



Wegner CPAs

# Getting Ready for the Single Audit

Strengthen Controls, Improve Documentation, and  
Prepare with Confidence

Presented by April Campbell and Jolene Giese



AIU	1,822	HJI	20,369	WWE	890	PLD	6,350	EER	10,985	ORT	665
	(-35)	(+580)	(-20)	(+35)	(+189)	(-200)	(+580)	(-15)			
MBC	3,405	LJH	9,542	MJB	2,609	PON	7,654	NFR	4,522	UGH	1,632
	(+210)	(-128)	(+35)	(+122)							
YBV	3,204	QMN	5,211	MMJ	7,100	IT	7,150	KLM	782	CCX	1,901
	(-33)	(+156)	(-40)	(-150)	(-74)						
MBB	3,320	WFF	712	HJM	134	OL	2,022	SDH	631		6,287
	(-190)	(-12)	(-5)	(-18)	(-40)						

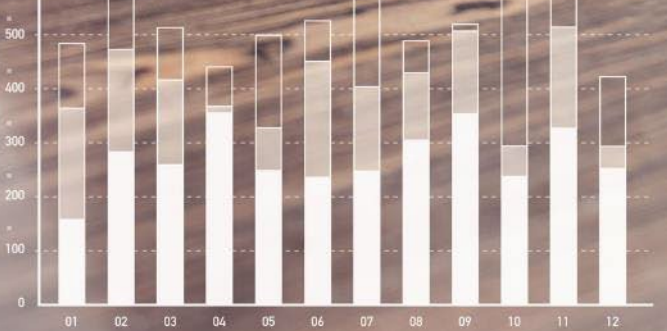


# Welcome

- This presentation is being recorded and will be emailed to you after the event along with the slide deck.
- Submit any questions using the Q&A feature at the bottom of your screen



KEE	485	A	8,369,000
NAH	8,569		189,381,000
QOP	6,602		102,698,000
TIK	890		24,697,000
WIG	6,280		76,002,000
AHD	2,436		57,610,000





# Presenters



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With over 30 combined years of experience in public accounting, April and Jolene have built careers specializing in nonprofit organizations, bringing deep expertise in financial reporting, compliance, and advisory services. They both have extensive experience conducting and overseeing Single Audits in accordance with the Uniform Guidance, and is known for a thorough, detail-oriented approach to audit and compliance requirements. In addition to audit services, April and Jolene provide consulting services to nonprofit clients, helping them navigate Uniform Guidance, single audits, written policies and procedures, and strengthen internal controls over compliance.



# Agenda

A successful Single Audit starts before the auditor arrives

Objectives:

1. Improve internal controls that support audit success
2. Understand common documentation gaps and how to close them
3. Demonstrate allowability, procurement, and time and effort compliance
4. Implement simple steps to improve audit readiness across teams



# Understanding the Single Audit

- Required for non-federal entities with  $\geq$ \$1,000,000 in federal awards (fiscal years beginning 10/1/2024 and after)
- Focus on:
  - Compliance with federal requirements
  - Effectiveness of internal controls
- Includes financial and compliance components

# Key Risk Areas in Single Audits

- Weak or undocumented internal controls
- Inadequate support for costs
- Noncompliance with procurement rules
- Poor time and effort tracking

# Designing Strong Internal Controls

Segregation of duties

Authorization and approval processes

Ongoing monitoring

Embed compliance into day-to-day operations



# Internal Controls – Examples



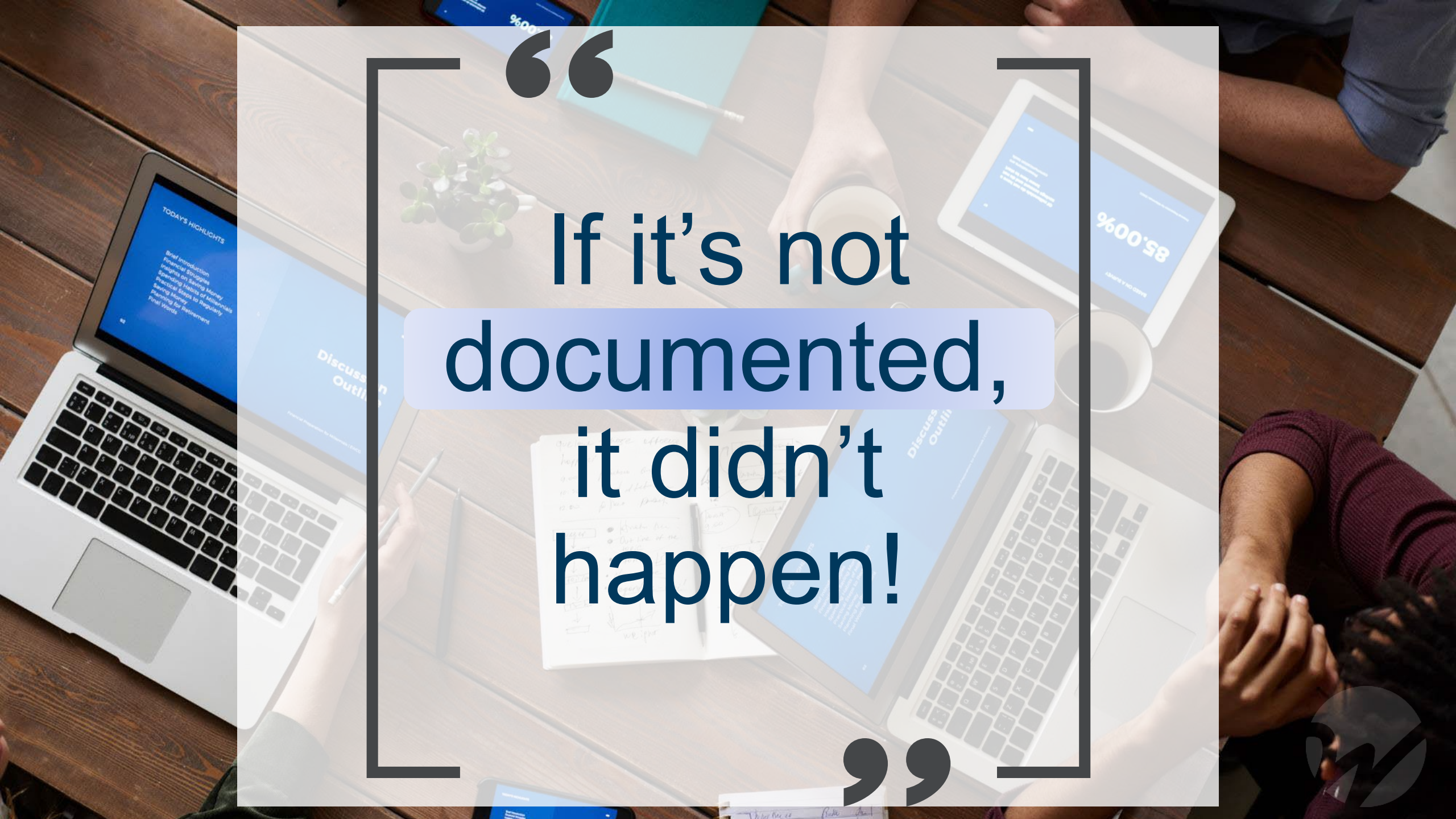
PAYROLL: SUPERVISOR  
SIGN-OFF ON TIMESHEETS



PROCUREMENT:  
COMPETITIVE BIDDING  
DOCUMENTATION



TRAVEL: PRE-APPROVAL  
AND POLICY ADHERENCE



“

If it's not documented, it didn't happen!

”



# Documentation: The Backbone of Audit Readiness

- Common internal control documentation gaps:
  - Lack of written policies and procedures
  - Missing evidence of review and approval
  - Weak or incomplete segregation of duties
  - Inconsistent or missing compliance monitoring logs
  - Control activities not tied to federal requirements
- Common compliance documentation gaps:
  - Missing or incomplete timesheets
  - Lack of source documentation
  - Incomplete procurement records
  - Inconsistent cost allocation support
  - Failure to document subrecipient monitoring

# Closing Documentation Gaps



Review and update policies and procedures regularly.



Use standardized templates and checklists



Conduct regular file reviews



Train staff on documentation expectations

# Demonstrating Compliance: Allowability

Align activities and costs with federal program purpose

Reference Uniform Guidance (2 CFR 200 Subpart E)

Maintain support: invoices, approvals, cost allocation





# Demonstrating Compliance: Procurement

Follow your documented procurement procedures

Thresholds: Micro-purchase, small purchase, sealed bids, competitive proposals

Include: bids, quotes, rationale for vendor selection, suspension/debarment

<https://www.youtube.com/watch?v=gnw-JeGYp9w>

# Demonstrating Compliance: Time and Effort

## Options:

- Personnel Activity Reports
- Certifications

- Must reflect actual work performed



# Simple Steps to Improve Audit Readiness



Assign an internal audit lead



Maintain a centralized space to store and maintain documentation



Use a monitoring checklist to perform periodic compliance check-ins



Communicate expectations across teams

# Leverage Existing Resources



01

Federal guidance (Uniform Guidance, Compliance Supplement)

02

Training materials from pass-through entities

03

Internal expertise, peer networks, and Wegner compliance consulting



# Final Tips for Success

Prepare year-round, not just during audit season



Keep communication open with your auditor and consultant



# THANK YOU



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