DATE: \_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBRECIPIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Management Decision on Financial Report

We have reviewed the \_\_\_\_\_\_\_\_\_ [NAME OF FINANCIAL REPORT] (the “financial report”) submitted by \_\_\_\_\_\_\_\_\_ [NAME OF SUBRECIPIENT] for the fiscal year ended \_\_\_\_\_\_, 20\_\_\_ to determine whether it complies with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Reporting and Monitoring Requirements contained in the Sub-Recipient Agreement] (the “requirements”).

**[SELECT APPROPRIATE PARAGRAPHS BELOW AND TAILOR AS NEEDED]**

No findings and no further action required

The financial report complies with the requirements and has been accepted. There are no findings noted in the financial report so there is no further action required.

Findings with adequate corrective action plan

The financial report complies with the requirements and has been accepted. We have received an adequate corrective action plan for the findings noted in the financial report. Please be sure that these finding are corrected according to the corrective action plan and included in the “status of prior year findings” portion of next year’s financial report.

Report submitted late

The financial report was not submitted within six months of the end of the contract year. Future reports must be submitted timely or funding could be adversely affected.

Report excluded disclosure of de minimus rate

§200.510 of the Uniform Guidance requires the Schedule of Expenditure of Federal Awards to include notes that describe whether or not the auditee elected to use the 10% de minimis cost rate as covered in §200.414. Future reports must include this disclosure.

The financial report does not comply with the requirements and has not been accepted because:

* Single audit report required but not submitted

Our records indicate that the amount of federal grant funds passed through to \_\_\_\_\_\_\_ [NAME OF SUBRECIPIENT] should have required a single audit report but only \_\_\_\_\_\_\_\_[DESCRIBE FINANCIAL REPORT REVIEWED] was received. Please submit a single audit report for the year ended \_\_\_\_\_\_\_, 20\_\_\_.

* GAGAS report required but not submitted

The financial report submitted was not conducted in accordance with Generally Accepted Government Auditing Standards (“GAGAS”). Please submit a financial report that has been audited in accordance with GAGAS for the year ended \_\_\_\_\_\_\_\_\_, 20\_\_\_.

* Pass-through entity funds not identified in report

The financial report submitted did not identify all funds we provided you by contract number, contract amount, contract period and amount expended during the fiscal year by funding source. Please send a schedule that identifies this information.

* No corrective action plan

No corrective action plan related to the findings noted in the financial report was received. This plan is required to be submitted within \_\_\_\_ days of issuance of your financial report. Please send corrective action plan describing for each finding what corrective actions will be performed, who is responsible for each action and by what date each action will be performed.

* Inadequate corrective action plan

The corrective action plan received is not adequate because \_\_\_\_\_\_\_\_\_\_. Please send a revised corrective action plan.

* Prior year findings exist but not in report

No schedule of prior year findings was included in the financial report even though \_\_\_\_\_\_\_ [NAME OF SUBRECIPIENT] had prior year findings. Please submit a letter that lists each finding from your financial report for the year ended \_\_\_\_\_\_\_, 20\_\_\_ and describe the current status of each.

* Management comment letter exists but not submitted

A management comment letter from \_\_\_\_\_\_\_ [NAME OF SUBRECIPIENT]’s auditor was referred to in the financial report but not submitted. Please send the management comment letter.

Include if any bullets of previous paragraph apply

In order to clear the deficiency(ies) noted above, please submit the required documents by \_\_\_\_\_\_\_ [DATE OF LETTER ABOVE PLUS 60 DAYS (FOR FIRST 2 BULLETS LISTED ABOVE) OR 30 DAYS (FOR OTHER BULLETS ABOVE)]. These document(s) should be sent to me at the address shown below.

Always include

If you have questions about this matter, please contact me at the email address or phone number shown below.

Sincerely,

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_