GRANT ACCOUNTABILITY AND TRANSPARENCY ACT AUDIT REQUIREMENT TRAINING 2020

CONCERNING DUE DATES

FY20 AFRs are due:

- 1. To regional superintendents by October 15, 2020
- 2. To ISBE by November 15, 2020
- 3. Regional superintendents can issue extensions until December 15, 2020

1. Single Audit Filers

The Consolidated Year End Financial Report (CYEFR) and audit package are due on the GATA portal 9 months after fiscal year end (FYE) OR 30 days after the single audit has been accepted by the Federal Audit Clearinghouse (FAC). Due dates on the portal will change once the single audit has been accepted by FAC.

2. GAGAS, GAAS, and Other Audit Filers

For entities that receive an audit other than a single audit, the CYEFR and audit package are due 6 months after FYE.

PART I – NAVIGATING TO THE CURRENT YEAR AUDIT REVIEW

LOGIN TO GRANTEE PORTAL

 On the first business day after the grantee's fiscal year end, the grantee will receive a notification that their Active Audit Review is available.

Grantees should begin by logging into the GATA Grantee Portal

(https://grants.illinois.gov/portal).

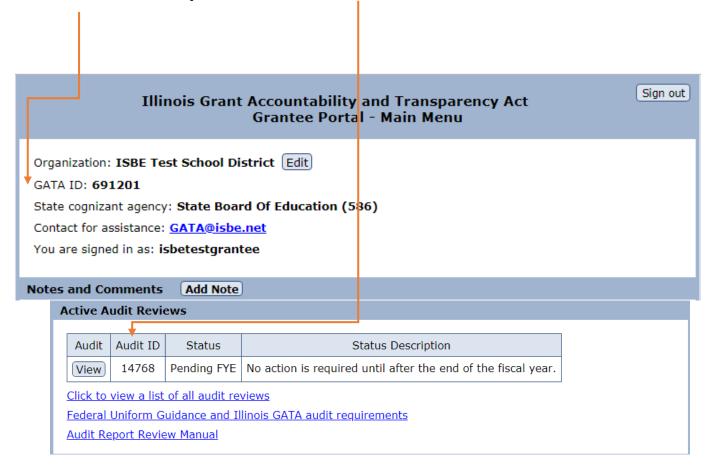
Sian In Create Account Account Help Frequently Asked Questions How to access the Illinois GATA Grantee Portal How to create an Illinois.gov public account. · How to reset your password. All Grantee Portal FAOs Department of Human Services (DHS) Centralized Repository Vault (CRV) Users If you have a DHS CRV account or an Illinois gov partner account in the external domain, you can use it to access the Grantee Portal but you must append "@external.illinois.gov" to the end of your username. For assistance logging into the Grantee Portal or help For example: John.Doe@external.illinois.gov For assistance with your CRV account please click here. recovering an account, please call the Department of Innovation and Technology help desk at 217-524-3648

Illinois Grant Accountability and Transparency Act
Grantee Portal

Welcome to the Illinois GATA Grantee Portal. To access the Portal you must have an Illinois.gov account.

GATA ID AND AUDIT ID

 When contacting your cognizant agency for assistance it is helpful to have your GATA ID and/or Audit ID



OPEN ACTIVE AUDIT REVIEW

• Scroll down to the "Active Audit Review" section and click on the "View" button. Audits are listed with the most recent at the top to oldest at the bottom.



• After clicking on the "View" button, additional information about the selected audit review is displayed at the top of the screen.



Pay particular attention to the audit period to ensure you are working on the correct year.

PART II – COMPLETING THE CURRENT YEAR AUDIT REVIEW

SUMMARY OF THE AUDIT REVIEW

- Each step of the audit process has to be completed in order
- Start each step by clicking on the corresponding button
- Due Date for Single Audits
 - The due date for steps 2-4 for single audit filers is the earlier of 9 months after the grantee's fiscal year end OR 30 days after the audit has been accepted by the Federal Audit Clearinghouse (FAC). The due dates in the system will change once an audit is accepted by FAC.

Step 1 - Audit Certification Form

The audit certification form is used to determine the type of audit that this organization is required to perform. The submission of this form is required no later that 60 calendar days after the end of the organization's fiscal year.

Audit Certification Form

Due: 8/29/2019

Step 2 - Consolidated Year-End Financial Report

The consolidated year-end financial report (CYEFR) is a breakout of all spending by program and expense category. Every dollar expended in your organization's fiscal year must be reflected in this report.

Consolidated Year-End Financial Report

Due: 12/30/2019

Step 3 - Upload File Requirements

For all audits, a Peer Review Letter or Internal Inspection for 'off-years' is required.

For single and program audits, the audit file pulled from your submission to the Federal Audit Clearinghouse by your state cognizant agency.

For financial audits, you will be required to upload the audit files.

Upload Requirements

Due: 12/30/2019

Step 4 - Data Collection Form

The data collection form gathers information about the audit. It is used to search, filter and route the audit through the review process. It is due immediately after the audit package upload.

Data Collection Form

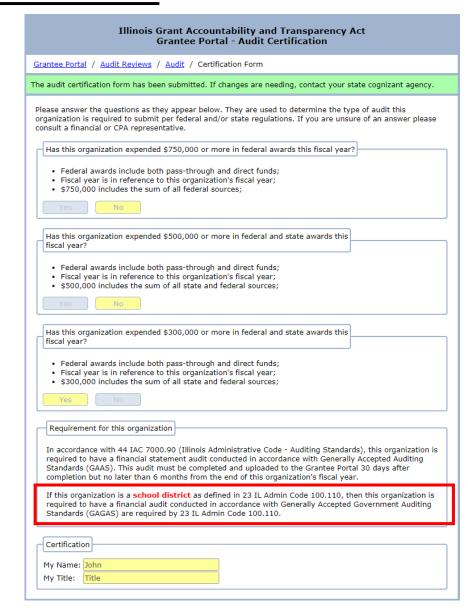
Due: 12/30/2019

Step 5 - Management Decision Letter

Once the audit review process is complete you will be able to view the Management Decision Letter here.

STEP 1 - AUDIT CERTIFICATION FORM

- Question 1 Did the grantee <u>expend</u> \$750,000 or more in <u>Federal</u> grant awards
- Questions 2-3 Did the grantee <u>expend</u> greater than \$500,000 or \$300,000 in <u>State and/or</u> <u>Federal</u> grant awards
 - Please see the following lookup table to determine which ISBE programs are exempt from this calculation: https://www.isbe.net/Documents/FRIS-CSFA-Crosswalk-FY20.pdf
- Question 4 Will a financial statement audit be completed for any other regulatory purpose?
 - This does not include routine monitoring visits. This only includes financial audits performed by an auditing firm.
- IF A DISTRICT ANSWERS YES TO QUESTIONS 3
 OR 4, THEY ARE STILL REQUIRED TO HAVE A
 GAGAS AUDIT PER SCHOOL CODE



STEP 2 - CONSOLIDATED YEAR END FINANCIAL REPORT (CYEFR)

- The CYEFR is completed in the GATA system in Step 2, however, a copy of the CYEFR and in-relation to opinion MUST be a part of the audit package submitted in Step 3.
- Based on the District's internal accounting records, prepared on the same basis of accounting as either the Schedule of Expenditure of Federal Awards (SEFA) (if applicable) OR the Financial Statements if the grantee does not receive a Single Audit
- Total CYEFR expenditures need to agree to total expenditures reported on the Financial Statements
- Total <u>Federal</u> CYEFR expenditures must agree to total Federal expenditures reported on SEFA (if applicable)
- Requires an in-relation to opinion (see slide 18 for an example)

CYEFR - Main Page

- All applicable grants received directly from an Illinois State Agency should be on the CYEFR.
 - There a number of ISBE grants that are exempt and should not be added. See https://www.isbe.net/Documents/FRIS-CSFA-Crosswalk-FY20.pdf for a list of exempt grants.
- Sometimes programs are not automatically added. Use the "Add a Program" button to add grant programs.
- Use the "View" button next to each CSFA # to add expenditures to that section
- Once all sections are complete, use the "Certify & Submit" button at the top
 - NOTE: The In-Relation To opinion is uploaded in Step 3

Illinois Grant Accountability and Transparency Act Grantee Portal - Audit Consolidated Year-End Financial Report

Grantee Portal / Audit Reviews / Audit / CYEFR

Add a Program

Certify & Submit

State Board Of Education (586): Doesn't reconcile

	CSFA #	Program Name	\$ State	\$ Federal	\$ Other	\$ Total
(View)	290-00-0003	Edward Byrne Memorial Justice Assistance Grant Program	0	0	0	0
View	494-00-1290	0-1290 Transit 5339 Bus & Bus Facilities Formula - Non-Urbanized/Rural		0	0	0
View	494-80-1291	Transit 5310 Enhanced Mobility of Seniors and Individuals with Disabilities - Non- Urbanized/Rural	0	0	0	0
View	586-18-0407	National School Lunch Program	0	0	0	0
View	586-18-0410	Summer Food Service Program for Children	0	0	0	0
View		Other grant programs and activities		0	0	0
View		All other costs not allocated			0	0
Totals:				0	0	0

The audit certification form submitted earlier stated your organization expended between \$300,000 and \$500,000 in federal and state awards. This CYEFR totals outside of that range. If there is an error in your audit certification form, please contact your state cognizant agency for assistance.

Please note the following:

- The CYEFR may be pre-populated with programs based on existing awards in the GATA system. These
 programs cannot be removed. If no spending occured in a program leave the amounts at zero.
- Any <u>grant expeditures</u> not associated with funding received through the State of Illinois are to be entered in "Other grant programs and activites". The expenditures must be identified as federal (direct or pass-through) or other funding.
- All other expenditures not associated with state or federal dollars are to be entered in "All other costs not allocated".
- . The grand total must account for all expenditures for the fiscal year and must tie to the audited financials.

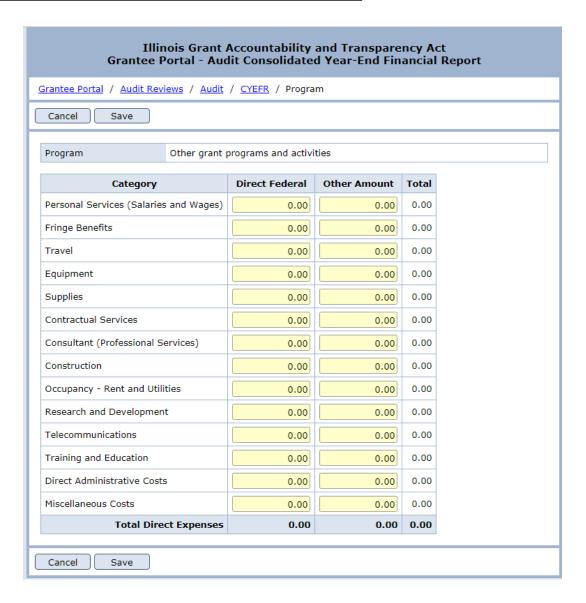
CYEFR — Individual Grant Sections

- Complete the top section of each CSFA section.
 - In almost all situations the program limitations will be "No" and left blank
- In many cases the Mandatory Match % will be "No", but be sure to include the relevant information if the grant has a match requirement.
- Indirect Cost Rate and Cost Rate Base is the approved indirect cost rate and associated base that is utilized for this program. Leave 0% and blank if the program does not utilize indirect costs.
- The "Match Amount" column can be used to report expenditures of local funds for purposes of the specific grant program.
 - Amounts <u>can be</u> reported in this column even if "Mandatory Match" is not required for the specific program
- Expenditure-Grant Projects during the Audit Period The current year grant projects during the audit period. E.g. if you are completing the FY20 CYEFR, these are expenditures from the Project Year 20 grants that occurred between 7/1/19 6/30/20
- Prior year project lapse expends in CY Current year expenditures from prior year grant projects. E.g. if you are completing the FY20 CYEFR, these are expenditures from the Project Year 19 grant that occurred after 6/30/19
- After all expenditures are entered, <u>press the "Save" button</u> to complete the section. <u>Totals do not update in real-time</u>, but will update once the "Save" button <u>is pressed.</u>



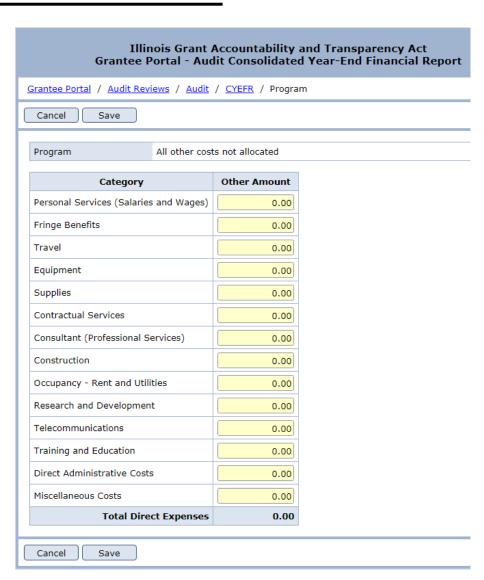
CYEFR - Other Grant Programs & Activities

- Expenditures from Federal grants awarded by a non-State agency should be reported under the "Direct Federal" column
 - For example: Expenditure of IDEA funds received from a Special Education Cooperative would be reported here
- Expenditures from non-Federal grants awarded by a non-State agency (e.g. an ROE) should be reported under the "Other Amount" column



CYEFR - All Other Costs Not Allocated

- All other non-grant expenditures are reported in this section.
- After all of the CYEFR sections are complete:
 - All "CSFA sections" + "Other grant programs & activities" + "All other costs not allocated" = Total Expenditures reported on grantee's financial statements
 - See example on next slide for Government Wide Statements
 - For District's without Government Wide Statements, use the total expenditures for all funds reported on line 19 of the AFR Account Summary 7-8 tab.
- Total can be reported under the "Miscellaneous Costs" category, it is not necessary to break it out per category.



<u>CYEFR - All Other Costs Not Allocated</u> GOVERNMENT WIDE TIE OUT EXAMPLE

Illinois Grant Accountability and Transparency Act Grantee Portal - Audit Consolidated Year-End Financial Report

Grantee Portal / Audit Reviews / Audit / CYEFR

Add a Program | Certify & Submit

	CSFA #	Program Name	\$ State	\$ Federal	\$ Other	\$ Total
View	478-00-0251	Medical Assistance Program	0	102,241	0	102,24
View	586-18-0406	School Breakfast Program	0	481,757	0	481,75
View	586-18-0407	National School Lunch Program	0	1,398,230	0	1,398,23
View	586-18-0410	Summer Food Service Program	0	27,861	0	27,86
View	586-18-0413	Fresh Fruit and Vegetables	0	102,660	0	102,66
View	586-18-0868	Early Childhood Block Grant	1,424,616	0	0	1,424,61
View	586-18-2330	Non-Cash Commodity Value	0	118,710	0	118,71
View	586-44-0414	Title I - Low Income	0	1,858,420	0	1,858,42
View	586-44-1082	Title I - School Improvement and Accountability	0	18,554	0	18,55
View	586-47-0430	Title II - Teacher Quality	0	201,531	0	201,53
View	586-84-1531	State Program - After School Programs	74,400	0	0	74,40
View		Other grant programs and activities		689,761	0	689,76
View		All other costs not allocated			41,388,392	41,388,39
		Totals:	1,499,016	4,999,725	41,388,392	47,887,13

Please note the following:

- The CYEFR may be per-populated with programs based on existing awards in the GATA system. These
 programs cannot be removed. If no spending occurred in a program leave the amounts at zero.
- Any grant expenditures not associated with funding received through the State of Illinois are to be entered in "Other grant programs and activities". The expenditures must be identified as federal (direct or pass-through) or other funding.
- All other expenditures not associated with state or federal dollars are to be entered in "All other costs not allocated".
- The grand total must account for all expenditures for the fiscal year and must tie to the audited financials.

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS FOR THE YEAR ENDED JUNE 30, 2019

		PROGRAM	/ REVENUE	NET (EXPENSES) REVENUE AND CHANGES IN NET POSITION	
FUNCTION DECORATE			GOVERNMENTAL		
FUNCTIONS/PROGRAMS	EXPENSES	SERVICES	CONTRIBUTIONS	ACTIVITIES	
Governmental activities					
Instruction:					
Regular programs	\$ 12,667,523	\$ 171,354	\$ 50,363	\$ (12,445,806)	
Special programs	4,007,178	-	5,282,293	1,275,115	
Other instructional programs	1,253,560	-	2,602	(1,250,958)	
State retirement contributions	10,092,927	-	10,092,927	-	
Support Services:					
Pupils	1,879,962	-	400.054	(1,879,962)	
Instructional staff	1,992,017	-	198,654	(1,793,363)	
General administration School administration	1,709,332 1,971,193	-	-	(1,709,332)	
Business	2.295.595	35.011	2.161.332	(1,971,193) (99,252)	
Transportation	2,157,951	30,011	1,343,543	(814,408)	
Operations and maintenance	2,893,293	11.870	1,010,010	(2.881.423)	
Central	1,555,077	- 11,070		(1,555,077)	
Other supporting services	40.762			(40.762)	
Community services	171,507	-	-	(171,507)	
Payments to other districts and gov't units -				,	
excluding special education	223,023	-	-	(223,023)	
Interest and fees	2,976,233	-		(2,976,233)	
Total governmental activities	47,887,133	\$ 218,235	\$ 19,131,714	(28,537,184)	
	General revenue	5:			
	Taxes:				
	Real estate ta	7,035,181			
	Real estate ta Real estate ta	2,123,056 3,460,205			
	Personal prop	176.255			
	State aid-formu	17,979,690			
	Investment inco	392.828			
	Miscellaneous	29,296			
	Total genera	31,196,511			
	Change in net p	2,659,327			
	Net position, be	Net position, beginning of year			
	\$ 20,595,697				

STEP 3 – UPLOAD FILE REQUIREMENTS

- Required files should be uploaded as a searchable PDF
- Required files can be uploaded as separate PDFs or as one large PDF document
 - Ensure that all files listed under the "File Content Requirements" are included BEFORE "SAVE AND SUBMIT". If you need to come back and upload files later, use the "Save Only" button!
- The <u>Peer Review letter</u> is often referred to as the "Report on Firm's System of Quality Control"
 - Letter issued to the grantee's audit firm from another audit firm
 - NOT the letter provided by the AICPA
 - Ensure the letter is up-to-date and covers the audit period (through the report date)
 - If the most current report is not available, then supporting documentation showing the firm is in the process of getting a peer review is required.
- ALL audit findings (financial statement, program, etc.) require an associated corrective action plan.

Illinois Grant Accountability and Transparency Act **Grantee Portal - Audit Upload** Grantee Portal / Audit Reviews / Audit / Upload Save & Submit Save Only Disclaimer: The file content requirements and the audit type shown are based on the Audit Certification Form previously submitted by this organization. Please consult your financial or CPA representative to make sure these are the correct requirements. If they are not, you must contact your State of Illinois cognizant agency to request the certification form be returned for editing. When the files are selected, click the "Save & Submit" button. File Content Requirements for Financial Audit Financial Statements (200.510(a)). 2. Independent Auditor's Report (200.515). 3. Consolidated Year-End Financial Report w/in Relation to Opinion. 4. Peer Review Letter or Internal Inspection for 'off-years'. 5. Summary Schedule of Prior Audit Findings (200.511(b)), if applicable. 6. Corrective Action Plan (200.511(c)), if applicable. 7. Management Letters and any other communications from the auditor required by AU325, if applicable. File Type Requirements · Files must be PDF (Adobe Acrobat Portable Document Format). Files must not have a password and must be searchable, unlocked, and unencrypted. Files must be less than 30 MB in size. Delete file Peer Review Report.pdf Choose file Choose file Choose file Choose file Choose file Choose file

STEP 3 — UPLOAD FILE REQUIREMENTS CYEFR IN RELATION TO OPINION EXAMPLE

IMPORTANT REMINDERS:

- The CYEFR opinion and CYEFR schedule must be included together in the audit package upload.
- A PDF copy of the CYEFR schedule MUST be included with the rest of the audit files submitted in step 3.
- When is a <u>CYEFR Opinion*</u> NOT required?
 - If the organization certifies yes to question 4 on the audit certification (less than \$300k in grant expenditures)
 - If the organization has a single audit <u>AND</u> does not report expenditures from applicable state grant programs on the CYEFR (CYEFR has \$0 in total state grant expenditures)
 - Any organization subject to audit by the OAG is not subject to the in relation to opinion requirement (e.g. Regional Office of Education)

*The CYEFR itself is required for ALL grantees, the opinion is not required for the cases mentioned above

INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION

To the Board of Education Prairie-Hills Elementary School District 144 Markham, Illinois

We have audited the modified cash basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Prairie-Hills Elementary School District 144, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Prairie-Hills Elementary School District 144's basic modified cash basis financial statements. We issued our report thereon dated November 20, 2019, which contained unmodified opinions on those financial statements.

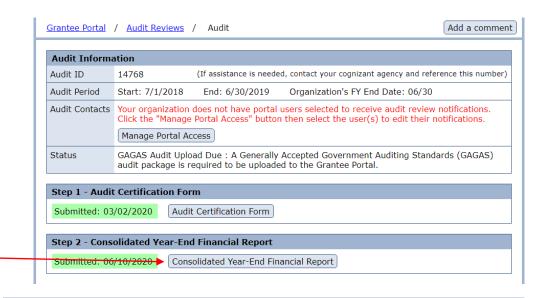
Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The Consolidated Year-End Financial Report is presented for purposes of additional analysis and is not a required part of the basic financial statements. 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Consolidated Year-End Financial Report is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Baker Tilly Virchaw Krause, LP

Oak Brook, Illinois November 20, 2019

How to get a PDF copy of the CYEFR

- Complete and submit your CYEFR in step 2
- After 10-15 minutes, navigate back to the current year active audit review and click on the Consolidated Year-End Financial Report button



Grantee Portal / Audit Reviews / Audit / CYEFR

The CYEFR has been submitted. If changes are needed, contact your state cogniz

PDF Report Excel Report

	CSFA #	Program Name	\$ State
View	444-80-0848	Early Childhood Programs	(
View	494-00-1290	Transit 5339 Bus & Bus Facilities Formula - Non-Urbanized/Rural	(
View	494-80-1291	Transit 5310 Enhanced Mobility of Seniors and	(

STEP 4 – DATA COLLECTION FORM

- Not required for grantees that complete a Single Audit (answered "Yes" to Question 1 in the audit certification form)
- Complete all the sections in the Data Collection form by clicking on the "Edit" button
- Most of the information can be obtained from the grantee's audit firm
- Once the form is complete, submit the form by clicking on the "Submit" button



PART III – COMMON ISSUES

CONSOLIDATED YEAR END-FINANCIAL REPORT

- Expenditures were reported in the wrong column (State vs Federal)
 - https://www.isbe.net/Documents/FRIS-CSFA-Crosswalk-FY20.pdf
 - FRIS Code 3000's are State, FRIS Code 4000's are Federal
- A specific grant was left off or was included in error
 - Use the Crosswalk table above to determine if a grant should be included on the CYEFR as an individual section
 - Exempt grants are included with the All Other Costs Not Allocated section
- Grant expenditures did not reconcile with agency records
 - ISBE reconciles to FRIS expenditure reports (disbursements for nutrition based programs)
 - FRIS Inquiry should be used as a tool, but **SHOULD NOT BE USED AS OFFICIAL RECORDS.** The CYEFR and other audit schedules should be prepared using the grantees' books and records
 - Small variances are expected and acceptable in some situations
- All Other Costs Not Allocated was not completed
 - This section MUST be completed so total CYEFR expenditures agree to total financial statement expenditures
- Make sure to complete the CYEFR before the due date to allow enough time for your auditors to review the CYEFR and issue their opinion prior to the audit / AFR being completed

AUDIT PACKAGE SUBMISSION/DATA COLLECTION FORM

• The audit package is missing CYEFR in-relation to opinion

- All audits* require a CYEFR in-relation to opinion. If the audit package does not have a copy
 of the CYEFR AND the in-relation to opinion, then the package will be returned.
 - *Grantees that have an audit and certify yes to question #4 on the audit certification form (less than \$300k grant expenditures) are not required to have a CYEFR opinion, but **ARE** required to complete a CYEFR.
 - *Grantees without State grant expenditures (\$0 total in the State column on the CYEFR) <u>AND</u> submit a single audit are not required to have a CYEFR opinion, but <u>ARE</u> required to complete a CYEFR.

The Peer Review Letter is missing or is outdated

- All audits (except for those issued by the Office of the Auditor General, i.e. ROE audits)
 require a copy of the audit firm's Peer Review Letter
- Request the "Report on Firm's System of Quality Control" from your audit firm
- The Peer Review Letter is good for 3 years and must cover the audit report date
 - If the letter does not cover the audit report date, then you must provide additional evidence from your audit firm that they are currently enrolled in the peer review program and are waiting for their review to be finalized/issued

<u>OTHER</u>

Corrective action plan is missing

- The audit package will be returned for any audit finding that does not have an associated corrective action plan
- The corrective action plan should contain the following: the issue noted (reference to the finding number), the plan to correct the issue, the anticipated completion date, and the individual responsible for overseeing implementation
- The corrective action plan should be completed on the grantee's letterhead

FEIN in GATA Portal does not match FEIN used for the Federal Audit Clearinghouse

 Make sure to use the same FEIN in the GATA Portal that is used when submitting single audits to the Federal Audit Clearinghouse

Non-Cash Commodities

- Non-cash commodities need to be included on the CYEFR as Federal expenditures (CSFA: 586-18-2330)
- Annual look-up table is published here: https://www.isbe.net/fdp (under the "Value of USDA Foods Data")