COMPLIANCE & ASSURANCE

# Quarterly Single Audit Preparation Guideline

FOR FEDERALLY QUALIFIED HEALTH CENTERS

A year-round rhythm for staying audit-ready under *2 CFR 200* Uniform Guidance — from establishing the foundation in Q1 to delivering a clean submission package in Q4.

| Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|
| Establish the Foundation | Mid-Year Compliance Testing | Pre-Audit Readiness & Risk | Final Audit Preparation |

## Q1 ESTABLISH THE FOUNDATION

- [ ] Identify and document all federal awards, including AL numbers and grant periods.
- [ ] Establish financial tracking systems to track expenditures by program.
- [ ] Document internal controls over compliance. 2 CFR 200.303
- [ ] Perform quarterly reconciliations between GL, reports, and draws.
- [ ] Verify corrective actions from prior audits are implemented.

## Q2 MID-YEAR COMPLIANCE TESTING

- [ ] Update the SEFA year-to-date. 2 CFR 200.510
- [ ] Test allowable costs in accordance with cost principles. 2 CFR 200, Subpart E
- [ ] Test compliance with grant terms and conditions.
- [ ] Evaluate internal control effectiveness and document results.

## Q3 PRE-AUDIT READINESS & RISK

- [ ] Prepare a near-final SEFA with complete and accurate reporting.
- [ ] Perform a mock audit by tying SEFA to GL and reports.
- [ ] Expand compliance testing for high-risk areas.
- [ ] Reassess internal controls and address deficiencies.
- [ ] Begin assembling audit PBC documentation.

## Q4 FINAL AUDIT PREPARATION

- [ ] Finalize SEFA in accordance with Uniform Guidance.
- [ ] Perform final compliance review of all expenditures.
- [ ] Confirm internal controls operated effectively throughout the year.
- [ ] Ensure corrective actions are complete and documented.
- [ ] Prepare final audit submission package — financial statements, SEFA, supporting schedules.