46,973</u>
Present value of minimum lease payments	<u>\$103,027</u>
Current portion	\$10,303
Noncurrent portion	<u>92,724</u>
	<u>\$103,027</u>

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

**Note 12. Mortgage Payable**

Example Entity had a mortgage payable to Big Bank at 6.80 percent per annum in the amount of \$771,360 as of June 30, 2016. The mortgage, with monthly payments of \$8,877, is due June 15, 2026. Annual debt service requirements to maturity are as follows:

Year Ending June 30:	<u>Principal</u>	<u>Interest</u>
2017	\$55,787	\$50,811
2018	59,701	46,762
2019	63,889	42,429
2020	68,373	37,792
2021-26	<u>523,610</u>	<u>115,522</u>
	<u>\$771,360</u>	<u>\$293,316</u>
Current portion	\$ 8,877	
Noncurrent portion	<u>762,483</u>	
	<u>\$771,360</u>	

**Note 13. Cost Allocation Plan**

Example Entity updates its cost allocation plan annually and obtains approval from its Board of Directors. Its indirect cost allocation plan is on file in the organization's main accounting office. Example Entity allocates its costs based on the relative benefits received by the programs or activities. Accordingly, the organization applies several methods for allocating costs:

*Direct Costs.* Costs identified 100 percent to a specific program are charged directly to that program.

*Shared Direct Costs.* Costs identified to specific multiple programs or activities are shared between the programs benefitting.

- Payroll costs are allocated using individual time sheets that report the actual time spent by employees in each program each day.
- Rent and associated utilities, maintenance, and insurance are allocated using the square footage of building space occupied by each program, according to floor plans and/or room measurements.
- Training costs for staff members are allocated to programs in proportion to the actual time employees spent working in those programs.

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

- Legal fees and audit costs are allocated in proportion to the direct hours charged to each program, based on invoices or engagement letters.

*Indirect Costs.* Costs that benefit the operations of the entire organization, which cannot be identified to specific programs or activities, are allocated according to an approved indirect cost allocation plan.

**Note 14. Reserve Account**

Child development contractors with the CDE are allowed, with prior CDE approval, to maintain a reserve account from earned but unexpended child development contract funds for three types of programs: Center Based, Resource and Referral, and Alternative Payment. Transfers from a reserve account are considered restricted income for child development programs, but may be applied to any of the contracts that are eligible to contribute to that particular program type.

Example Entity maintains a reserve account for Center Based contracts, and funds are deposited into an interest bearing account. The reserve account balance at June 30, 2016 was \$60,500, which is recorded as an asset in the cash account. Also, upon termination of all child development center-based contracts with CDE, Example Entity would have to return the reserve funds to CDE, so the reserve account is recorded as a liability (deferred revenue) in the amount of \$60,500.

The reserve account balance of \$60,500 includes interest of \$4,250 that the bank paid on the account balances during the year ended June 30, 2016.

**Note 15. Contingencies**

Example Entity has received federal and other governmental funds for specific purposes that are subject to review and audit by the funding agencies. Such audits could generate expenditure disallowances or refunds payable under terms of the agency contracts. No material amounts are currently payable. Loss of governmental support would have a significant impact on Example Entity's ability to provide its program services.

**Note 16. Subcontract Agreement**

Example Entity entered into a subcontract agreement to operate a general center child care program for ABC Company for the fiscal year ended June 30, 2016. ABC has a direct contract (CCTR50X5) with CDE under Vendor No. X345. Example Entity received from ABC Company \$1,150,000 of CDE child

## Illustrative Contractor/Single Audit Report

**EXAMPLE ENTITY**  
**Notes to Financial Statements**  
**June 30, 2016**

development contract funds and \$42,000 of supplemental contributions to enhance the operation of the program.

Also, Example Entity received from ABC Company \$110,000 under its Child Care Food Program Agreement with CDE: CNIPS ID # 0406A-CACFP-19-NP-CS. The \$110,000 of revenue was reported as restricted income, and the \$110,000 of related expenses was reported as reimbursable expenses under the claim for reimbursement.

**Note 17. Nutrition Programs**

The contractor had two nutrition agreements with the CDE for Child and Adult Care Food Programs, as reported in the *Schedule of Expenditures of Federal and Other Governmental Awards*. However, no nutrition audit report schedules are included in the audit because: (1) the audit disclosed no nutrition overpayments, underpayments, or program findings; (2) the contractor did not request reimbursement of audit costs; and (3) the audit is not a program-specific nutrition audit.

**EXAMPLE ENTITY**

# **Supplementary Information**

**For the Year Ended June 30, 2016**

**EXAMPLE ENTITY**  
**Schedule of Expenditures of Federal and State Awards**  
**Year Ended June 30, 2016**

<u>Grantor</u>	<u>Federal CFDA Number</u>	<u>Grantor's Number</u>	<u>Award Amount</u>			<u>Expenditures</u>	
			<u>Federal</u>	<u>State</u>	<u>Total</u>	<u>Federal</u>	<u>State</u>
U.S. Department of Agriculture							
Passed through California Department of Education:							
Child and Adult Care Food Program: *							
* CNIPS ID # 0406A-CACFP-19-NP-CS (a)	10.558		\$110,000		110,000	\$110,000	
* CNIPS ID # 0407A-CACFP-19-NP-CS	10.558		\$271,600		271,600	\$271,600	
* CNIPS ID # 0407J-CACFP-19-NP-CS	10.558		285,500		285,500	285,500	
			<u>667,100</u>		<u>667,100</u>	<u>667,100</u>	
U.S. Department of Health & Human Services:							
County Office of Education Head Start	93.600	C-6789:96:97	4,840,500		4,840,500	4,840,500	
Passed through California Department of Education:							
Child Care and Development Fund or							
Child Care and Development Block Grant:							
General Center Child Care	93.575/93.596	CCTR50X1	960,000	120,000	1,080,000	960,000	120,000
General Center Child Care (a)	93.575/93.596	CCTR50X5	1,120,000	30,000	1,150,000	1,120,000	30,000
Alternative Payment	93.575/93.596	CAPP50X3	1,810,000	1,100,000	2,910,000	1,810,000	1,100,000
Health & Safety Training	93.575/93.596	CHST50X4	25,600		25,600	25,600	0
			<u>3,915,600</u>	<u>1,250,000</u>	<u>5,165,600</u>	<u>3,915,600</u>	<u>1,250,000</u>
California State Preschool Program		CSPP50X2		955,000	955,000		955,000
Total Federal and State			<u>\$9,423,200</u>	<u>\$2,205,000</u>	<u>\$11,628,200</u>	<u>\$9,423,200</u>	<u>\$2,205,000</u>

(a) Example Entity operated this agreement/contract for ABC Company, which has a direct contract with CDE under Vendor No. X345.

See accompanying auditors' reports and notes to financial statements.

*Footnote 1. Basis of Presentation*

The *Schedule of Expenditures of Federal and State Awards* includes the expenditures of federal awards of Example Entity. Expenditures are presented on the accrual basis of accounting. The federal information in this schedule is presented in accordance with the requirements of *Uniform Guidance*, 2 CFR Part 200, Subpart F. Thus, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the financial statements.

**EXAMPLE ENTITY**  
**Combining Statement of Activities**  
**Year Ended June 30, 2016**

	CCTR50X1	CSPP50X2	CAPP50X3	CHST50X4	Subcontract CCTR50X5	Total CDE CD Contracts	Non-CDE Programs	Total
<b>Revenue and Support</b>								
Government contracts:								
Child care and development programs	\$1,080,000	\$1,110,100	\$2,910,000	\$25,600	\$1,150,000	\$6,275,700	\$4,685,400	\$10,961,100
Child care food program	146,000	125,600			110,000	381,600	285,500	667,100
Subtotal government contracts	1,226,000	1,235,700	2,910,000	25,600	1,260,000	6,657,300	4,970,900	11,628,200
In-kind contributions income	24,000					24,000	96,000	120,000
Unrestricted contributions and other Income	2,500	100,000	17,500		42,000	162,000	199,829	361,829
Transfers from CD reserves	45,000					45,000		45,000
Family fees - certified children	31,000		96,000		15,750	142,750		142,750
Family fees - noncertified children	47,752					47,752		47,752
Interest income	1,500	1,560	1,675		600	5,335	8,150	13,485
Total revenue and support	1,377,752	1,337,260	3,025,175	25,600	1,318,350	7,084,137	5,274,879	12,359,016
<b>Expenses</b>								
Provider payments	\$0	\$0	\$2,430,000	\$0	\$0	\$2,430,000	\$0	\$2,430,000
Salaries	715,830	575,040	196,800	11,000	700,010	2,198,680	2,819,100	5,017,780
Employee benefits	178,956	140,640	51,000	2,750	175,000	548,346	661,400	1,209,746
Books and supplies	124,224	85,840	1,792	1,200	121,400	334,456	431,910	766,366
Rents and leases	6,432	20,985				27,417		27,417
Other operating expenses	158,358	377,365	101,736	10,650	223,380	871,489	850,220	1,721,709
Building repairs and maintenance	12,145	1,600				13,745	15,600	29,345
Equipment expense	3,000	4,150				7,150		7,150
Depreciation	51,202	30,314				81,516	16,796	98,312
In-kind contributions expense	24,000					24,000	96,000	120,000
General, administrative, and indirect	97,500	95,900	221,422		97,250	512,072	342,800	854,872
Total expenses	1,371,647	1,331,834	3,002,750	25,600	1,317,040	7,048,871	5,233,826	12,282,697
<b>Change in Net Assets</b>	<b>\$6,105</b>	<b>\$5,426</b>	<b>\$22,425</b>	<b>\$0</b>	<b>\$1,310</b>	<b>\$35,266</b>	<b>\$41,053</b>	<b>\$76,319</b>

See accompanying auditors' reports and notes to financial statements.

**EXAMPLE ENTITY**  
**Schedule of Expenditures by State Categories**  
**Year Ended June 30, 2016**

Expenditures	CCTR50X1	CSPP50X2	CAPP50X3	CHST50X4	Subcontract	Total CDE
					CCTR50X5	CD Contracts
Direct payments to providers	\$0	\$0	\$2,430,000	\$0	\$0	\$2,430,000
1000 Certificated salaries	244,915	189,685	23,300		262,000	719,900
2000 Classified salaries	433,990	375,379	173,500	11,000	438,010	1,431,879
3000 Employee benefits	169,715	138,146	51,000	2,750	175,000	536,611
4000 Books and supplies	122,200	91,355	1,792	1,200	121,400	337,947
5000 Services and other operating expenses	163,780	300,360	88,187	10,650	186,480	749,457
6100/6200 Other approved capital outlay		32,000				32,000
6400 New equipment						-
6500 Replacement equipment						-
Depreciation on assets not purchased with public funds	27,911	19,274				47,185
Start-up expenses - service level exemption	52,200					52,200
Budget impasse credit expenses - service level exemption	50,145	39,395				89,540
Indirect costs (a)	97,500	90,200	221,422		94,150	503,272
Total expenses claimed for reimbursement (b)	\$1,362,356	\$1,275,794	\$2,989,201	\$25,600	\$1,277,040	\$6,929,991
Total supplemental expenses	2,500	100,000	15,049		42,000	159,549
Total Expenditures	\$1,364,856	\$1,375,794	\$3,004,250	\$25,600	\$1,319,040	\$7,089,540

## Notes:

- (a) A written indirect cost allocation plan for the current fiscal year, approved by the Board of Directors, is on file in the main accounting office of Example Entity.
- (b) Any food expenses have been allocated to the appropriate contracts.

*We have examined the claims filed for reimbursement and the original records supporting the transactions recorded under the contracts listed above to an extent considered necessary to assure ourselves that the amounts claimed by the contractor were eligible for reimbursement, reasonable, necessary, and adequately supported, according to governing laws, regulations, and contract provisions.*

See accompanying auditors' reports and notes to financial statements.

**EXAMPLE ENTITY**  
**Reconciliation of CDE and GAAP Expense Reporting**  
**Year Ended June 30, 2016**

Expenses	CCTR50X1	CSPP50X2	CAPP50X3	CHST50X4	Subcontract	Total CDE
					CCTR50X5	CD Contracts
<b>Schedule of Expenditures by State Categories (CDE)</b>	\$1,364,856	\$1,375,794	\$3,004,250	\$25,600	\$1,319,040	\$7,089,540
<b>Adjustments to Reconcile Differences in Reporting:</b>						
Depreciation on assets funded by CDE-CD <sup>1</sup>	\$23,291	\$11,040				\$34,331
Capitalized renovation and repairs expensed on AUD forms	(6,000)	(17,000)				(23,000)
Capitalized lease expensed on AUD form		(15,000)				(15,000)
Capitalized carpeting expensed on supplemental AUD form		(21,000)				(21,000)
Capitalized equipment expensed on AUD form	(8,500)					(8,500)
Audit fees expensed on AUD forms (in advance of services)	(2,000)	(2,000)	(1,500)		(2,000)	(7,500)
Subtotal	6,791	(43,960)	(1,500)	-	(2,000)	(40,669)
<b>Combining Statement of Activities (GAAP)</b>	<u>\$1,371,647</u>	<u>\$1,331,834</u>	<u>\$3,002,750</u>	<u>\$25,600</u>	<u>\$1,317,040</u>	<u>\$7,048,871</u>

<sup>1</sup> The amounts shown here were not reported on *Audited Attendance and Fiscal Reports/Audited Fiscal Reports* (AUD forms).  
[Note to Auditor: See sections 330.B and 335.D of the *CDE Audit Guide*.]

See accompanying auditors' reports and notes to financial statements.

**APPENDIX A**

**EXAMPLE ENTITY**  
**Schedule of Reimbursable Equipment Expenditures**  
**Year Ended June 30, 2016**

	Start-Up				Subcontract		TOTAL
	CCTR50X1	CCTR50X1	CSPP50X2	CAPP50X3	CHST50X4	CCTR50X5	
<u>Unit Cost Under \$7,500 Per Purchase</u>							
Photocopier	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Workstation							-
FAX Machine							-
Subtotal	0	0	0	0	0	0	0
<u>Unit Cost Over \$7,500 Per Purchase</u>							
<u>With Prior Written Approval</u>							
Computer System	\$0	\$8,500	\$0	\$0	\$0	\$0	\$8,500
Subtotal	0	8,500	0	0	0	0	8,500
<u>Unit Cost Over \$7,500 Per Purchase</u>							
<u>Without Prior Approval</u>							
None	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	0	0	0	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,500</b>

Note: Example Entity's capitalization threshold is \$5,000, or more.

See accompanying auditors' reports and notes to financial statements.

**APPENDIX A**

**EXAMPLE ENTITY  
Schedule of Reimbursable Expenditures for Renovations and Repairs  
Year Ended June 30, 2016**

	Start-Up					Subcontract	TOTAL
	CCTR6789	CCTR6789	CSPP6789	CAPP6789	CRPM6789	CCTR6259	
<u>Unit Cost Under \$10,000 Per Item</u>							
Roof Repairs	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
Remodeling Cabinets			5,500				5,500
Other					25,600		25,600
Subtotal	0	6,000	5,500	0	25,600	0	37,100
<u>Unit Cost \$10,000 or More Per Item With Prior Written Approval</u>							
Renovate Kitchen	\$0	\$0	\$11,500	\$0	\$0	\$0	\$11,500
Subtotal	0	0	11,500	0	0	0	11,500
<u>Unit Cost \$10,000 or More Per Item Without Prior Approval</u>							
None	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	0	0	0	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$25,600</b>	<b>\$0</b>	<b>\$48,600</b>

Note: Example Entity's capitalization threshold is \$5,000 or more.

See accompanying auditors' reports and notes to financial statements.

**APPENDIX A**

**EXAMPLE ENTITY**  
**Schedule of Reimbursable Administrative Costs**  
**Year Ended June 30, 2016**

<b>Reimbursable Administrative Costs</b>	<b>CCTR50X1</b>	<b>CSPP50X2</b>	<b>CAPP50X3</b>	<b>CHST50X4</b>	<b>Subcontract CCTR50X5</b>	<b>Total CDE</b>
Salaries	\$14,855	\$15,795	\$102,670		\$36,209	\$169,529
Employee benefits	8,850	8,899	26,168		13,113	57,030
Books and supplies	14,599	12,292	9,553		15,400	51,844
Services and other operating expenses	12,740	9,040	88,187		16,128	126,095
Depreciation on non-CDE-funded assets used in program	27,911	19,274				47,185
Indirect costs	97,500	90,200	221,422		94,150	503,272
<b>Total</b>	<b>\$176,455</b>	<b>\$155,500</b>	<b>\$448,000</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$954,955</b>

See accompanying auditors' reports and notes to financial statements.

**EXAMPLE ENTITY**  
**Schedule of Reimbursable Start-Up<sup>1</sup> Expenses**  
**Year Ended June 30, 2016**

Reimbursable Start-Up Expenses	CCTR50X1	CSPP50X2	CAPP50X3	Total
1000 Certificated salaries	\$22,250	\$0	\$0	\$22,250
2000 Classified salaries	1,975			1,975
3000 Employee benefits	6,056			6,056
4000 Books and supplies	1,724			1,724
5000 Services/other operating expenses	5,695			5,695
Subtotal <sup>2</sup>	37,700	0	0	37,700
6100/6200 Other approved capital outlay <sup>3</sup>	\$6,000	\$0	\$0	\$6,000
6400 New equipment <sup>4</sup>	8,500			8,500
6500 Replace equipment	0			0
Total <sup>5</sup>	\$52,200	\$0	\$0	\$52,200

See accompanying auditors' reports and notes to financial statements.

[Notes to Auditor:

<sup>1</sup> Part-year Migrant Programs also may contain close-down expenses that would be reported in the same manner as start-up expenses.

<sup>2</sup> These amounts are included in the indirect cost base on AUD forms for contracts indicated (if indirect costs are applicable).

<sup>3</sup> Amounts agree with the amounts reported on the *Schedule of Reimbursable Expenditures for Renovations and Repairs*. The total of \$6,000 was capitalized.

<sup>4</sup> Agrees with amount(s) on the *Combining Schedule of Reimbursable Equipment Expenditures*. Of the \$11,500 of new equipment, \$8,500 was capitalized. The other \$3,000 is reported under line item 5000.

<sup>5</sup> Amounts agree with total Start-Up Expenses reported on AUD forms for contracts indicated.]

**APPENDIX A****EXAMPLE ENTITY  
Schedule of Reimbursable Budget Impasse Credit Expenses  
Year Ended June 30, 2016**

<b>Reimbursable Budget Impasse Credit Expenses</b>	<b>CCTR50X1</b>	<b>CSPP50X2</b>	<b>Total</b>
1000 Certificated salaries	\$12,100	\$9,505	\$21,605
2000 Classified salaries	600	471	1,071
3000 Employee benefits	3,185	2,494	5,679
4000 Books and supplies	300	235	535
5000 Services/other operating expenses	33,960	26,690	60,650
Subtotal <sup>1</sup>	50,145	39,395	89,540
6100/6200 Other approved capital outlay	\$0	\$0	\$0
6400 New equipment			0
6500 Replace equipment			0
Total <sup>2</sup>	\$50,145	\$39,395	\$89,540

See accompanying auditors' reports and notes to financial statements.

[Notes to Auditor:

<sup>1</sup> These amounts are included in the indirect cost base on AUD forms for contracts indicated (if indirect costs are applicable).

<sup>2</sup> Amounts agree with total Budget Impasse Credit Expenses reported on AUD forms for contracts indicated.]

**EXAMPLE ENTITY**

# **Audited Attendance and Fiscal Reports**

**For the Year Ended June 30, 2016**

<b>AUDITED ATTENDANCE AND FISCAL REPORT</b>					
<b>for General or Migrant Center-Based Programs</b>					
Agency Name: <u>Example Entity</u>		Vendor No. <u>Z999</u>			
Fiscal Year Ended: <u>July 1, 2016</u>		Contract No. <u>CCTR50X1</u>			
Independent Auditor's Name: <u>Public Accounting Firm LLP, CPAs</u>					
SECTION I - CERTIFIED CHILDREN DAYS OF ENROLLMENT	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENTS	CUMULATIVE FISCAL YEAR PER AUDIT	ADJUSTMENT FACTOR	ADJUSTED DAYS OF ENROLLMENT PER AUDIT
<i>Infants (up to 18 months)</i>					
Full-time-plus			-	2.006	-
Full-time	649		649	1.700	1,103.300
Three-quarters-time	95		95	1.275	121.125
One-half-time			-	0.935	-
<i>FCCH Infants (up to 18 months)</i>					
Full-time plus			-	1.652	-
Full-time			-	1.400	-
Three-quarters-time			-	1.050	-
One-half-time			-	0.770	-
<i>Toddlers (18 up to 36 months)</i>					
Full-time-plus	410		410	1.652	677.320
Full-time	4,850		4,850	1.400	6,790.000
Three-quarters-time	690		690	1.050	724.500
On-half-time			-	0.770	-
<i>Three Years and Older</i>					
Full-time-plus	710		710	1.180	837.800
Full-time	15,980		15,980	1.000	15,980.000
Three-quarters-time	825		825	0.750	618.750
One-half-time			-	0.550	-
<i>Exceptional Needs</i>					
Full-time-plus			-	1.416	-
Full-time			-	1.200	-
Three-quarters-time			-	0.900	-
One-half-time			-	0.660	-
<i>Limited and Non-English Proficient</i>					
Full-time-plus	210		210	1.298	272.580
Full-time	1,680	(150)	1,530	1.100	1,683.000
Three-quarters-time	410		410	0.825	338.250
One-half-time			-	0.605	-
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus			-	1.298	-
Full-time			-	1.100	-
Three-quarters-time			-	0.825	-
One-half-time			-	0.605	-
<i>Severely Disabled</i>					
Full-time-plus			-	1.770	-
Full-time			-	1.500	-
Three-quarters-time			-	1.125	-
One-half-time			-	0.825	-
<b>TOTAL DAYS OF ENROLLMENT</b>	26,509	(150)	26,359		29,146.625
<b>DAYS OF OPERATION</b>	249		249		
<b>DAYS OF ATTENDANCE</b>	26,350	(150)	26,200		
<input type="checkbox"/> NO NONCERTIFIED CHILDREN - Check box, omit page 2 & continue to Section III if no noncertified children were enrolled in the program					
Comments - If necessary, attach additional sheets to explain adjustments: Independent auditor adjusted the days of enrollment and the corresponding days of attendance that had been overstated by 150 days.					

**AUDITED ATTENDANCE AND FISCAL REPORT  
for General or Migrant Center-Based Programs**

Agency Name: Example Entity Vendor No. Z999

Fiscal Year Ended: July 1, 2016 Contract No. CCTR50X1

<b>SECTION II - NONCERTIFIED CHILDREN</b>	<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>	<b>COLUMN D</b>	<b>COLUMN E</b>
Report all children who were not certified, but who were served at the same sites as certified children.	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENTS	CUMULATIVE FISCAL YEAR PER AUDIT	ADJUSTMENT FACTOR	ADJUSTED DAYS OF ENROLLMENT PER AUDIT
<b>DAYS OF ENROLLMENT</b>					
<i>Infants (up to 18 months)</i>					
Full-time-plus			-	2.006	-
Full-time	149		149	1.700	253.300
Three-quarters-time			-	1.275	-
One-half-time			-	0.935	-
<i>FCCH Infants (up to 18 months)</i>					
Full-time plus	145		145	1.652	239.540
Full-time	104		104	1.400	145.600
Three-quarters-time	40		40	1.050	42.000
One-half-time			-	0.770	-
<i>Toddlers (18 up to 36 months)</i>					
Full-time-plus			-	1.652	-
Full-time			-	1.400	-
Three-quarters-time			-	1.050	-
On-half-time			-	0.770	-
<i>Three Years and Older</i>					
Full-time-plus	276		276	1.180	325.680
Full-time	445	200	645	1.000	645.000
Three-quarters-time			-	0.750	-
One-half-time			-	0.550	-
<i>Exceptional Needs</i>					
Full-time-plus			-	1.416	-
Full-time			-	1.200	-
Three-quarters-time			-	0.900	-
One-half-time			-	0.660	-
<i>Limited and Non-English Proficient</i>					
Full-time-plus			-	1.298	-
Full-time			-	1.100	-
Three-quarters-time			-	0.825	-
One-half-time			-	0.605	-
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus			-	1.298	-
Full-time			-	1.100	-
Three-quarters-time			-	0.825	-
One-half-time			-	0.605	-
<i>Severely Disabled</i>					
Full-time-plus			-	1.770	-
Full-time			-	1.500	-
Three-quarters-time			-	1.125	-
One-half-time			-	0.825	-
<b>TOTAL DAYS OF ENROLLMENT</b>	<b>1,159</b>	<b>200</b>	<b>1,359</b>		<b>1,651.120</b>

Comments - If necessary, attach additional sheets to explain adjustments:

Independent auditor adjusted days of enrollment, which had been understated by 200 days.

**AUDITED ATTENDANCE AND FISCAL REPORT  
for General or Migrant Center-Based Programs**

Agency Name: Example Entity Vendor No. Z999

Fiscal Year End: July 1, 2016 Contract No. CCTR50X1

	COLUMN A	COLUMN B	COLUMN C
	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
<b>SECTION III - REVENUE</b>			
RESTRICTED INCOME			
Child Nutrition Programs	\$146,000		\$146,000
County Maintenance of Effort (EC § 8279)			0
Uncashed Checks to Providers			0
Other (Specify): In-Kind Rent	24,000		24,000
<b>Subtotal</b>	\$170,000	\$0	\$170,000
Transfer from Reserve	45,000		45,000
Family Fees for Certified Children	31,000		31,000
Interest Earned on Apportionments	1,500		1,500
UNRESTRICTED INCOME			
Family Fees for Noncertified Children			0
Head Start Program (EC § 8235(b))	47,752		47,752
Other (Specify):			0
<b>TOTAL REVENUE</b>	\$295,252	\$0	\$295,252

<b>SECTION IV - REIMBURSABLE EXPENSES</b>			
<i>Direct Payments to Providers (FCCH Only)</i>			\$0
1000 Certificated Salaries	267,165	(22,250)	244,915
2000 Classified Salaries	435,965	(1,975)	433,990
3000 Employee Benefits	175,771	(6,056)	169,715
4000 Books and Supplies	123,924	(1,724)	122,200
5000 Services and Other Operating Expenses	171,975	(8,195)	163,780
6100/6200 Other Approved Capital Outlay	6,000	(6,000)	0
6400 New Equipment (program-related)	8,500	(8,500)	0
6500 Replacement Equipment (program-related)			0
Depreciation or Use Allowance	27,911		27,911
Start-Up Expenses (service level exemption)		52,200	52,200
Budget Impasse Credit	50,145		50,145
Indirect Costs Rate: 8.59% (Rate is Self-Calculating)	97,500		97,500
<b>TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT</b>	\$1,364,856	(\$2,500)	\$1,362,356
TOTAL ADMINISTRATIVE COSTS (included in section IV above)	\$176,455		\$176,455
FOR CDE-A&I USE ONLY:			

**Independent Auditor's Assurances on Agency's compliance with Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Education and Support Division:**

Eligibility, enrollment, and attendance records are being maintained as required (check YES or NO):

YES

NO - Explain any discrepancies.

Reimbursable expenses claimed above are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):

YES

NO - Explain any discrepancies.

COMMENTS - If necessary, attach additional sheets to explain adjustments:

(1) Questioned \$2,500 of nonreimbursable program-related entertainment expenses (Finding 2016-4). (2) Reclassified \$52,200 of expenses to Start-Up Expenses (Finding 2016-1).

NO SUPPLEMENTAL REVENUES OR EXPENSES - Check box and omit page 4 if there are no supplemental revenues or expenses to report.

<b>AUDITED ATTENDANCE AND FISCAL REPORT for General or Migrant Center-Based Programs</b>			
Agency Name:	<u>Example Entity</u>	Vendor No.	<u>Z999</u>
Fiscal Year End:	<u>July 1, 2016</u>	Contract No.	<u>CCTR50X1</u>
	COLUMN A	COLUMN B	COLUMN C
<b>SECTION V - SUPPLEMENTAL REVENUE</b>	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
Enhancement Funding			\$0
Other (Specify): Donations - general		2,500	2,500
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL REVENUE</b>	\$0	\$2,500	\$2,500
<b>SECTION VI - SUPPLEMENTAL EXPENSES</b>			
EXPENSES RELATED TO SUPPLEMENTAL REVENUE			
1000 Certificated Salaries			\$0
2000 Classified Salaries			0
3000 Employee Benefits			0
4000 Books and Supplies			0
5000 Services and Other Operating Expenses			0
6000 Equipment/Other Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs			0
Other (Specify):			0
NONREIMBURSABLE EXPENSES			
6100-6500 Nonreimbursable Capital Outlay			0
Other: e.g., Entertainment Expenses		2,500	2,500
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL EXPENSES</b>	\$0	\$2,500	\$2,500
<p>COMMENTS - If necessary, attach additional sheets to explain adjustments:</p> <p>Independent auditor reclassified \$2,500 of nonreimbursable program-related entertainment expenses claimed under reimbursable expenses in error.</p>			

**AUDITED ATTENDANCE AND FISCAL REPORT**

**for California State Preschool Programs**

Agency Name: Example Entity Vendor No. Z999  
 Fiscal Year Ended: June 30, 2016 Contract No. CSPP50X2  
 Independent Auditor's Name: Public Accounting Firm LLP, CPAs

SECTION I - CERTIFIED CHILDREN DAYS OF ENROLLMENT	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
	CUMULATIVE FISCAL YEAR PER FORM CDFS 8501	AUDIT ADJUSTMENTS	CUMULATIVE FISCAL YEAR PER AUDIT	ADJUSTMENT FACTOR	ADJUSTED DAYS OF ENROLLMENT PER AUDIT
<i>Three and Four Year Olds</i>					
Full-time-plus			-	1.1800	-
Full-time	22,230		22,230	1.0000	22,230.000
Three-quarters-time			-	0.7500	-
One-half-time			-	0.6195	-
<i>Exceptional Needs</i>					
Full-time-plus			-	1.4160	-
Full-time			-	1.2000	-
Three-quarters-time			-	0.9000	-
One-half-time			-	0.6195	-
<i>Limited and Non-English Proficient</i>					
Full-time-plus			-	1.2980	-
Full-time	23,190		23,190	1.1000	25,509.000
Three-quarters-time			-	0.8250	-
One-half-time			-	0.6195	-
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus			-	1.2980	-
Full-time			-	1.1000	-
Three-quarters-time			-	0.8250	-
One-half-time			-	0.6195	-
<i>Severely Disabled</i>					
Full-time-plus			-	1.7700	-
Full-time			-	1.5000	-
Three-quarters-time			-	1.1250	-
One-half-time			-	0.6195	-
<b>TOTAL DAYS OF ENROLLMENT</b>	45,420	-	45,420		47,739.000
<b>DAYS OF OPERATION</b>	175		175		
<b>DAYS OF ATTENDANCE</b>	46,400	(1,000)	45,400		

NO NONCERTIFIED CHILDREN - Check box, omit page 2 & continue to Section III if no noncertified children were enrolled in the program.

Comments - If necessary, attach additional sheets to explain adjustments:

Independent auditor adjusted days of attendance based on review of attendance sign-in/sign-out sheets. Attendance must not exceed days of enrollment.

**AUDITED ATTENDANCE AND FISCAL REPORT  
for California State Preschool Programs**

Agency Name: Example Entity Vendor No. Z999

Fiscal Year End: June 30, 2016 Contract No. CSPP50X2

	COLUMN A	COLUMN B	COLUMN C
	CUMULATIVE FISCAL YEAR PER FORM CDFS 8501	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
<b>SECTION III - REVENUE</b>			
<b>RESTRICTED INCOME</b>			
Child Nutrition Programs	\$125,600		\$125,600
County Maintenance of Effort (EC § 8279)			0
Other (Specify):			0
Other (Specify):			0
<b>Subtotal</b>	\$125,600	\$0	\$125,600
Transfer from Reserve - General			0
Transfer from Reserve - Professional Development			0
<b>Subtotal</b>	\$0	\$0	\$0
Family Fees for Certified Children			0
Interest Earned on Apportionments	1,560		1,560
<b>UNRESTRICTED INCOME</b>			
Family Fees for Noncertified Children			0
Head Start Program (EC § 8235(b))	155,100		155,100
Other (Specify):			0
Other (Specify):			0
<b>TOTAL REVENUE</b>	\$282,260	\$0	\$282,260

<b>SECTION IV - REIMBURSABLE EXPENSES</b>			
1000 Certificated Salaries	\$189,685		\$189,685
2000 Classified Salaries	398,979	(23,600)	375,379
3000 Employee Benefits	144,046	(5,900)	138,146
4000 Books and Supplies	91,355		91,355
5000 Services and Other Operating Expenses	300,360		300,360
6100/6200 Other Approved Capital Outlay	32,000		32,000
6400 New Equipment (program-related)			0
6500 Replacement Equipment (program-related)			0
Depreciation or Use Allowance	19,274		19,274
Start-Up Expenses (service level exemption)			0
Budget Impasse Credit	39,395		39,395
Indirect Costs Rate: 8.24% (Rate is Self-Calculating)	90,200		90,200
<b>TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT</b>	\$1,305,294	(\$29,500)	\$1,275,794
<b>TOTAL ADMINISTRATIVE COSTS</b> (included in section IV above)	\$155,500		\$155,500

FOR CDE-A&I USE ONLY:

**Independent Auditor's Assurances on Agency's compliance with Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Education and Support Division:**

Eligibility, enrollment, and attendance records are being maintained as required (check YES or NO):

YES

NO - Explain any discrepancies.

Reimbursable expenses claimed above are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):

YES

NO - Explain any discrepancies.

COMMENTS - If necessary, attach additional sheets to explain adjustments:

(1) Independent auditor reclassified \$29,500 of salaries related to a non-CDE program that had been claimed in error (Finding 2016-2). (2) Line item 6100/6200 - Other Approved Capital Outlay includes \$15,000 of capital lease payments.

NO SUPPLEMENTAL REVENUES OR EXPENSES - Check box and omit page 4 if there are no supplemental revenues or expenses to report.

<b>AUDITED ATTENDANCE AND FISCAL REPORT for California State Preschool Programs</b>			
Agency Name:	Example Entity	Vendor No.	Z999
Fiscal Year End:	June 30, 2016	Contract No.	CSPP50X2
	COLUMN A	COLUMN B	COLUMN C
SECTION V - SUPPLEMENTAL REVENUE	CUMULATIVE FISCAL YEAR PER FORM CDFS 8501	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
Enhancement Funding			\$0
Other (Specify): General Contributions	100,000		100,000
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL REVENUE</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
SECTION VI - SUPPLEMENTAL EXPENSES			
<b>EXPENSES RELATED TO SUPPLEMENTAL REVENUE</b>			
1000 Certificated Salaries			\$0
2000 Classified Salaries			0
3000 Employee Benefits			0
4000 Books and Supplies			0
5000 Services and Other Operating Expenses	73,300		73,300
6000 Equipment/Other Capital Outlay	21,000		21,000
Depreciation or Use Allowance			0
Indirect Costs	5,700		5,700
<b>NONREIMBURSABLE EXPENSES</b>			
6100-6500 Nonreimbursable Capital Outlay			0
Other: e.g., Entertainment Expenses			0
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL EXPENSES</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>
<b>COMMENTS - If necessary, attach additional sheets to explain adjustments:</b>			
<p>Example Entity recarpeted classrooms on July 1, 2015, using \$21,000 of non-CDE funds. The carpeting cost of \$21,000, reported above on line 6000, is being depreciated over an expected 7-year life with depreciation charged to the program as a reimbursable depreciation expense of \$3,000 annually. Thus, the \$3,000 of depreciation is included in the total depreciation expense reported under reimbursable expenses on page three of this AUD form.</p>			

**AUDITED FISCAL REPORT**  
**for CalWORKS, Alternative Payment or Family Child Care Home Programs**

Agency Name: Example Entity Vendor No. Z999

Fiscal Year End: June 30, 2016 Contract No. CAPP50X3

Independent Auditor's Name: Public Accounting Firm LLP, CPAs

	Column A	Column B	Column C
	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500-AP	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
<b>SECTION I - REVENUE</b>			
RESTRICTED INCOME			
Child Nutrition Programs			\$0
County Maintenance of Effort (EC § 8279)			0
Uncashed Checks to Providers			0
Other (Specify):			0
<b>Subtotal</b>	\$0	\$0	\$0
TRANSFER FROM RESERVE <i>(Alternative Payment Only)</i>			0
FAMILY FEES FOR CERTIFIED CHILDREN	96,000		96,000
INTEREST EARNED ON APPORTIONMENTS	1,675		1,675
UNRESTRICTED INCOME			
Other (Specify):			0
<b>TOTAL REVENUE</b>	\$97,675	\$0	\$97,675

<b>SECTION II - EXPENSES</b>			
<i>Direct Payments to Providers</i>	\$2,430,000		\$2,430,000
1000 Certificated Salaries	23,300		23,300
2000 Classified Salaries	173,500		173,500
3000 Employee Benefits	51,000		51,000
4000 Books and Supplies	1,792		1,792
5000 Services and Other Operating Expenses	102,437	(14,250)	88,187
6100/6200 Other Approved Capital Outlay			0
6400 New Equipment <i>(program-related)</i>			0
6500 Replacement Equipment <i>(program-related)</i>			0
Depreciation or Use Allowance			0
Indirect Costs. Rate 8.00%	222,221	(799)	221,422
<b>NONREIMBURSABLE EXPENSES</b>			
6100-6500 Nonreimbursable Capital Outlay			0
Other (Specify):			0
<b>TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT</b>	\$3,004,250	(\$15,049)	\$2,989,201
TOTAL ADMINISTRATIVE COSTS <i>(included in Section II above)</i>	\$448,000		\$448,000
<b>DAYS OF OPERATION</b>	240		240
FOR CDE-A&I USE ONLY:			

COMMENTS - If necessary, attach additional sheets to explain adjustments:  
 Independent auditor questioned \$14,250 of operating expenses that were not supported by invoices, receiving reports, or other acceptable forms of documentation.

NO SUPPLEMENTAL REVENUES OR EXPENSES - Check box & omit page 2 if there are no supplemental revenues or expenses to report.

<b>AUDITED FISCAL REPORT</b>			
<b>for CalWORKS, Alternative Payment or Family Child Care Home Programs</b>			
Agency Name:	<u>Example Entity</u>	Vendor No.	<u>Z999</u>
Fiscal Year End:	<u>June 30, 2016</u>	Contract No.	<u>CAPP50X3</u>
	COLUMN A	COLUMN B	COLUMN C
<b>SECTION III - SUPPLEMENTAL REVENUE</b>	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500-AP	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
Enhancement Funding			\$0
Other (Specify): General contributions		14,250	14,250
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL REVENUE</b>	\$0	\$14,250	\$14,250
<b>SECTION IV - SUPPLEMENTAL EXPENSES</b>			
<b>EXPENSES RELATED TO SUPPLEMENTAL REVENUE</b>			
<i>Direct Payments to Providers</i>			\$0
1000 Certificated Salaries			0
2000 Classified Salaries			0
3000 Employee Benefits			0
4000 Books and Supplies			0
5000 Services and Other Operating Expenses			0
6000 Equipment/Other Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs			0
Other (Specify):			0
<b>NONREIMBURSABLE EXPENSES</b>			
6100-6500 Nonreimbursable Capital Outlay			0
Other (Specify): Other Operating Expenses		14,250	14,250
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL EXPENSES</b>	\$0	\$14,250	\$14,250
<b>COMMENTS - If necessary, attach additional sheets to explain adjustments:</b>			
Independent auditor reclassified \$14,250 of unsupported program expenses incorrectly claimed under reimbursable program expenses on page 1 of AUD form.			

AUDITED FISCAL REPORT for Child Development Support Contracts				
Agency Name: <u>Example Entity</u>		Vendor No. <u>Z999</u>		
Fiscal Year End: <u>June 30, 2016</u>		Contract No. <u>CHST50X4</u>		
Multi-Year Contract? (Check "No" Box or Enter Contract Period): No <input checked="" type="checkbox"/> or Period: _____				
Independent Auditor's Name: <u>Public Accounting Firm LLP. CPAs</u>				
	COLUMN A1	COLUMN A2	COLUMN B	COLUMN C
	PRIOR YEAR'S AUD 9529 ENDING BALANCE FOR THIS CONTRACT (Multi-Year Contract Only)	CURRENT FISCAL YEAR PER FORM CDFS 9529	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE THROUGH CURRENT FISCAL YEAR PER AUDIT
<b>SECTION I - REVENUE</b>				
RESTRICTED INCOME				
Match Requirement				\$0
County Maintenance of Effort (EC § 8279)				0
Other: CDE apportionments (contract payments)		25,600	(25,600)	0
Other (Specify):				0
<b>Subtotal</b>	\$0	\$25,600	(\$25,600)	\$0
INTEREST EARNED ON APPORTIONMENTS				0
UNRESTRICTED INCOME				
Other (Specify):				0
Other (Specify):				0
<b>TOTAL REVENUE</b>	\$0	\$25,600	(\$25,600)	\$0
<b>SECTION II - REIMBURSABLE EXPENSES</b>				
1000 Certificated Salaries				\$0
2000 Classified Salaries		11,000		11,000
3000 Employee Benefits		2,750		2,750
4000 Books and Supplies		1,200		1,200
5000 Services and Other Operating Expenses		10,650		10,650
6100/6200 Other Approved Capital Outlay				0
6400 New Equipment (program-related)				0
6500 Replacement Equipment (program-related)				0
Depreciation or Use Allowance				0
Indirect Costs           Rate: 0.00%				0
<b>TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT</b>	\$0	\$25,600	\$0	\$25,600
TOTAL ADMINISTRATIVE COSTS (included in section II above)		\$3,800		\$3,800
FOR CDE-A&I USE ONLY:				
COMMENTS - If necessary, attach additional sheets to explain adjustments:				
Independent auditor deleted CDE apportionments (contract payments) that were advanced to Example Entity. Such contract payments are not to be reported on AUD forms.				

NO SUPPLEMENTAL REVENUES OR EXPENSES - Check box & omit page 2 if there are no supplemental revenues or expenses to report.

<b>AUDITED ATTENDANCE AND FISCAL REPORT</b>					
<b>for General or Migrant Center-Based Programs</b>					
Agency Name: <u>Example Entity, Subcontractor for ABC Company</u>		Vendor No. <u>Z999</u>			
Fiscal Year Ended: <u>July 1, 2016</u>		Contract No. <u>CCTR50X5</u>			
Independent Auditor's Name: <u>Public Accounting Firm LLP, CPAs</u>					
<b>SECTION I - CERTIFIED CHILDREN DAYS OF ENROLLMENT</b>	<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>	<b>COLUMN D</b>	<b>COLUMN E</b>
	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENTS	CUMULATIVE FISCAL YEAR PER AUDIT	ADJUSTMENT FACTOR	ADJUSTED DAYS OF ENROLLMENT PER AUDIT
<i>Infants (up to 18 months)</i>					
Full-time-plus			-	2.006	-
Full-time	856		856	1.700	1,455.200
Three-quarters-time	190		190	1.275	242.250
One-half-time			-	0.935	-
<i>FCCH Infants (up to 18 months)</i>					
Full-time plus			-	1.652	-
Full-time			-	1.400	-
Three-quarters-time			-	1.050	-
One-half-time			-	0.770	-
<i>Toddlers (18 up to 36 months)</i>					
Full-time-plus	820		820	1.652	1,354.640
Full-time	14,895		14,895	1.400	20,853.000
Three-quarters-time	690		690	1.050	724.500
On-half-time			-	0.770	-
<i>Three Years and Older</i>					
Full-time-plus	915		915	1.180	1,079.700
Full-time	4,980		4,980	1.000	4,980.000
Three-quarters-time	825		825	0.750	618.750
One-half-time			-	0.550	-
<i>Exceptional Needs</i>					
Full-time-plus			-	1.416	-
Full-time			-	1.200	-
Three-quarters-time			-	0.900	-
One-half-time			-	0.660	-
<i>Limited and Non-English Proficient</i>					
Full-time-plus	210		210	1.298	272.580
Full-time	1,680		1,680	1.100	1,848.000
Three-quarters-time	632		632	0.825	521.400
One-half-time			-	0.605	-
<i>At Risk of Abuse or Neglect</i>					
Full-time-plus			-	1.298	-
Full-time			-	1.100	-
Three-quarters-time			-	0.825	-
One-half-time			-	0.605	-
<i>Severely Disabled</i>					
Full-time-plus			-	1.770	-
Full-time			-	1.500	-
Three-quarters-time			-	1.125	-
One-half-time			-	0.825	-
<b>TOTAL DAYS OF ENROLLMENT</b>	26,693	-	26,693		33,950.020
<b>DAYS OF OPERATION</b>	249		249		
<b>DAYS OF ATTENDANCE</b>	26,693		26,693		
<input checked="" type="checkbox"/> NO NONCERTIFIED CHILDREN - Check box, omit page 2 & continue to Section III if no noncertified children were enrolled in the program					
Comments - If necessary, attach additional sheets to explain adjustments:					

<b>AUDITED ATTENDANCE AND FISCAL REPORT for General or Migrant Center-Based Programs</b>			
Agency Name: <u>Example Entity, Subcontractor for ABC Company</u>		Vendor No. <u>Z999</u>	
Fiscal Year End: <u>July 1, 2016</u>		Contract No. <u>CCTR50X5</u>	
	COLUMN A CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	COLUMN B AUDIT ADJUSTMENT INCREASE OR (DECREASE)	COLUMN C CUMULATIVE FISCAL YEAR PER AUDIT
<b>SECTION III - REVENUE</b>			
<b>RESTRICTED INCOME</b>			
Child Nutrition Programs	\$110,000		\$110,000
County Maintenance of Effort (EC § 8279)			0
Uncashed Checks to Providers			0
Other (Specify): In-Kind Rent			0
<b>Subtotal</b>	\$110,000	\$0	\$110,000
Transfer from Reserve			0
Family Fees for Certified Children	15,750		15,750
Interest Earned on Apportionments	600		600
<b>UNRESTRICTED INCOME</b>			
Family Fees for Noncertified Children			0
Head Start Program (EC § 8235(b))			0
Other (Specify):			0
<b>TOTAL REVENUE</b>	\$126,350	\$0	\$126,350
<b>SECTION IV - REIMBURSABLE EXPENSES</b>			
<i>Direct Payments to Providers (FCCH Only)</i>			
			\$0
1000 Certificated Salaries	262,000		262,000
2000 Classified Salaries	438,010		438,010
3000 Employee Benefits	175,000		175,000
4000 Books and Supplies	121,400		121,400
5000 Services and Other Operating Expenses	186,480		186,480
6100/6200 Other Approved Capital Outlay			0
6400 New Equipment (program-related)			0
6500 Replacement Equipment (program-related)			0
Depreciation or Use Allowance			0
Start-Up Expenses (service level exemption)			0
Budget Impasse Credit			0
Indirect Costs                      Rate: 7.96%                      (Rate is Self-Calculating)	94,150		94,150
<b>TOTAL EXPENSES CLAIMED FOR REIMBURSEMENT</b>	\$1,277,040	\$0	\$1,277,040
<b>TOTAL ADMINISTRATIVE COSTS</b> (included in section IV above)	\$175,000		\$175,000
<b>FOR CDE-A&amp;I USE ONLY:</b>			
<b>Independent Auditor's Assurances on Agency's compliance with Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Education and Support Division:</b>			
Eligibility, enrollment, and attendance records are being maintained as required (check YES or NO):		COMMENTS - If necessary, attach additional sheets to explain adjustments:	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO - Explain any discrepancies.		Example Entity provided \$110,000 of food for this contract under Child Nutrition Agreement CNIPS ID# 0406A-CACFP-19-NP-CS.	
Reimbursable expenses claimed above are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO - Explain any discrepancies.			

NO SUPPLEMENTAL REVENUES OR EXPENSES - Check box and omit page 4 if there are no supplemental revenues or expenses to report.

<b>AUDITED ATTENDANCE AND FISCAL REPORT for General or Migrant Center-Based Programs</b>			
Agency Name:	Example Entity, Subcontractor for ABC Company	Vendor No.	Z999
Fiscal Year End:	July 1, 2016	Contract No.	CCTR50X5
	COLUMN A	COLUMN B	COLUMN C
SECTION V - SUPPLEMENTAL REVENUE	CUMULATIVE FISCAL YEAR PER FORM CDFS 9500	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	CUMULATIVE FISCAL YEAR PER AUDIT
Enhancement Funding			\$0
Other (Specify): Donations - general	42,000		42,000
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL REVENUE</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$42,000</b>
SECTION VI - SUPPLEMENTAL EXPENSES			
<b>EXPENSES RELATED TO SUPPLEMENTAL REVENUE</b>			
1000 Certificated Salaries			\$0
2000 Classified Salaries			0
3000 Employee Benefits			0
4000 Books and Supplies			0
5000 Services and Other Operating Expenses	38,900		38,900
6000 Equipment/Other Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs	3,100		3,100
Other (Specify):			0
<b>NONREIMBURSABLE EXPENSES</b>			
6100-6500 Nonreimbursable Capital Outlay			0
Other: e.g., Entertainment Expenses			0
Other (Specify):			0
Other (Specify):			0
<b>TOTAL SUPPLEMENTAL EXPENSES</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$42,000</b>
COMMENTS - If necessary, attach additional sheets to explain adjustments:			

AUDITED RESERVE ACCOUNT ACTIVITY REPORT			
Agency Name: <u>Example Entity</u>			
Fiscal Year End: <u>June 30, 2016</u>		Vendor No. <u>Z999</u>	
Independent Auditor's Name: <u>Public Accounting Firm LLP, CPAs</u>			
RESERVE ACCOUNT TYPE (Check One):	COLUMN A	COLUMN B	COLUMN C
<input checked="" type="checkbox"/> Center Based <input type="checkbox"/> Resource and Referral <input type="checkbox"/> Alternative Payment	PER AGENCY	AUDIT ADJUSTMENT INCREASE OR (DECREASE)	PER AUDIT
<b>LAST YEAR:</b>			
<b>1. Beginning Balance</b> (must equal ending balance from Last Year's AUD 9530-A)	\$85,250		\$85,250
<b>2. Plus Transfers from Contracts to Reserve Account</b> (based on last year's post-audit CDFS 9530, Section IV):			
Contract No. CCTR40X1	\$10,600		\$10,600
Contract No. CSPP40X2	8,655		8,655
Contract No.			0
Total Transferred from Contracts to Reserve Account	\$19,255	\$0	\$19,255
<b>3. Less Excess Reserve to be Billed</b> (enter as a positive amount any excess amount calculated by CDFS on last year's post-audit CDFS 9530)			\$0
<b>4. Ending Balance on Last Year's Post-Audit CDFS 9530</b>	\$104,505	\$0	\$104,505
<b>THIS YEAR:</b>			
<b>5. Plus Interest Earned This Year on Reserve Funds</b> (column A must agree with this year's CDFS 9530-A, Section II)	\$995		\$995
<b>6. Less Transfers to Contracts from Reserve Account</b> (column A amounts must agree with this year's CDFS 9530-A, Section III; and column C amounts must be reported on this year's AUD forms for respective contracts):			
<b>CSPP - General</b>			
Contract No.			\$0
Contract No.			0
<b>CSPP - Professional Development</b>			
Contract No.			\$0
Contract No.			0
Subtotal	\$0	\$0	\$0
<b>Other Contracts</b>			
Contract No. CCTR50X1	\$45,000		\$45,000
Contract No.			0
Subtotal	\$45,000	\$0	\$45,000
Total Transferred to Contracts from Reserve Account	\$45,000	\$0	\$45,000
<b>7. Ending Balance on June 30, 2016</b> (column A must agree with this year's CDFS 9530-A, Section IV)	\$60,500	\$0	\$60,500
<b>COMMENTS - If necessary, attach additional sheets to explain adjustments:</b>			

EXAMPLE ENTITY

# Other Required Information

For the Year Ended June 30, 2016

[Auditor's Letterhead]

**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed  
In Accordance with *Government Auditing Standards***

Board of Directors  
Example Entity

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Example Entity, as of and for the year ended

June 30, 2016, and the related notes to the financial statements, which collectively comprise Example Entity's basic financial statements, and have issued our report thereon dated \_\_\_\_\_.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Example Entity's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Example Entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Example Entity's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control, described in the accompanying *Schedule of Findings*

and *Questioned Costs* that we consider to be significant deficiencies (items 2016-1, 2016-2, 2016-3, and 2016-4).

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Example Entity's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying *Schedule of Findings and Questioned Costs* as items 2016-1, 2016-2, 2016-3, and 2016-4.

We noted certain matters that we reported to management of Example Entity in a separate letter dated \_\_\_\_\_.

### **Example Entity's Response to Findings**

Example Entity's response to the findings identified in our audit is described in the accompanying *Schedule of Findings and Questioned Costs*. Example Entity's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Public Accounting Firm LLP  
Certified Public Accountants

Date

[Auditor's Letterhead]**Report on Compliance for Each Major Program, Report on Internal Control Over Compliance, and Report on Schedule of Expenditures of Federal Awards Required by *Uniform Grants Guidance*, 2 CFR Part 200, Subpart F**

Board of Directors  
Example Entity

**Report on Compliance for Each Major Program**

We have audited Example Entity's compliance with the types of compliance requirements described in *Uniform Grants Guidance*, 2 CFR Part 200, Subpart F that could have a direct and material effect on each of Example Entity's major federal programs for the year ended June 30, 2016. Example Entity's major federal programs are identified in the summary of auditor's results section of the accompanying *Schedule of Findings and Questioned Costs*.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Example Entity's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *Uniform Grants Guidance*, 2 CFR Part 200, Subpart F. Those standards and guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Example Entity's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Example Entity's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Example Entity complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

### **Other Matters**

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with *Uniform Grants Guidance, 2 CFR Part 200, Subpart F* and which are described in the accompanying *Schedule of Findings and Questioned Costs* as items 2016-1, 2016-2, 2016-3, and 2016-4. Our opinion on each major federal program is not modified with respect to these matters.

Example Entity's responses to the noncompliance findings identified in our audit are described in the accompanying *Schedule of Findings and Questioned Costs*. *Example Entity's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.*

### **Report on Internal Control Over Compliance**

Management of Example Entity is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Example Entity's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with *Uniform Grants Guidance, 2 CFR Part 200, Subpart F*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Example Entity's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the

accompanying *Schedule of Findings and Questioned Costs* as items 2016-1, 2016-2, 2016-3, and 2016-4 that we consider to be significant deficiencies.

Example Entity's responses to the internal control over compliance findings identified in our audit are described in the accompanying *Schedule of Findings and Questioned Costs*. Example Entity's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of *Uniform Grants Guidance, 2 CFR Part 200, Subpart F*. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by *Uniform Grants Guidance, 2 CFR Part 200, Subpart F***

We have audited the financial statements of Example Entity as of and for the year ended June 30, 2016, and have issued our report thereon dated \_\_\_\_\_, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statement as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by *Uniform Grants Guidance, 2 CFR Part 200, Subpart F* and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Public Accounting Firm LLP  
Certified Public Accountants  
Date

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

**Section I – Summary of Auditor’s Results**

<i>Financial Statements</i>		
Type of auditor’s report issued:	<i>Unmodified</i>	
Internal control over financial reporting:	YES:	NO:
• Material weakness identified?		X
• Significant deficiency identified that is not considered to be a material weakness?		None reported
Noncompliance material to financial statements noted?		X

<i>Federal Awards</i>		
Internal control over major programs:	YES:	NO:
• Material weakness identified?		X
• Significant deficiency identified that is not considered to be a material weakness?	X	
Type of auditor’s report issued on compliance for major programs:	<i>Unmodified</i>	
Any audit findings disclosed that are required to be reported in accordance with <i>Uniform Grants Guidance</i> , at 2 CFR Part 200.515(d)(1)(vi)?	X	

Identification of major programs:		
<i>CFDA Number:</i>	<i>Name of Federal Program or Cluster:</i>	
10.558	USDA – Child and Adult Care Food Program	
93.575/93.596	HHS – Child Care and Development Fund	
93.600	HHS – Head Start	
Dollar threshold used to distinguish between type A and type B programs:		\$300,000
	YES:	NO:
Auditee qualified as a low-risk auditee?	X	

**Section II – Financial Statement Findings**

Current year financial statement findings:  
None

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

**Section III – Findings and Questioned Costs for  
Federal and State Awards – Current Year**

**2016-1: Allowable Start-Up Expenses of \$52,200 Not Claimed**

1. Program Information: CFDA No. 93.575/93.596, HHS – Child Care and Development Fund; CDE General Center Contract CCTR50X1.
2. Criteria: The contract provided a service level exemption of \$52,200 prior to full enrollment, as governed by Section V.D of the Contract Funding Terms and Conditions. If the start-up expenses were incurred, then the allowable dollar amount incurred would not have to be earned through provision of services.
3. Condition: The contractor incurred \$52,200 of allowable start-up expenses that it failed to report on the appropriate line item of the Attendance and Fiscal Report (CDFFS 9500) submitted to CDE for the year ended June 30, 2016.
4. Questioned Costs: \$52,200, a one-time reimbursable expense.
5. Effect and Context: Without correcting the claim, CDE would have billed the contractor an additional \$52,200. All material expenses claimed for this contract were reviewed to determine which expenses had been incurred prior to full enrollment, thereby qualifying them as start-up expenses.
6. Cause: Staff was unaware of the effect of misreporting the start-up expenses.
7. Recommendation: Train staff in program requirements, including the correct classification of start-up expenses (service level exemption).
8. Views of Responsible Officials and Planned Corrective Actions: Appropriate fiscal and program staff will be trained next month on how to report start-up expenses in accordance with the contract funding terms and conditions. Meanwhile, we have reclassified the questioned expenses to the appropriate line item for start-up expenses.

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

**Section III – Findings and Questioned Costs for  
Federal and State Awards – Current Year (Continued)**

**2016-2: Payroll Costs of \$29,500 Not Supported by Required Time Sheets**

1. Program Information: CDE State Preschool Contract CSPP50X2 (no federal component).
2. Criteria: Section VI.E of the Contract Funding Terms and Conditions requires time sheets that indicate the actual amount of time spent in each program per day for multi-funded employees.
3. Condition: The contractor incurred \$49,500 of payroll expenses for an employee who worked on the State Preschool Program (contract CSPP50X2) and two other non-CDE programs, but did not adequately document the time spent in each program. Salary and benefits totaling \$29,500 had been charged to contract CSPP50X2 without the required time sheets to support salary costs. The employee was not certain how much time he may have spent in the State Preschool Program.
4. Questioned Costs: \$29,500 of payroll comprising classified salaries of \$23,600 and benefits of \$5,900.
5. Effect and Context: The contractor claimed reimbursement from CDE for \$29,500 of non-reimbursable payroll costs. The non-reimbursable payroll expenses were found after testing 15 percent of time sheets for all employees, then by testing all time sheets for the employee in question.
6. Cause: Lack of employee training and inadequate supervisory review of employee time sheets.
7. Recommendation: Train the employee in time sheet preparation. Remind the supervisor that she must review and sign all applicable time sheets to ensure that salaries are documented appropriately.
8. Views of Responsible Officials and Planned Corrective Actions: All supervisors will receive training next month on the requirements for time sheets and that they must review and sign each one. Employees shall receive additional training in how to report time spent in multiple programs.

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

<b>Section III – Findings and Questioned Costs for Federal and State Awards – Current Year (Continued)</b>
--

**2016-3: Operating Expenses of \$15,049 Not Adequately Supported**

1. Program Information: CFDA No. 93.575/93.596, HHS – Child Care and Development Fund; CDE Alternative Payments Program Contract CAPP50X3.
2. Criteria: Section VI.E of the Contract Funding Terms and Conditions states that claims for reimbursement shall not be paid unless there are documents to support the claims; the contractor has the burden of supporting claims for reimbursement. Also, federal standards for financial management systems indicate that agencies must maintain effective control over, and accountability for all funds (*Uniform Grants Guidance, 2 CFR Part 200*).
3. Condition: The contractor claimed \$14,250 of operating expenses, but did not adequately document the expenditures. It disbursed funds without proper authorization and did not retain invoices or other appropriate documentation to support payments for goods and services.
4. Questioned Costs: \$15,049 is comprised of \$14,250 of direct costs and \$799 of indirect costs.
5. Effect and Context: The contractor claimed reimbursement from CDE for \$14,250 of non-reimbursable direct costs, plus associated non-reimbursable indirect costs of \$799 that exceeded the 8 percent maximum rate (after the \$14,250 reduction of expenses subject to indirect costs). All operating expense transactions of \$10,000 or more (and 15 percent of the transactions less than \$10,000) were reviewed to determine whether they had been adequately documented with invoices or other appropriate documentation to support payments for goods and services.
6. Cause: Inadequate procedures for processing purchases.
7. Recommendation: Establish a procurement function that authorizes and controls purchases from the point of requisition, to the receipt of goods and services, and eventual payment.
8. Views of Responsible Officials and Planned Corrective Actions: We now prohibit purchases without an approved purchase order, and require the retention of invoices, receiving reports, and other appropriate documentation to support all transactions.

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

**Section III – Findings and Questioned Costs for  
Federal and State Awards – Current Year (Continued)**

**2016-4: Non-reimbursable Entertainment Expenses of \$2,500 Claimed  
in Error**

1. Program Information: CFDA No. 93.575/93.596, HHS – Child Care and Development Fund; CDE General Center Contract CCTR50X1.
2. Criteria: Section V.G of the Contract Funding Terms and Conditions states that the costs of amusement or entertainment are not reimbursable under the contract.
3. Condition: The contractor claimed \$2,500 of entertainment costs for a staff dinner dance.
4. Questioned Costs: \$2,500.
5. Effect and Context: The contractor claimed reimbursement from CDE for \$2,500 of non-reimbursable costs. The questioned costs represent the total entertainment costs recorded by the contractor.
6. Cause: Lack of knowledge of program requirements.
7. Recommendation: Train staff in program requirements, including the contract Funding Terms and Conditions.
8. Views of Responsible Officials and Planned Corrective Actions: Appropriate fiscal and program staff will be trained next month on how to recognize reimbursable and non-reimbursable expenses, in accordance with the contract funding terms and conditions.

**Schedule of Findings and Questioned Costs**  
Fiscal Year Ended June 30, 2016

**Section IV – Status of Corrective Action on Prior Year Findings**

There was one finding in the prior year:

**2015-1: Depreciation Claimed on Property Purchased with CDE Funds**

1. Program Information: CFDA No. 93.575/93.596, HHS – Child Care and Development Fund; CDE General Center Contract CCTR40X1.
2. Criteria: Section III.A of the Contract Funding Terms and Conditions indicates that depreciation or use allowance shall not be claimed on assets purchased with CDE contract funds.
3. Condition: The contractor erroneously claimed for reimbursement \$3,200 of depreciation on property purchased with CDE contract funds.
4. Questioned Costs: \$3,200, the total depreciation claimed for the current year.
5. Effect and Context: The contractor claimed reimbursement from CDE for \$3,200 of non-reimbursable costs. All depreciation claimed on CDE contracts was reviewed for adherence to program requirements.
6. Cause: Lack of knowledge of program requirements.
7. Recommendation: Train accounting staff on how to claim only allowable depreciation expense.
8. Views of Responsible Officials and Planned Corrective Actions: We plan to send our accountant to a not-for-profit accounting training course, which will address accounting for depreciation.
9. Status of Corrective Action: Example Entity's accountant completed a not-for-profit accounting training course that addressed accounting for depreciation. Also, the contract claim was reduced by \$3,200 for the depreciation expense erroneously claimed.

**[Auditor's Letterhead]**

**ILLUSTRATIVE AUDITOR'S WRITTEN COMMUNICATION**

To Management and the Board of Directors of Example Entity

In planning and performing our audit of the financial statements of Example Entity as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered Example Entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Example Entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Example Entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in Example Entity's internal control to be significant deficiencies:

1. Allowable start-up expenses of \$52,000 were not claimed due to the lack of staff training necessary to fulfill assigned functions (2016-1).
2. Payroll costs of \$29,500 were not supported by required time sheets because of inadequate design of controls to monitor staff (2016-2).
3. Operating expenses of \$15,049 were not adequately supported due to the faulty design of purchase procedures (2016-3).
4. Non-reimbursable entertainment expenses of \$2,500 were claimed in error because staff lacked knowledge of program requirements (2016-4).

## APPENDIX A

This communication is intended solely for the information and use of management and the Board of Directors of Example Entity, others within the organization, and officials of the California Department of Education and is not intended to be, and should not be, used by anyone other than these specified parties.

Firm's signature  
City, State  
Date

**[Auditor's Letterhead]****MANAGEMENT LETTER**

To Management and the Board of Directors of Example Entity

In planning and performing our audit of the financial statements of Example Entity as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered Example Entity's internal controls over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls. Accordingly, we do not express an opinion on the effectiveness of Example Entity's internal controls.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. Our comments and suggestions regarding those matters are presented below. This letter does not affect our report dated \_\_\_\_\_, on the financial statements of Example Entity.

*Comment 1.* Enrollment and attendance records for CDE contracts were not maintained adequately, or consistently reviewed by the supervisor. As a result, minor over- and under-reporting occurred on Contract CTR50X1 and attendance was overstated on Contract CSPP50X2.

Recommendation: Staff should develop and use a checklist to ensure all steps are taken to prepare accurate enrollment and attendance reports.

Management's Response: The suggested checklist has been prepared. The site supervisor will be held responsible for ensuring the list is used by staff to prepare accurate enrollment and attendance reports.

*Comment 2.* During our review of accrued expenses we noted that the validity of some account balances at year end could not be determined by Example Entity's management. The balances were immaterial to the overall financial statements, individually and collectively. However, a key part of financial management of the organization is ensuring that all transactions are correctly presented and accounted for.

Recommendation: Example Entity's management should determine the validity of all balances that are recorded on the financial statements.

Management's Response: Our closing and reconciliation process is being reviewed to improve the effectiveness of the year-end procedures and controls to determine the validity of all recorded balances.

*Comment 3.* Review of Example Entity's operating lease schedule, to determine future minimum operating lease payment disclosures, identified some lease

amounts recorded incorrectly. This could adversely impact the ability to budget accurately and consistently with actual future expenditures and financial statements.

Recommendation: The operating lease schedule must be reviewed periodically by management for accuracy.

Management's Response: Example Entity's management is taking steps to ensure that the operating lease schedule is reviewed by management for accuracy on a regular basis.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various management of your organization, and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in further implementing the recommendations.

Firm's signature  
City, State  
Date

[Note to auditor: these comments could have been included in the Internal Control Communication Letter, providing they were set apart as other matters related to internal control.]

**APPENDIX B**

**ILLUSTRATIVE SCHEDULES**

**CHILD AND ADULT CARE FOOD PROGRAM**

**SPONSOR OF CHILD CARE CENTERS**

**(FIXED PERCENTAGE METHOD)**

**XYZ CHILD CARE CENTER, INC.**

**FISCAL YEAR ENDED JUNE 30, 200Y**

XYZ Child Care Center, Inc.  
Fiscal Year Ended June 30, 200Y

Illustrative Schedules

Sponsor of Child Care Centers

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**Exhibit**

<a href="#">Summary of Claim</a> .....	A
<a href="#">Statement of Claim</a> .....	B
<a href="#">Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement</a> .....	C
<a href="#">Schedule of Reported, Adjusted, and Allowed Eligibility</a> .....	D
<a href="#">Schedule of Reported, Adjusted, and Allowed Meals</a> .....	E

XYZ Child Care Center  
**SUMMARY OF CLAIM**  
**Exhibit A**

Agreement No: xx-xxxx-xA  
200X Child and Adult Care Food Program  
For the Period July 1, 200X to June 30, 200X

Federal Fund Reimbursement Variance (Overpaid):		
Federal Fund Payments to Date	\$993,466	
Less: Amount Reimbursable from Federal Fund	<u>1,051,387</u>	(\$57,921)
Cash In-Lieu Reimbursement:		
Allowed	\$60,230	
Paid	<u>\$60,785</u>	(\$555)
Total Program Reimbursement Refund (Overpayment)		<u><u>(\$58,476)</u></u>

XYZ Child Care Center  
**STATEMENT OF CLAIM**  
**Exhibit B**  
Agreement No: xx-xxxx-xA  
200X Child and Adult Care Food  
Program  
For the Period July 1, 200X to  
June 30, 200X

Reimbursement per Examination (Supported by Exhibits B,C,D and E)	\$1,053,696
Program Reimbursements Claimed and Received	<u>1,112,172</u>
Amount Due From Agency	<u><u>(\$58,475)</u></u>

**Footnotes:**

- 1) A footnote to include income that accrued to the program.
- 2) A footnote to reflect if the CACFP claims for reimbursement have been paid or not.
- 3) A footnote to include revised claims.

XYZ Child Care Center, Inc. - Exhibit C  
 SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS AND EARNED REIMBURSEMENT  
 Agreement No: xx-xxxx-xA  
 FOR THE PERIOD JULY 1, 200X TO JUN 30, 200X

FIXED PERCENTAGE METHOD

<u>Federal Meal Compensation</u>	<u>MEALS</u>			<u>Food Service Rates</u>	<u>Revenue Recognized</u>	<u>Audit Adjustments*</u>	<u>Earned Reimbursement**</u>
	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>				
<u>Breakfast</u>							
Free	181,830	(12,113)	169,717	\$1.6200	\$294,564.60	(\$19,623.06)	\$274,941.54
Reduced	3,482	619	4,101	1.3200	\$4,596.24	\$817.08	\$5,413.32
Base	49,913	9,268	59,181	0.2800	\$13,975.64	\$2,595.04	\$16,570.68
<b>Total</b>	<b>235,225</b>	<b>(2,226)</b>	<b>232,999</b>		<b>\$313,136.48</b>	<b>(\$16,210.94)</b>	<b>\$296,925.54</b>
<u>Lunch</u>							
Free	189,846	(12,586)	177,260	\$2.9800	\$565,741.08	(\$37,506.28)	\$528,234.80
Reduced	3,636	647	4,283	2.5800	\$9,380.88	\$1,669.26	\$11,050.14
Base	52,114	9,698	61,812	0.2800	\$14,591.92	\$2,715.44	\$17,307.36
<b>Total</b>	<b>245,596</b>	<b>(2,241)</b>	<b>243,355</b>		<b>\$589,713.88</b>	<b>(\$33,121.58)</b>	<b>\$556,592.30</b>
<u>Supplements</u>							
Free	175,354	(11,541)	163,813	\$0.8200	\$143,790.28	(\$9,463.62)	\$134,326.66
Reduced	3,357	601	3,958	0.4100	\$1,376.37	\$246.41	\$1,622.78
Base	48,137	8,988	57,125	0.0700	\$3,369.59	\$629.16	\$3,998.75
<b>Total</b>	<b>226,848</b>	<b>(1,952)</b>	<b>224,896</b>		<b>\$148,536.24</b>	<b>(\$8,588.05)</b>	<b>\$139,948.19</b>
<b>Total Federal Meal Reimbursement</b>					<b>1,051,386.60</b>	<b>(57,920.57)</b>	<b>993,466.03</b>
<b>Cash-in-Lieu</b>	<b>245,596</b>	<b>(2,241)</b>	<b>243,355</b>	<b>\$0.2475</b>	<b>\$60,785.01</b>	<b>(\$554.65)</b>	<b>\$60,230.36</b>
<b>Total Federal Reimbursement</b>					<b>\$1,112,171.61</b>	<b>(\$58,475.22)</b>	<b>\$1,053,696.39</b>
<b>Total Program Reimbursement Overpaid - Refund due the State</b>						<b>(\$58,475.22)</b>	

Footnotes:

\* Adjustments are the result of: (1) eligibility category changes; (2) meal count errors; (3) meals served in excess of site licensed capacity

\*\* Includes rounding adjustment

XYZ CHILD DEVELOPMENT, INC.  
 SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED ELIGIBILITY- **Exhibit D**  
 Agreement No: xx-xxxx-xA  
FOR THE PERIOD JULY 1, 200X TO JUNE 30, 200X

FIXED PERCENTAGE METHOD

<u>Eligibility</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
<u>Total</u>												
Reported	1220	1220	1220	1220	1220	1220	1220	1220	1220	1220	1220	1220
Adjusted	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)
Allowed	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020
<u>Free</u>												
Reported	943	943	943	943	943	943	943	943	943	943	943	943
Adjusted	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)
Allowed	743	743	743	743	743	743	743	743	743	743	743	743
<u>Reduced</u>												
Reported	18	18	18	18	18	18	18	18	18	18	18	18
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	18	18	18	18	18	18	18	18	18	18	18	18
<u>Base</u>												
Reported	259	259	259	259	259	259	259	259	259	259	259	259
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	259	259	259	259	259	259	259	259	259	259	259	259

XYZ Child Care Center, Inc.  
 Schedule of Reported , Adjusted and Allowed Meals  
 Agreement No: xx-xxxx-xA  
 For the Period July 1, 200X to June 30, 200Y

FIXED PERCENTAGE METHOD

	<u>Reported</u>	<u>Adjusted*</u> <u>July 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u> <u>August 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u> <u>September 200X</u>	<u>Allowed</u>
<u>Breakfast</u>									
Free	17,189	(1,137)	16,052	17,017	(1,109)	15,908	15,444	(1,036)	14,408
Reduced	329	59	388	326	58	384	296	52	348
Base	4,719	878	5,597	4,671	876	5,547	4,239	785	5,024
Total	<u>22,237</u>	<u>(200)</u>	22,037	<u>22,014</u>	<u>(175)</u>	21,839	<u>19,979</u>	<u>(199)</u>	<u>19,780</u>
<u>Lunch</u>									
Free	17,750	(1,162)	16,588	15,887	(1,063)	14,824	15,447	(1,036)	14,411
Reduced	340	61	401	304	54	358	296	52	348
Base	4,873	911	5,784	4,361	809	5,170	4,240	785	5,025
Total	<u>22,963</u>	<u>(190)</u>	22,773	<u>20,552</u>	<u>(200)</u>	20,352	<u>19,983</u>	<u>(199)</u>	<u>19,784</u>
<u>Supplements</u>									
Free	17,078	(1,095)	15,983	15,559	(1,007)	14,552	15,061	(869)	14,192
Reduced	327	59	386	298	54	352	288	55	343
Base	4,688	886	5,574	4,271	803	5,074	4,135	814	4,949
Total	<u>22,093</u>	<u>(150)</u>	21,943	<u>20,128</u>	<u>(150)</u>	19,978	<u>19,484</u>	<u>0</u>	<u>19,484</u>
	<u>Reported</u>	<u>Adjusted*</u> <u>October 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u> <u>November 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u> <u>December 200X</u>	<u>Allowed</u>
<u>Breakfast</u>									
Free	16,398	(1,059)	15,339	15,461	(1,020)	14,441	18,118	(1,181)	16,937
Reduced	314	57	371	296	53	349	347	62	409
Base	4,502	847	5,349	4,244	792	5,036	4,973	934	5,907
Total	<u>21,214</u>	<u>(155)</u>	21,059	<u>20,001</u>	<u>(175)</u>	19,826	<u>23,438</u>	<u>(185)</u>	<u>23,253</u>
<u>Lunch</u>									
Free	16,744	(1,079)	15,665	15,482	(1,021)	14,461	18,050	(1,176)	16,874
Reduced	321	58	379	296	53	349	346	62	408
Base	4,596	866	5,462	4,250	793	5,043	4,955	929	5,884
Total	<u>21,661</u>	<u>(155)</u>	21,506	<u>20,028</u>	<u>(1,175)</u>	19,853	<u>23,351</u>	<u>(185)</u>	<u>23,166</u>
<u>Supplements</u>									
Free	16,672	(1,075)	15,597	15,564	(1,026)	14,538	18,197	(1,184)	17,013
Reduced	319	58	377	298	53	351	348	63	411
Base	4,577	862	5,439	4,272	798	5,070	4,996	936	5,932
Total	<u>21,568</u>	<u>(155)</u>	21,413	<u>20,134</u>	<u>175</u>	20,309	<u>23,541</u>	<u>185</u>	<u>23,726</u>

XYZ CHILD DEVELOPMENT, INC.  
CHILD AND ADULT CARE FOOD PROGRAM -- CHILD CARE CENTERS  
SCHEDULE OF REPORTED ADJUSTED, AND ALLOWED MEALS  
FOR THE PERIOD JULY 1, 200X TO JUNE 30, 200X

FIXED PERCENTAGE METHOD

	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>
	<u>Jan 1, 200X to Jan 31, 200X</u>			<u>Feb 1, 200X to Feb 28, 200X</u>			<u>Mar 1, 200X to Mar 31, 200X</u>		
<u>Breakfast</u>									
Free	16,337	(1,061)	15,276	15,465	(1,030)	14,435	9,252	(679)	8,573
Reduced	313	56	369	296	53	349	177	30	207
Base	4,484	843	5,327	4,245	788	5,033	2,540	449	2,989
Total	<u>21,134</u>	<u>162</u>	<u>20,972</u>	<u>20,006</u>	<u>(189)</u>	<u>19,817</u>	<u>11,969</u>	<u>(200)</u>	<u>11,769</u>
<u>Lunch</u>									
Free	16,688	(1,081)	15,607	15,765	(1,047)	14,718	15,580	(1,045)	14,535
Reduced	320	57	377	302	54	356	298	53	351
Base	4,580	862	5,442	4,328	804	5,132	4,277	792	5,069
Total	<u>21,588</u>	<u>(162)</u>	<u>21,426</u>	<u>20,395</u>	<u>(189)</u>	<u>20,206</u>	<u>20,155</u>	<u>(200)</u>	<u>19,955</u>
<u>Supplements</u>									
Free	16,354	(1,062)	15,292	15,497	(1,032)	14,465	15,548	(1,043)	14,505
Reduced	313	56	369	297	53	350	298	52	350
Base	4,489	844	5,333	4,254	790	5,044	4,268	791	5,059
Total	<u>21,156</u>	<u>(162)</u>	<u>20,994</u>	<u>20,048</u>	<u>(189)</u>	<u>19,859</u>	<u>20,114</u>	<u>(200)</u>	<u>19,914</u>
	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted*</u>	<u>Allowed</u>
	<u>Apr 1, 200X to Apr 30, 200X</u>			<u>May 1, 200X to May 31, 200X</u>			<u>Jun 1, 200X to Jun 30, 200X</u>		
<u>Breakfast</u>									
Free	14,447	(979)	13,468	13,132	(896)	12,236	13,570	(926)	12,644
Reduced	277	48	325	251	45	296	260	46	306
Base	3,966	731	4,697	3,605	661	4,266	3,725	684	4,409
Total	<u>18,690</u>	<u>(200)</u>	<u>18,490</u>	<u>16,988</u>	<u>(190)</u>	<u>16,798</u>	<u>17,555</u>	<u>(196)</u>	<u>17,359</u>
<u>Lunch</u>									
Free	15,393	(1,034)	14,359	13,323	(907)	12,416	13,737	(935)	12,802
Reduced	295	52	347	255	45	300	263	46	309
Base	4,225	782	5,007	3,658	672	4,330	3,771	693	4,464
Total	<u>19,913</u>	<u>(200)</u>	<u>19,713</u>	<u>17,236</u>	<u>(190)</u>	<u>17,046</u>	<u>17,771</u>	<u>(196)</u>	<u>17,575</u>
<u>Supplements</u>									
Free	14,755	(997)	13,758	13,699	(929)	12,770	1,370	(222)	1,148
Reduced	283	49	332	262	47	309	26	2	28
Base	4,050	748	4,798	3,761	692	4,453	376	24	400
Total	<u>19,088</u>	<u>(200)</u>	<u>18,888</u>	<u>17,722</u>	<u>(190)</u>	<u>17,532</u>	<u>1,772</u>	<u>(196)</u>	<u>1,576</u>

**APPENDIX C**  
**ILLUSTRATIVE SCHEDULES**  
**CHILD AND ADULT CARE FOOD PROGRAM**  
**SPONSOR OF DAY CARE HOMES**  
**(TIERING METHOD)**  
  
**XYZ DAY CARE HOME, INC.**  
**FISCAL YEAR ENDED JUNE 30, 200Y**

XYZ Day Care Home, Inc.  
Fiscal Year Ended June 30, 200Y

Illustrative Schedules

Sponsor of Day Care Homes

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XYZ Day Care Home, Inc.  
Schedule of Reported, Adjusted, Allowed Meals, Sites and Earned Reimbursement  
Agreement No.: xx-xxxx-xF  
For the Period July 1, 200X to June 30, 200Y

	Reported	MEALS Adjusted <sup>1</sup>	Allowed	Food Service Rates <sup>2</sup>	Revenue Recognized	Audit Adjustment	Earned Reimbursement
<b>FEDERAL REIMBURSEMENT</b>							
<u>Meal Compensation - Tier I</u>							
Breakfast	169,497	(2,708)	0	\$1.2800	216,956	(3,466)	213,490
Lunch	360,486	(8,809)	0	2.4000	865,166	(21,142)	844,025
Supplement	425,567	(9,656)	0	0.7100	302,153	(6,856)	295,297
Supper	211,933	(6,346)	0	2.4000	508,639	(15,230)	493,409
Subtotal	1,167,483	(27,519)			1,892,914	(46,694)	1,846,220
<u>Meal Compensation - Tier II</u>							
Breakfast	20,982	0	20,982	\$0.4700	9,862	0	9,862
Lunch	33,594	0	33,594	1.4500	48,711	0	48,711
Supplement	35,902	0	35,902	0.1900	6,821	0	6,821
Supper	11,889	0	11,889	1.4500	17,239	0	17,239
Subtotal	102,367	0	102,367		82,633	0	82,633
Total Federal Meal Compensation					1,975,548	(46,694)	1,928,854
Total Allow able Administrative Reimbursements					Exhibit A 256,537	Exhibit A 0	Exhibit A 256,537
Total Federal Reimbursement					Exhibit A 2,232,085	Exhibit A (46,694)	Exhibit A 2,185,391
Total Federal Reimbursement: Overpaid-- Refund Due the State					Exhibit A 2,232,085	Exhibit A (46,694)	Exhibit A 2,185,391

Footnote:

<sup>1</sup> Adjusted meals are the result of: reclassifying enrolled children from Tier I to Tier II, attendance and meal count errors, and meal production noncompliance.

<sup>2</sup> The rates change annually and are on the website at [www.cde.ca.gov/ls/nu/rs](http://www.cde.ca.gov/ls/nu/rs).

Cash in Lieu amounts are included in the DCH meal rates above.

**SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS AND HOMES**  
For the Period July 1, 200X to June 30, 200Y  
(This Schedule Must Report 12 Months)\*

TIER I			TIER II HIGH			TIER II LOW			
<u>July 1, 200X to July 31, 200X</u>									
Meal Type	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed
Breakfast	14,884	(317)	14,567	0					
Lunch	30,280	(837)	29,443	0					
Supper	19,113	(584)	18,529	0					
Supplements	36,284	(1,096)	35,188	0					
	(Tier I)			(Tier II High)			(Tier II Low)		
Homes	244	0	244	0					
			Homes (Tier II Mixed) ***	0			Total Homes		
				0					
<u>August 1, 200X to August 31, 200X</u>									
Meal Type	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed
Breakfast									
Lunch									
Supper									
Supplements									
	(Tier I)			(Tier II High)			(Tier II Low)		
Homes		0		0				0	
			Homes (Tier II Mixed) ***	0			Total Homes	0	
				0					
<u>September 1, 200X to September 30, 200X</u>									
Meal Type	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed	Reported	** Adjusted	Allowed
Breakfast									
Lunch									
Supper									
Supplements									
	(Tier I)			(Tier II High)			(Tier II Low)		
Homes		0		0				0	
			Homes (Tier II Mixed) ***	0			Total Homes	0	
				0					

ONE MONTH EXAMPLE SHOWN - COMPLETE ALL 12 MONTHS TO MATCH NUMBERS ON EXHIBIT B.

**Footnotes:**

- \* This partial schedule is an example of one month; a complete schedule must include 12 months (no fiscal year totals).
- \*\* Adjustments are the result of eligibility category changes and/or meal count errors.
- \*\*\* The Tier II category consists of two distinct sub-categories, High and Low (separate meal rates are applied to each). Tier II Mixed (home) meals are reported per the eligibility of each child in the Tier II High and/or Low meal categories.

**Exhibit D  
Page 1 of 1**

XYZ Day Care Home, Inc.  
 Determination of Allowable Administrative Reimbursement  
 Agreement No.: xx-xxxx-xF  
 For the Period July 1, 200X to June 30, 200Y

**A. Reimbursement Rates Calculation**

<u>Increment of Homes</u>	<u>Homes Reported for Year</u>	<u>Adjusted Homes</u>	<u>Allowed Homes</u>	<u>Administrative Payment Rates<sup>1</sup></u>	<u>Homes Times Rate Total</u>
Initial 50	600	-	600	\$ 109	\$ 65,400
Next 150	1,800	-	1,800	83	149,400
Next 800	621	-	621	65	40,365
Each additional	-	-	-	57	-
<b>Reimbursement Amount for the Year</b>		<u>0</u>	<u>3,021</u>		\$ 255,165
<b>B. Plus Carry-Forward Funds from Prior Year that were Spent First this Year</b>					<u>0</u>
<b>Subtotal</b>					255,165
<b>C. Less Administrative Expenses Allowed</b>					<u>276,315</u>
<b>D. Unallowable Administrative Payments Received for the Year</b>					(21,150)
<b>E. Less Current Year Carry-Forward Funds at 10 Percent of Administrative Payments</b>					<u>25,517</u>
<b>F. Amount to return to the CDE</b>					<u>\$ -</u>

XYZ Day Care Home, Inc.  
Schedule of Reported, Adjusted and Allowed Administrative Income  
Agreement No.: xx-xxxx-xF  
For the Period of July 1, 200X to June 30, 200Y

<u>Period</u>	<u>Reported*</u>	<u>Adjusted</u>	<u>Allowed</u>
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0
January	0	0	0
February	0	0	0
March	0	0	0
April	0	0	0
May	0	0	0
June	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>

Footnotes:

The Agency did not report any income to the program.

XYZ Day Care Home, Inc.  
Agreement No.: xx-xxxx-xF  
For the Period July 1, 200X to June 30, 200Y

<b>Determination of Budget Deficit (Adjustments)</b>				
<b>Category</b>	<b>Approved Budget</b>	<b>Actual Cost</b>	<b>Budget Deficit</b>	<b>Budget Savings</b>
<b>Administrative labor</b>				
Salaries	\$190,965.00	\$184,262.00	\$0.00	\$6,703.00
Benefits	41,179.00	40,850.00	0.00	329.00
<b>Administrative Supplies</b>				
Equipment purchased under \$5,000	0.00	0.00	0.00	0.00
Equipment purchased \$5,000 and over	0.00	0.00	0.00	0.00
Office supplies	3,390.00	2,805.00	0.00	585.00
Postage	0.00	0.00	0.00	0.00
Printing	2,876.00	2,169.00	0.00	707.00
<b>Administrative Services</b>				
Office Space	10,353.00	9,720.00	0.00	633.00
Utilities and communication	4,912.00	3,640.00	0.00	1,272.00
Vehicle Lease	0.00	0.00	0.00	0.00
Equipment Lease	0.00	0.00	0.00	0.00
Contract Services	12,213.00	11,001.00	0.00	1,212.00
Purchased Services	7,514.00	6,924.00	0.00	590.00
Financial Costs	9,587.00	9,027.00	0.00	560.00
Dues, Subscriptions, Memberships	50.00	50.00	0.00	0.00
Insurance Premiums	1,318.00	1,318.00	0.00	0.00
Audit Costs	1,483.00	1,483.00	0.00	0.00
<b>Administrative Expenses</b>				
Meetings and Conferences	1,176.00	999.00	0.00	177.00
Travel	2,887.00	2,067.00	0.00	820.00
Out-of-State Conference	0.00	0.00	0.00	0.00
<b>Miscellaneous Expenses</b>				
Other	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$289,903.00</b>	<b>276,315.00</b>	<b>\$0.00</b>	<b>\$13,588.00</b>

**Exhibit G**  
**Page 1 of 1**

XYZ Day Care Home, Inc.  
 Determination of Allowed Provider Payments (Federal & State)  
 Agreement No.: xx-xxxx-xF  
 For the Period July 1, 200X to June 30, 200Y

<u>Period</u>	<u>Allowed Federal Funds</u> <u>Owed Providers</u>	<u>Total Funds</u> <u>Paid - Providers</u>	<u>Total Funds</u> <u>Underpaid (Overpaid)</u>
July	164,256	170,118	(5,862)
August	139,953	144,839	(4,886)
September	137,753	142,601	(4,848)
October	162,454	167,649	(5,195)
November	152,307	155,308	(3,001)
December	167,417	171,806	(4,389)
January	174,883	178,357	(3,474)
February	171,976	175,473	(3,497)
March	169,537	172,747	(3,210)
April	168,472	171,722	(3,250)
May	163,202	165,809	(2,607)
June	156,642	159,117	(2,475)
Totals	<u>1,928,854</u>	<u>1,975,548</u>	<u>(46,694)</u>

Footnotes:

\* Overpayment is attributed to funds paid day care home providers based incorrect/unallowable meals claimed.

**APPENDIX D**

**ILLUSTRATIVE SCHEDULES**

**CHILD AND ADULT CARE FOOD PROGRAM**

**SPONSOR OF INDEPENDENT CENTERS**

**(FIXED PERCENTAGE METHOD)**

**LITTLE COUNTRY SCHOOL**

**FISCAL YEAR ENDED SEPTEMBER 30, 200Y**

Little Country School  
Fiscal Year Ended September 30, 200Y

Illustrative Schedules

Sponsor of Independent Centers

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Exhibit B  
Page 1 of 1

Little Country School  
Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement  
Agreement No: xx-xxxx-xM  
For the Period October 1, 200X to September 30, 200Y

	<u>Reported</u>	<u>Adjusted*</u>	<u>MEALS Allowed</u>	<u>Food Service Rates</u> <sup>1</sup>	<u>Revenue Recognized</u>	<u>Audit Adjustments</u> <sup>2</sup>	<u>Earned Reimbursement</u>
<u>October 200X - June 200Y</u>							
General Reimbursement					1,138,374	(860)	1,137,514
Cash In-Lieu	<u>458,955</u>	<u>(500)</u>	<u>458,455</u>	0.1475	<u>67,696</u>	<u>(74)</u>	<u>67,622</u>
Federal Reimbursement					<u>1,206,070</u>	<u>(934)</u>	<u>1,205,136</u>
State Meal Compensation	<u>442,286</u>	<u>(449)</u>	<u>441,837</u>	0.1335	<u>59,045</u>	<u>(60)</u>	<u>59,985</u>
<u>July 200Y to September 200Y</u>							
General Reimbursement					448,852	0	448,852
Cash In-Lieu	<u>180,895</u>	<u>0</u>	<u>180,895</u>	0.1425	<u>25,778</u>	<u>0</u>	<u>25,778</u>
Federal Reimbursement					<u>474,630</u>	<u>0</u>	<u>474,630</u>
State Meal Compensation	<u>169,145</u>	<u>0</u>	<u>169,145</u>	0.1335	<u>22,581</u>	<u>0</u>	<u>22,581</u>
<b>Grand Totals:</b>							
General Reimbursement					1,587,226	(860)	1,586,366
					<b>Exhibit A</b>	<b>Exhibit A</b>	<b>Exhibit A</b>
Cash-in-Lieu					93,474	(74)	93,400
					<b>Exhibit A</b>	<b>Exhibit A</b>	<b>Exhibit A</b>
State Meal Compensation					81,626	(60)	82,566
					<b>Exhibit A</b>	<b>Exhibit A</b>	<b>Exhibit A</b>
Total Program Reimbursement (State and Federal) Overpaid - Refund due the State					<u>1,762,326</u>	<u>(994)</u>	<u>1,762,332</u>
					<b>Exhibit A</b>	<b>Exhibit A</b>	<b>Exhibit A</b>

Footnotes:

<sup>1</sup> The rates change annually and are on the Web site at <http://www.cde.ca.gov/ls/nu/rs>.

<sup>2</sup> Audit adjustments are the result of (1) eligibility category changes, (2) meal count errors, and/or (3) meals served in excess of site licensed capacity.

Little Country School  
Child and Adult Care Food Program – Independent Centers  
Schedule of Reported, Adjusted, and Allowed Meals  
For the Period October 1, 200X to September 30, 200Y  
(This Schedule Must Report 12 Months)\*

	<u>Reported</u>	<u>Adjusted**</u> <u>October 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted**</u> <u>November 200X</u>	<u>Allowed</u>	<u>Reported</u>	<u>Adjusted**</u> <u>December 200X</u>	<u>Allowed</u>
<b>Breakfast</b>									
Free	16,655	0	16,655	15,064	0	15,064	17,980	0	17,980
Reduced	2,227	0	2,227	2,073	0	2,073	2,373	0	2,373
Base	<u>2,168</u>	<u>0</u>	<u>2,168</u>	<u>2,218</u>	<u>0</u>	<u>2,218</u>	<u>2,637</u>	<u>0</u>	<u>2,637</u>
Total	<u>21,050</u>	<u>0</u>	<u>21,050</u>	<u>19,355</u>	<u>0</u>	<u>19,355</u>	<u>22,990</u>	<u>0</u>	<u>22,990</u>
<b>Lunch</b>									
Free	23,842	(396)	23,446	21,946	0	21,946	25,588	0	25,588
Reduced	3,188	(53)	3,135	3,020	0	3,020	3,376	0	3,376
Base	<u>3,104</u>	<u>(51)</u>	<u>3,053</u>	<u>3,231</u>	<u>0</u>	<u>3,231</u>	<u>3,753</u>	<u>0</u>	<u>3,753</u>
Total	<u>30,134</u>	<u>(500)</u>	<u>29,634</u>	<u>28,197</u>	<u>0</u>	<u>28,197</u>	<u>32,717</u>	<u>0</u>	<u>32,717</u>
<b>Supplements</b>									
Free	30,676	0	30,676	28,625	0	28,625	32,990	0	32,990
Reduced	4,102	0	4,102	3,939	0	3,939	4,353	0	4,353
Base	<u>3,994</u>	<u>0</u>	<u>3,994</u>	<u>4,215</u>	<u>0</u>	<u>4,215</u>	<u>4,838</u>	<u>0</u>	<u>4,838</u>
Total	<u>38,772</u>	<u>0</u>	<u>38,772</u>	<u>36,779</u>	<u>0</u>	<u>36,779</u>	<u>42,181</u>	<u>0</u>	<u>42,181</u>
<b>Supper</b>									
Free	12,657	0	12,657	10,919	0	10,919	13,102	0	13,102
Reduced	1,692	0	1,692	1,503	0	1,503	1,729	0	1,729
Base	<u>1,648</u>	<u>0</u>	<u>1,648</u>	<u>1,607</u>	<u>0</u>	<u>1,607</u>	<u>1,921</u>	<u>0</u>	<u>1,921</u>
Total	<u>15,997</u>	<u>0</u>	<u>15,997</u>	<u>14,029</u>	<u>0</u>	<u>14,029</u>	<u>16,752</u>	<u>0</u>	<u>16,752</u>

\* This partial schedule is an example of three months; a complete schedule must include 12 months (no fiscal year totals).

\*\* Meal adjustments are due to (1) eligibility category changes, (2) meal count errors, and/or (3) meals served in excess of licensed capacity.

Little Country School  
Child and Adult Care Food Program – Independent Centers  
Schedule of Reported, Adjusted, and Allowed Eligibility  
For the Period October 1, 200X to September 30, 200Y

FIXED PERCENTAGE METHOD

	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>
<u>Total Enrolled</u>												
Reported	1475	1597	1657	1657	1637	1697	1825	1825	1825	1855	1917	1927
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	1475	1597	1657	1657	1637	1697	1825	1825	1825	1855	1917	1927
<u>Eligibility Categories</u>												
Free												
Reported	1167	1243	1296	1296	1288	1347	1415	1415	1415	1437	1491	1499
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	1167	1243	1296	1296	1288	1347	1415	1415	1415	1437	1491	1499
Reduced												
Reported	.156	171	171	171	161	162	181	181	181	185	193	195
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	156	171	171	171	161	162	181	181	181	185	193	195
Base												
Reported	152	183	190	190	188	188	229	229	229	233	233	233
Adjusted	0	0	0	0	0	0	0	0	0	0	0	0
Allowed	152	183	190	190	188	188	229	229	229	233	233	233

Little Country School  
Child and Adult Care Food Program – Independent Centers

Reconciliation of Allowable Administrative Costs  
For the Period October 1, 200X to September 30, 200Y

(1)	Total Reported Funds Retained by Sponsor.....	Exhibit G	\$489,419
	Less Net Administrative Costs Allowed – Actual.....	Exhibit F	465,735
	Total Excess Funds Retained		\$ <u>23,684</u>
(2)	Total Allowed Funds Retained (Per Audited Meals).....	Exhibit G	\$489,113
	Less Net Administrative Costs Allowed – Actual.....	Exhibit F	465,735
	Excess Funds Retained – Funds Owed to Centers		\$ <u>23,378*</u>
(3)	Total Reported Funds Retained by Sponsor .....	Exhibit G	\$489,419
	Less Total Allowed Funds Retained (Per Audited Meals).....	Exhibit G	<u>489,113</u>
	Excess Funds Retained – Funds Due The State		\$ <u>306</u>

\*Include in Findings and Recommendation Section

Little Country School  
Child and Adult Care Food Program – Independent Centers

Schedule of Allowed Administrative Costs  
For the Period October 1, 200X to September 30, 200Y

<u>Period</u>	<u>Reported</u>	<u>Adjusted</u>	<u>Allowed</u>
October	\$33,905	(200)	\$33,705
November	34,655	(45)	34,610
December	38,673	0	38,673
January	38,657	1,090	39,747
February	33,543	0	33,543
March	39,477	(26)	39,451
April	43,238	0	43,238
May	43,554	0	43,554
June	38,117	(771)	37,346
July	38,233	0	38,233
August	40,501	0	40,501
September	<u>43,182</u>	<u>0</u>	<u>43,182</u>
Total	<u>\$465,735</u>	<u>\$48</u>	\$465,783
Income			(48)
Net Allowed Administrative Costs			<u>\$465,735</u>

Exhibit E

Little Country School  
Child and Adult Care Food Program – Independent Centers  
Schedule of Allowed Funds Retained  
For the Period October 1, 200X to September 30, 200Y

Period	(1) Funds Received From NSD (Federal and State)	(2) Funds Paid To Center	(3) Funds Retained By Sponsor	(4) (1) / (3) Percentage of Funds Retained	(5) Sponsor's Adjustments (Overpayment) Underpayment	(6) Allowed Funds Retained	(7) Center's Adjustment (Overpayment) Underpaid
October	\$ 202,688	\$ 166,912	\$35,776	0.3075	\$(306)	\$35,470	\$(687)
November	105,864	73,358	32,506	0.3071	0.00	32,506	0.00
December	124,049	85,962	38,087	0.3070	0.00	38,087	0.00
January	109,641	75,971	33,670	0.3071	0.00	33,670	0.00
February	109,235	75,662	33,573	0.3073	0.00	33,573	0.00
March	144,669	100,366	44,303	0.3062	0.00	44,303	0.00
April	141,674	98,404	43,270	0.3054	0.00	43,270	0.00
May	133,452	92,704	40,748	0.3053	0.00	40,748	0.00
June	147,258	102,215	45,043	0.3059	0.00	45,043	0.00
July	144,435	98,532	45,903	0.3178	0.00	45,903	0.00
August	156,259	107,191	49,068	0.3140	0.00	49,068	0.00
September	<u>149,630</u>	<u>102,158</u>	<u>47,472</u>	0.3173	<u>0.00</u>	<u>47,472</u>	<u>0.00</u>
Totals	<u>\$1,668,854</u>	<u>\$1,179,435</u>	<u>\$489,419</u>		<u>\$(306)</u>	<u>\$489,113</u>	<u>\$(687)</u>

Exhibit E

Exhibit E

Meal Type	Reported Lunch	Allowed Lunch	Meals Adjusted		Reimbursement Rate*	Amount Owed State
Free	23,842	23,446	(396)	X	2.0900	\$(828)
Reduced	3,188	3,135	(53)	X	1.6900	(89)
Base	<u>3,104</u>	<u>3,053</u>	<u>(51)</u>	X	.3275	<u>(16)</u>
Total Meals	<u>30,134</u>	<u>29,634</u>	<u>(500)</u>			<u>(933)</u>

State Meal Compensation (396) Free + (53) Reduced = (449) Total Adjusted X .1335 (60)  
Total Program Reimbursement (State and Federal) Overpaid, Resulting in Funds Owed the State \$(993)

Summary of Funds Owed the State

Funds Owed to the State from The Sponsor	\$ (306)
Funds Owed to the Sponsor from The Center(s)	<u>(687)</u>
Total Program Reimbursement Owed the State	<u>\$(993)</u>

\* Rate includes Cash-in-Lieu of Commodities. The rates change annually and are on the Web site at <http://www.cde.ca.gov/ls/nu/rs>

**APPENDIX E**

**ILLUSTRATIVE SCHEDULES**

**SCHOOL NUTRITION PROGRAM**

**SPONSOR OF SCHOOL FOOD AUTHORITY**

**XYZ SCHOOL NUTRITION, INC.**

**FISCAL YEAR ENDED JUNE 30, 200Y**

XYZ School Nutrition, Inc.  
Fiscal Year Ended June 30, 200Y

Illustrative Schedules

Sponsor of School Food Authority

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Exhibit B  
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XYZ School Nutrition, Inc.  
Schedule of Reported, Adjusted, and Allowed Meals and Earned Reimbursement  
Agreement No: xx-xxxx-xxxxxx-xx  
For the Period July 1, 200X to June 30, 200Y

	<u>Reported</u>	<u>MEALS</u> <u>Adjusted<sup>1</sup></u>	<u>Allowed</u>	<u>Rates<sup>4</sup></u>	<u>Total</u>	
<b><u>Breakfast Program:</u></b>						
Base Meals	51,700	(6,360)	45,340	\$0.2100	9,521	
Reduced Price <sup>2</sup>	39,340	(5,520)	33,820	0.7900	26,718	
Free <sup>3</sup>	317,000	(56,160)	260,840	1.0900	284,316	
Total	<u>408,040</u>	<u>(68,040)</u>	<u>340,000</u>		<u>320,555</u>	
						Exhibit A
<b><u>Lunch Program:</u></b>						
Section 4 Base Meals	59,600	(6,410)	53,190	\$0.2100	11,170	
Section 11						
Reduced Price	44,900	(4,815)	40,085	1.3900	55,718	
Free	366,000	(39,275)	326,725	1.7900	584,838	
Total	<u>470,500</u>	<u>(50,500)</u>	<u>420,000</u>		<u>651,726</u>	
						Exhibit A
<b><u>Milk Program:</u></b>						
Free	81,750	(7,470)	74,280	\$0.1170	8,691	
Base	23,350	(2,130)	21,220	0.1275	2,706	
Total	<u>105,100</u>	<u>(9,600)</u>	<u>95,500</u>		<u>11,396</u>	
						Exhibit A
<b><u>State Meal Compensation (Free and Reduced Price Meals):</u></b>						
Breakfast Program	356,340	(61,680)	294,660	\$0.1229	36,214	Exhibit A
Lunch Program	410,900	(44,090)	366,810	0.1229	45,081	Exhibit A
Total	<u>767,240</u>	<u>(105,770)</u>	<u>661,470</u>		<u>81,295</u>	
State Meal Compensation	<u>378,794</u>	<u>(23,433)</u>	<u>355,361</u>	\$0.1335	<u>50,569</u>	

**Footnotes:**

<sup>1</sup> Adjustments are the result of: eligibility category changes; meal count errors; meals served in excess of site licensed capacity

<sup>2</sup> Rate includes: Regular	\$0.2100	<sup>3</sup> Rate includes: Regular	\$0.2100
Supplement	0.5800	Supplement	0.8800
	<u>\$0.7900</u>		<u>1.0900</u>

<sup>4</sup> The rates change annually and are on the Web site at <http://www.cde.ca.gov/ls/nu/rs>.

XYZ School Nutrition, Inc.  
Schedule of Reported, Adjusted, and Allowed Eligibility  
Agreement No: xx-xxxxx-xxxxxxx-xx  
For the Period July 1, 200X to June 30, 200Y

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
<u>Total Enrolled</u>												
Reported	1475	1597	1657	1657	1637	1697	1825	1825	1825	1855	1917	1927
Adjusted	0	0	0	0	0	(250)	0	0	0	0	(317)	0
Allowed	1475	1597	1657	1657	1637	1447	1825	1825	1825	1855	1600	1927
<u>Eligibility Categories</u>												
Free												
Reported	1167	1243	1296	1296	1288	1347	1415	1415	1415	1437	1491	1499
Adjusted	0	0	0	0	0	(216)	0	0	0	0	(252)	0
Allowed	1167	1243	1296	1296	1288	1131	1415	1415	1415	1437	1239	1499
Reduced												
Reported	156	171	171	171	161	162	181	181	181	185	193	195
Adjusted	0	0	0	0	0	(13)	0	0	0	0	(33)	0
Allowed	156	171	171	171	161	149	181	181	181	185	160	195
Base												
Reported	152	183	190	190	188	188	229	229	229	233	233	233
Adjusted	0	0	0	0	0	(12)	0	0	0	0	(32)	0
Allowed	152	183	190	190	188	167	229	229	229	233	201	233