

Wyoming Department of Health
Aging Division, Community Living Section

Audit Requirements for Contractor/Subrecipients
July, 2018



I. Audit Requirements

Aging Division Contractor/Subrecipients

Following are the current minimum requirements for submission of audits and/or financial information to the Aging Division. Please note that the amounts listed apply to all Federal funds received through the Wyoming Department of Health.

- i. Subrecipients expending \$750,000 or more in Federal funds must have an independent audit every year.¹
- ii. Subrecipients expending \$500,000-\$749,999 in Federal funds must have an independent audit every three years and will provide annual financial statements and copies of income tax returns each year for which an audit is not conducted.
- iii. Subrecipients expending \$100,000 - \$499,999 in Federal funds must have an independent audit every five (5) years and will provide annual financial statements and copies of income tax returns each year for which an audit is not conducted.
- iv. Subrecipients expending less than \$100,000 in Federal funds are not required to have an audit but must provide annual financial statements and copies of income tax returns each year.

These are the Wyoming Department of Health Audit Requirements only. Any organization receiving more than a total of \$750,000 in Federal funds must still follow the Federal guidelines and requirements outlined in the Uniform Grants Guidance, Subpart A-F.

Annual financial statements must provide a complete and detailed picture by category, of both income and expenditures, plus assets and liabilities per generally accepted accounting procedures. Please see Section II. For more audit information.

¹ See 2 C.F.R. §200.501

II. Compliance with State and Federal Audit Requirements

The Department of Health, Aging Division, and their subrecipients are required to follow all State of Wyoming laws and rules pertaining to audits, plus Federal administrative grant and audit regulations. As a part of meeting the audit standards for Federal and State awards, the Aging Division annually provides subrecipients with an Audit Information Questionnaire, which must be completed in its entirety and submitted to the Aging Division.

Audits shall be conducted in accordance with the General Accounting Office's Standards of Audit of Governmental Organizations, Programs, Activities, and Functions; the Guidelines for Financial and Compliance Audits of Federally Assisted Programs; and generally accepted auditing standards established by the American Institute of Certified Public Accountants. The subrecipient is responsible for selecting an appropriate qualified auditor.

DISCLAIMER: This Policy and materials available on the Community Living Section website are for informational purposes only and not for the purpose of providing legal or financial advice. Each subrecipient is responsible for understanding their organization's legal and fiscal responsibilities, and for complying with all directives and amendments established in State of Wyoming and Federal audit requirements. Please consult your attorney, auditor and accountant to determine specific requirements for your organization. A listing of important resources is included at the end of this document, for your further information.

WYOMING DEPARTMENT OF HEALTH AUDIT REQUIREMENTS:

- i. Aging Division Annual Audit requirement can be satisfied by Section I of these Policies.** Chapter 6, Section 1(c), of the Aging Division's Operational rules require annual audits by each grantee for each program funded in the project period.² Since 2006, this requirement has been satisfied according to the funding level requirements provided in Section I of Policies.³
- ii. Audit Information Questionnaire:** The Wyoming Department of Health, Aging Division, will provide an Audit Information Questionnaire to each subrecipient annually. The questionnaire will be kept on file, as required by the Aging Division's independent auditor, and State and Federal law.
- iii. Single Audit Submission Requirements:** Following each audit, subrecipients shall submit one full copy of the completed audit to the Wyoming Department of Health, Aging Division. The audit shall be complete and submitted to the Aging Division within 30 days after subrecipient's receipt of the auditor's report, or nine months after the end of the audit period, whichever comes first.

FEDERAL AUDIT REQUIREMENTS:

- I. Exemption when Federal awards expended are less than \$750,000:** Non-Federal entities that expend less than \$750,000 a year in Federal funds are, in general, exempt from Federal audit requirements for that year.⁴ However, records must be available for review or audit by the appropriate Federal and State officials.
- II. Non-Federal entities with annual Federal expenditures of \$750,000 or more:** Non-federal entities that expend \$750,000 or more in a year in Federal funds should refer to the provisions contained in the Uniform Grants Guidance, Subpart A-F.
- III. Single Audit Submission:** Following each required audit, and the submission of the audit package and forms to the Federal clearinghouse designated by OMB, the subrecipient shall submit one complete copy of the audit report to the Wyoming Department of Health, Aging Division.

The Uniform Grants Guidance can be found on the Electronic Code of Federal Regulations:

https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

² Wyoming Department of Health, Aging Division, Operational Rules, Chapter 6, Section 1(c), "Annual audits will be conducted by each grantee for each of the programs funded in the project period."

³ See FISC-2006-001.

⁴ See 2 C.F.R. §200.501(d)

Wyoming State Statutes and rules can be found at the following websites:

<http://legisweb.state.wy.us/>

<http://www.state.wy.us/>

<http://soswy.state.wy.us/>