Wegner CPAs

Getting Ready for the Single Audit

Strengthen Controls, Improve Documentation, and Prepare with Confidence

Presented by April Campbell and Jolene Giese

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

Presenters

April Campbell

MANAGER

608-442-1972

april.campbell@wegnercpas.com

Jolene Giese

SENIOR MANAGER

608-442-1936

jolene.giese@wegnercpas.com

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

- 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

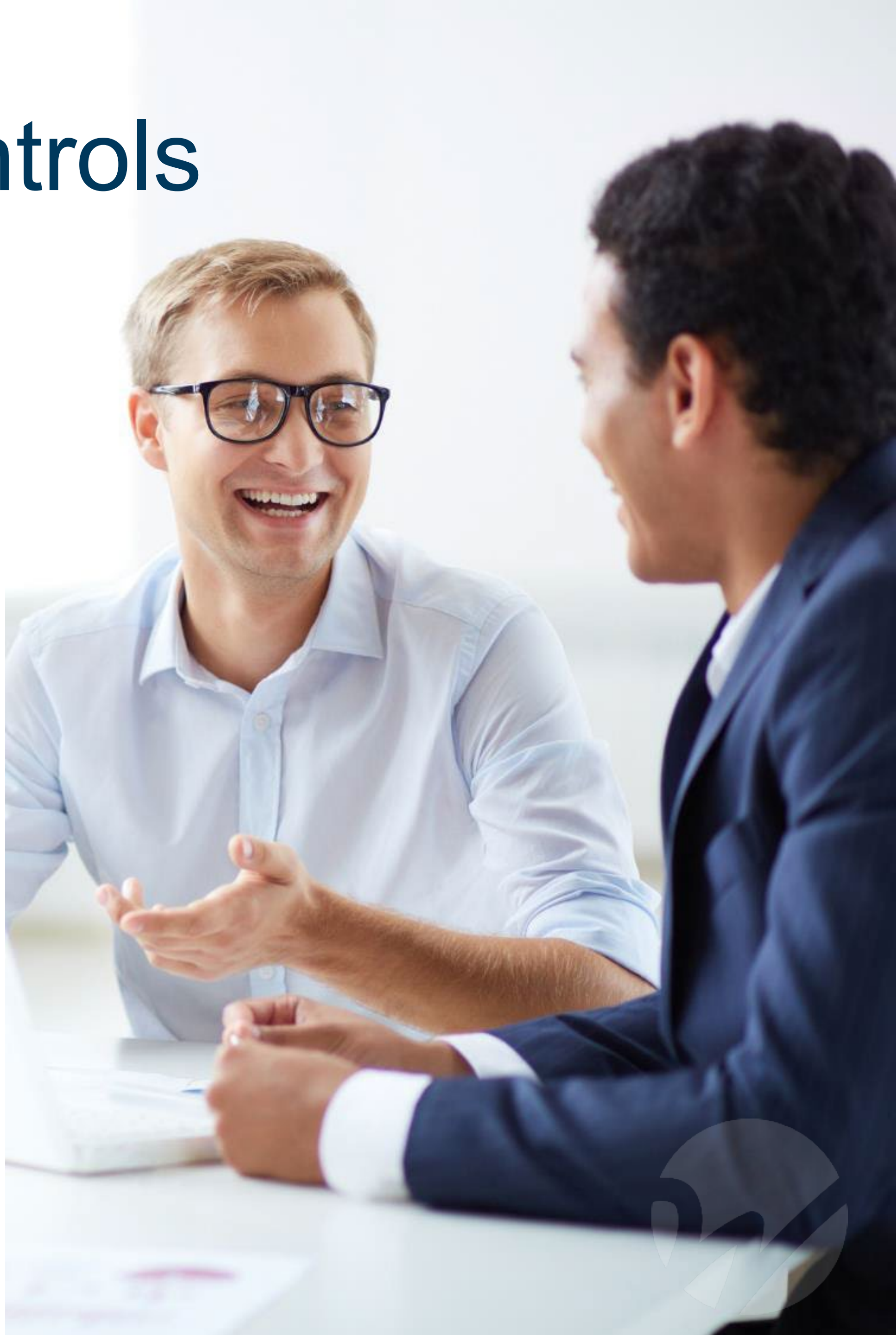
Designing Strong Internal Controls

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

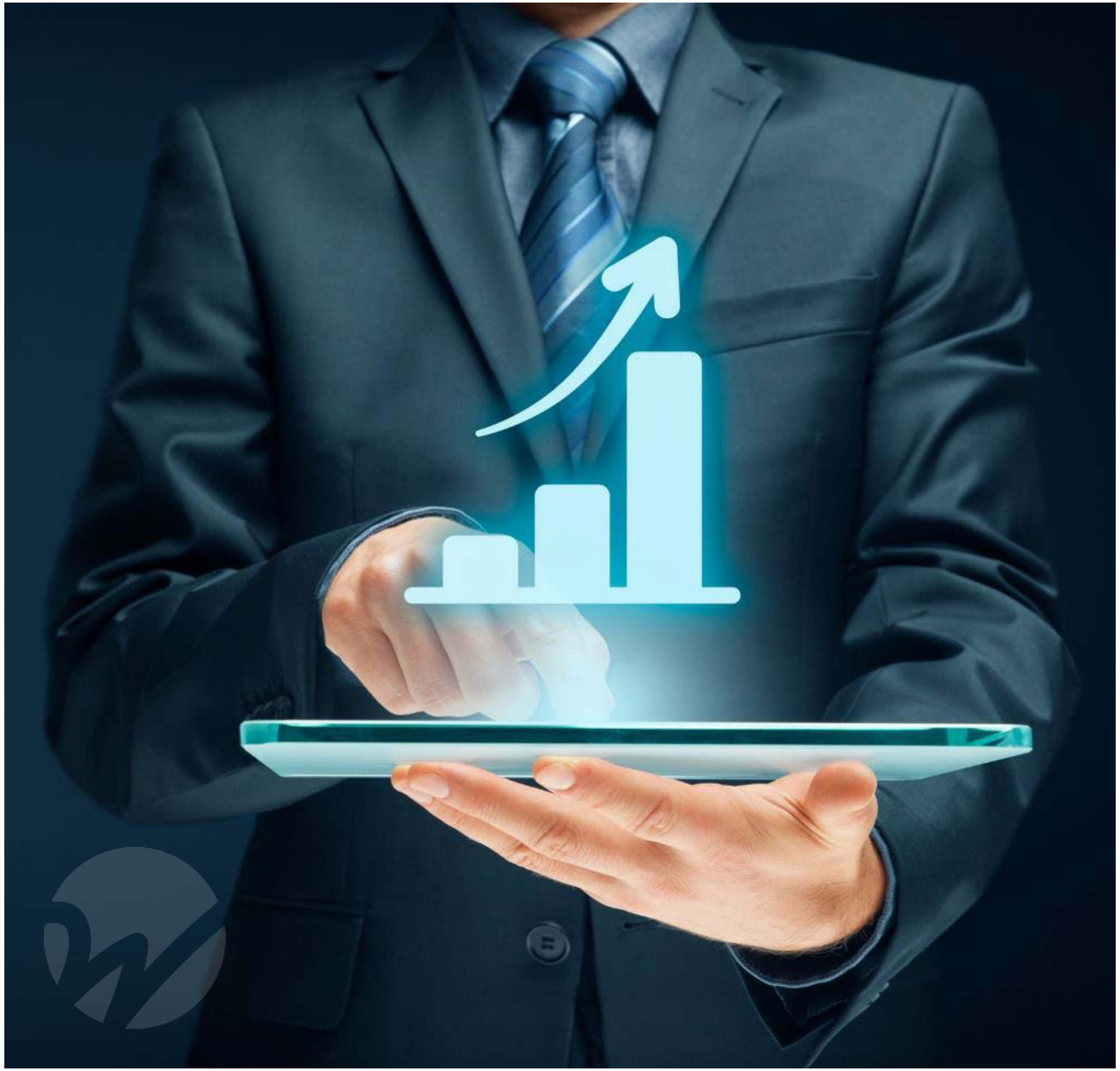
- Review and update policies and procedures regularly.
- Use standardized templates and checklists
- Conduct regular file reviews
- Train staff on documentation expectations

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:

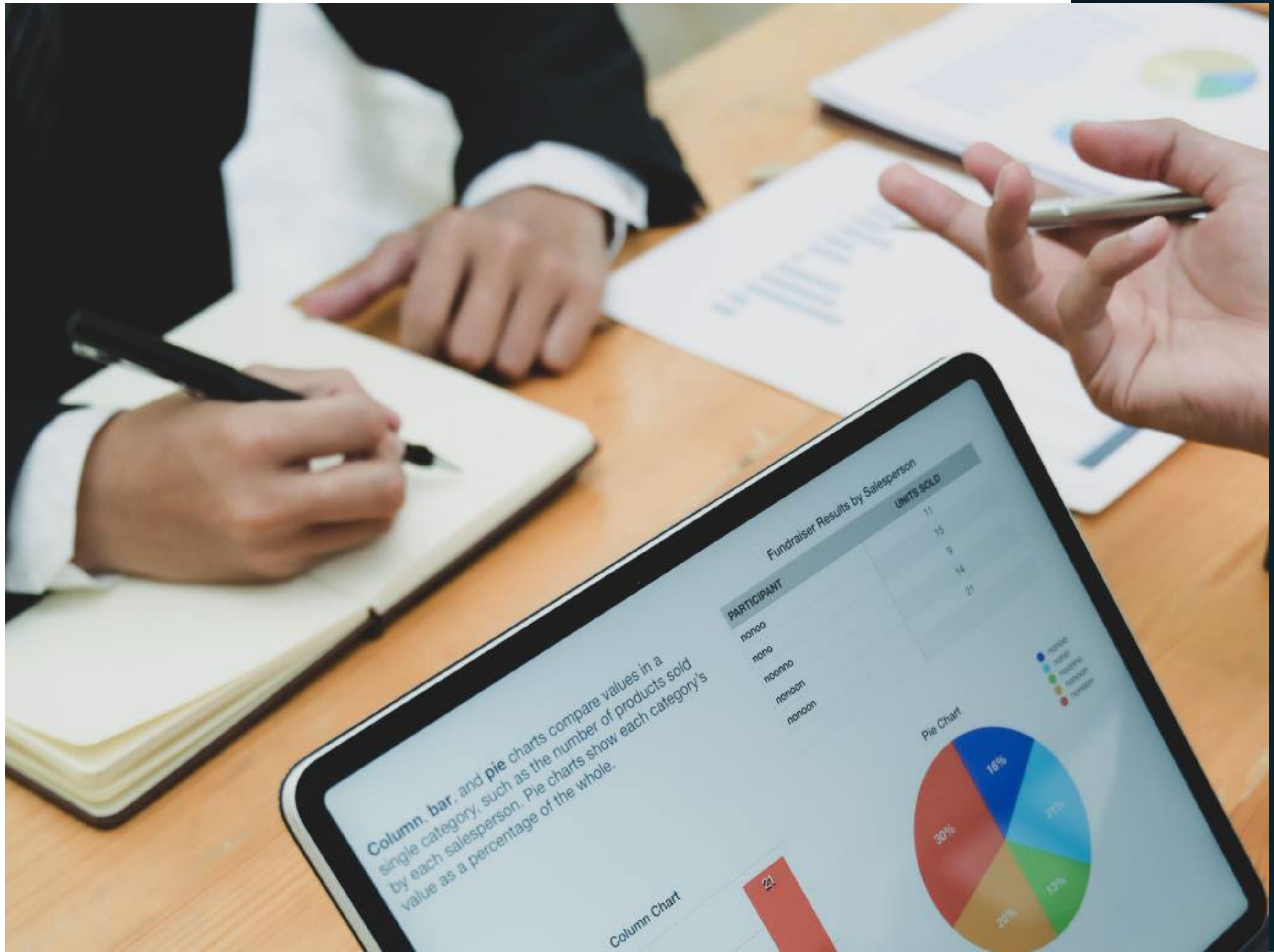
- Personnel Activity Reports
- Certifications

- 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

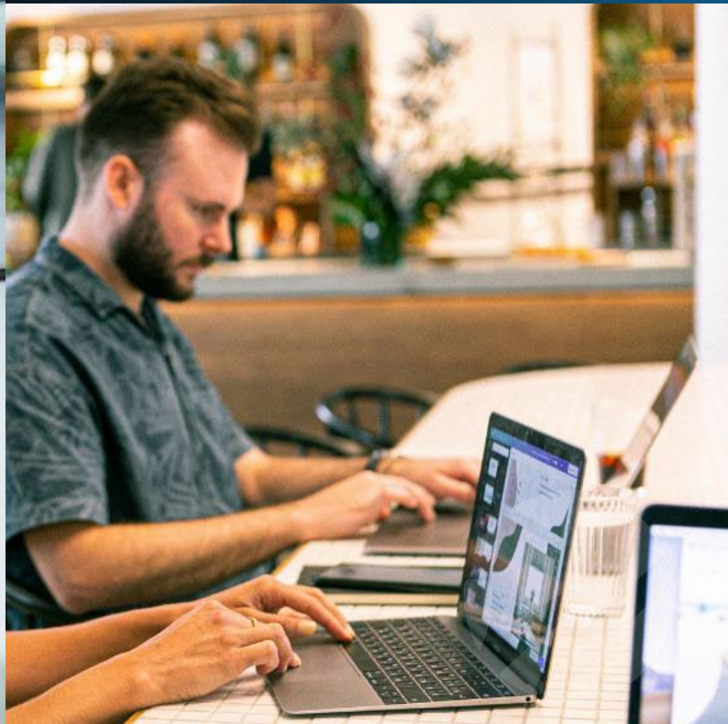
03 Internal expertise, peer networks, and Wegner compliance consulting and blog posts

https://www.wegnercpas.com/financial-insights/

Final Tips for Success

Prepare year-round, not just during audit season

Keep communication open with your auditor and consultant



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Single Audit Readiness: Allowability and Time and Effort

Tuesday, September 22, 2026 | 11:00am - 12:00pm CDT

Building on the concepts introduced in Strengthening Your Single Audit Readiness, this webinar takes a deeper look at two key areas of single audit compliance: allowability of costs and time

$99

10
NOV
ONLINE

Single Audit Readiness: Procurement Practices

Tuesday, November 10, 2026 | 11:00am - 12:00pm CST

Building on the concepts introduced in Strengthening Your Single Audit Readiness, this webinar takes a deeper look at procurement requirements under Uniform Guidance and how they apply in practice. Procurement

$99

https://www.wegnercpas.com/webinars-2/

THANK YOU

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