**Office of Sponsored Projects**

# 525 S. Beaver Street

# Flagstaff, AZ 86011

# Science Annex Building #20, 4th floor

Phone (928) 523-4880 / Fax (928) 523-1075

**Audit Certification Form**

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| **SECTION A. Internal Control Certification**  |
| Subrecipient Name |       |
| We are not subject to the provisions of Uniform Guidance, Subpart F, Audit Requirements (See §200.500) because our organization:[ ]  Expends less than $750,000 in federal awards annually[ ]  In a non-U.S. entity[ ]  Is a for-profit entity[ ]  Other:       |
| Please answer all questions below. Do not leave any question blank. Indicate if a question is “Not Applicable” (N/A)  |
| [ ]  Yes | [ ]  No | [ ]  N/A | External independent audits of my organization have been completed accurately for my organization’s most current fiscal year ending\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
| [ ]  Yes | [ ]  No | [ ]  N/A | Is your organization’s financial system in accordance with U.S. generally accepted accounting principles, and1. Does it have the capability to identify, in its accounts, all external awards received and expended and the external programs under which they were received?
2. Do you maintain internal controls to assure that you are managing external awards in compliance with applicable laws, regulations and the provision of contracts or grants?
 |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that awarded funds are expended only for allowable activities and that the cost of goods and services are allowable, in accordance with applicable cost principles and authorized by the approves award budget? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants, contracts and cooperative agreements? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have polices and procedure in place to ensure that funds are requested in accordance with the award payment schedule if a fixed price award, or as reimbursement for expenditures only after the costs have been incurred if a cost reimbursable award? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that subawards are issues only to eligible subrecipients and that amounts provides to or on behalf of eligible individuals or groups of individuals are calculated in accordance with award requirements? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that proper records are maintained for equipment acquisitions, equipment is adequately safeguarded and maintained, dispositions or encumbrances of any equipment or real property are in accordance with applicable requirements, and the prime sponsor is appropriately compensated for its share of any property sold or converted to an alternate use? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that matching or level of effort requirements are met using only allowable funds or costs which are properly calculated and valued? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that awarded funds are used only during the authorized period of performance? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that the procurement of goods and services is made in compliance with applicable regulations governing competitive pricing, proper authorization and approval of expenditures for goods and services, and prevention or procurement from suspended or debarred parties? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Are all disbursements properly documented with evidence of receipt of goods or performance of services? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that program income is correctly earned, recorded, and used in accordance with program requirements? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure compliance with applicable requirements for real property acquisition, appraisal, negotiation and relocation? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that submitted reports include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with award requirements? |
| [ ]  Yes | [ ]  No | [ ]  N/A | Does your organization have policies and procedures in place to ensure that your subrecipients are provided with flow-through award information and compliance requirements, that subrecipient activities are monitored, that subrecipient audit findings are resolved (including appropriate corrective action), and that the impact of any subrecipient noncompliance is evaluated and addressed? |

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| **SECTION B. Additional Documents** |
| ATTACHED ARE THE FOLLOWING: (If URL link is not available) |
| [ ]  Yes | [ ]  No | [ ]  N/A | Recent Financial Statements External Review or External Audit Report |
| [ ]  Yes | [ ]  No | [ ]  N/A | Financial Statements, Audited or Unaudited |
| [ ]  Yes | [ ]  No | [ ]  N/A | Indirect Cost Agreement |

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| **SECTION C. Certification** |
| I have completed this Internal Control Certification in its entirety. True and correct information concerning my organization’s finances and fiscal policies have been provided in this Audit Certification and in any attached financial statements and/or external audit reports covering the fiscal year noted above.       |
|  | Name/Title/Department      |  | Signature      |  |
|  | Address      |  | City, State, Zip      |  |
|  | Phone      |  | Email      |  |
|  | DUNS No. (DUNS + 4 if applicable) / EIN |  | Date |  |