Grant Accounting

Presented by:
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Types of Grant Agreements

Forms of Grants
- Private foundations or donors
- Grants from federal, state or local governmental agencies.

Nature of the grant drives the accounting treatment.

Grant accounting treatment
- Contributions
- Exchange transactions for purposes of recording the revenue in the accounting records.
Types of Grants

- Majority are cost reimbursement grants
  Grants require allowable expenditures before receiving grant funds for those expenditures
  If expenses exceed amount received, a receivable is recorded, unless allocation was overspent
  If amount received exceeds expenses, deferred revenue is recorded
  Not-For-Profit provides cash up front and is reimbursed following the expenditures
  Matching concept: Revenues = Expenditures

- Advance Grants – grant funds are received before expenditures are made
Types of Grants:

- **Pass-through and Nondiscretionary Assistance Grants:**

  If grantor specifies the secondary recipients to whom the grant proceeds must be transferred – The Not-For-Profit is acting as an Agent.

  - The activity for this transaction is recorded as Cash/Liability and does not affect the statement of Activities.

- “Risk” for most grants: Unbilled Revenues/Receivables
# Types of Grants

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Exchange</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of delivery</td>
<td>Specific instructions</td>
<td>Broad instructions</td>
</tr>
<tr>
<td>Authorization</td>
<td>Requires signature from NPO official</td>
<td>Usually does not require signature from NPO official</td>
</tr>
<tr>
<td>Reporting</td>
<td>Detailed/technical report</td>
<td>General &amp; brief summary</td>
</tr>
<tr>
<td>Ordinary Income/Expense</td>
<td>Jan – Dec 14</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Foundation Grants</td>
<td>100,750.00</td>
<td></td>
</tr>
<tr>
<td>-Federal Grants</td>
<td>45,000.00</td>
<td></td>
</tr>
<tr>
<td>-Donations – Restricted</td>
<td>2,700.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Restricted</strong></td>
<td>148,450.00</td>
<td></td>
</tr>
<tr>
<td>Reimbursable Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Foundations</td>
<td>43,244.60</td>
<td></td>
</tr>
<tr>
<td>-Federal</td>
<td>473,808.31</td>
<td></td>
</tr>
<tr>
<td>-State</td>
<td>145,602.22</td>
<td></td>
</tr>
<tr>
<td><strong>Total Reimbursable Grants</strong></td>
<td>662,655.13</td>
<td></td>
</tr>
<tr>
<td>Fee for Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Contract Services</td>
<td>233,196.97</td>
<td></td>
</tr>
<tr>
<td><strong>Total Fee for Service</strong></td>
<td>233,196.97</td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Donations – General Fund</td>
<td>22,140.05</td>
<td></td>
</tr>
<tr>
<td>-Awards</td>
<td>6,000.00</td>
<td></td>
</tr>
<tr>
<td>-Federated Campaign</td>
<td>4,490.47</td>
<td></td>
</tr>
<tr>
<td>-Memberships/Dues</td>
<td>22,883.00</td>
<td></td>
</tr>
<tr>
<td>-Registration Fees</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>-Promotional Sales</td>
<td>518.95</td>
<td></td>
</tr>
<tr>
<td><strong>Total Unrestricted</strong></td>
<td>56,832.47</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>1,101,134.57</td>
<td></td>
</tr>
</tbody>
</table>
What’s the difference?

- Sometimes nothing

- Example

Meals on Wheels gets a grant to provide meals to indigent individuals. For each meal served, Meals on Wheels get $3, up to a total of $30,000. If the grant were a contribution, the gift would be conditional because it requires Meals on Wheels to serve a meal to get a $3 gift. The receipt of the $30,000 is conditioned on a series of meals (10,000) being served.

The timing and amount of recognition of revenue are the same if the grant is an exchange transaction or a contribution.
What’s the difference?

- Different Treatment
  - Example

WXYZ Public TV gets a grant to produce and air a certain program. If the grant is a contribution that is conditioned on the program’s being produced and broadcast, the condition is not substantially met until the program is aired, and grant revenue cannot be recognized until that date. The accounting for that contribution would be similar to an exchange transaction recorded under the completed-contract method. However, the timing and recognition would differ significantly from an exchange transaction recorded under the percentage of completion method.
## Revenue Recognition

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Exchange</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increase Unrestricted Net Assets</td>
<td>Increase Temporarily Restricted-subject to restrictions and conditions, needs note disclosures</td>
</tr>
</tbody>
</table>
Grant Accounting - continued

Grant contracts/agreements

Many grant awards require signing a contract or agreement specifying the conditions required for the grant award. It is very important the contract terms are carefully read and understood. These terms often include:

- Expenses that can or cannot be incurred with grant funds.
- The budget for the grant award, which describes what can or cannot be spent for each budget line item.
- The contract period, which is the period of time expenditures can be made from grant funds.
- Reporting requirements of program and financial results.
- How to submit reimbursement requests for reimbursement grants.
Grant Accounting - continued

- The majority of non-governmental grants are in the form of grants from private foundations or corporations. These types of grants are generally treated as contributions (promises to give).
- Promises to give are generally recorded as revenues at the time the promise is made (usually with a corresponding receivable).
- Promises to give are then characterized as restricted or unrestricted. This characterization can be based on time restrictions (i.e. United Way is a good example) or on purpose restrictions.
If a Not-For-Profit expends more than $500,000 in federal grants (even if the grants are passed through a state or local government), then an additional requirement will be necessary to comply with the Single Audit Act.

* Risk with Pass-through grants
  Losing federal identity
Contributions

Unrestricted – monies may be used for any purpose (i.e. program, operations, etc)
Temporarily restricted – monies have either a time or purpose restriction
Permanently restricted - monies are typically held in perpetuity and income from those monies are unrestricted. (i.e. Endowment, Alb. Comm. Found.)
United Way Example

Your organizations fiscal year end is June 30th. Your organization receives their United Way funding letter on June 30, 2015 for the following fiscal year in the amount of $25,000.
United Way Example - continued

The following entry would be booked at June 30, 2015

Dr. United Way receivable $25,000
Cr. United Way (temp. restricted) contributions $25,000

These funds would be temporarily restricted on the statement of activities. The matching principle would be applied in 2016 when the unrestricted revenues and expenses show up in the unrestricted portion of the statement of activities.
Government Grant Example

Your organization receives a cost reimbursement grant from the State of New Mexico in the amount of $58,000 over a two year period. The grant stipulates that the dollars must be spent on your meal program. You spend $25,000 in 2014 and spend other $33,000 in fiscal year 2015. The reimbursement is not received for the first $25,000 until after year end. Accounting for this type of transaction would be as follows:
Government Grant example - continued

Fiscal Year Ending June 30, 2014

Dr. Various Allowable Expenses $25,000
Cr. Cash $25,000

Dr. State of NM Grant Receivable $25,000
Cr. Grant Revenue $25,000

Record 2014 expenses and revenue related to grant.
Government Grant example - continued

Fiscal year ending June 30, 2014

Dr. Cash $25,000

Cr. Grants Receivable $25,000

To record the cash received for FY 14 grant receivable.

(received in FY 15-relieve the outstanding receivable)
Government Grant example - continued

Fiscal year ending June 30, 2015

Dr. Various Allowable Expenses $33,000
Cr. Cash $33,000

Dr. Cash $33,000
Cr. Grant Revenue $33,000

To record expenses and revenue related to state grant.
Source - City or county government; State of NM

Important to inquire as to the source of the funding (city, county, state pass-through or federal pass-through)

Monies received retain the identity of the source of the funding and all related reporting and compliance requirements
Federal Grants

Direct or indirect grant or loan should be reflected on “SEFA” (Schedule of Expenditures of Federal Awards)

Direct Grant – received directly from federal government agency

Indirect Grant (or passthrough) – federal award is received through another agency, including state, county, city, or other non-profits

If total federal grant expenditures exceeds $500,000 – have additional reporting and compliance requirements

OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations (As Amended)
Federal Grants

The following are vital in understanding the compliance requirements of federal awards.

OMB Circular A-87: Cost Principles for State, Local, and Indian Tribal Governments.

https://www.whitehouse.gov/omb/circulars_a087_2004/

OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

https://www.whitehouse.gov/omb/circulars_a110/
Federal Grants

OMB Circular A-122: Cost Principles for Non-Profit Organizations

https://www.whitehouse.gov/omb/circulars_a122_2004/

OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations

https://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2014
Federal Grants Compliance Requirements

Basic requirements of grant agreements can be found in OMB A-133 Compliance Supplement, part 3

14 Possible Compliance Requirements.
(https://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2014)

The 14 administrative requirements include:
Activities allowed or unallowed – generally stated in grant agreement and include laws and regulations related to award
Federal Grants

Allowable Costs - stated in grant, additional guidance found in OMB Circular A-122. Generally costs must be:

- Reasonable
- Treated in accordance with GAAP
- Not be included as a cost in any other federal grant
- Adequately documented

Cash Management – related to federal funds received in advance. NFP must have procedures in place to reduce the time between funds received and funds used
Federal Grants

Davis-Bacon Act – relates to labor rates on federally funded construction projects. (Prevailing Union Wages)

Eligibility – if applicable is unique to the grant (can be complex)

Equipment and Real Property Management – Equipment acquired with federal money must be used in program acquired for (> 1 year & $5,000)

Matching – amount stated in grant agreement that the NFP must contribute towards project

Level of Effort – level of service to be provided as stated in grant agreement
Federal Grants

**Earmarking** – stated percentage of program’s funding that must be used for specified activities

**Program Income** – how income should be earned or treated is specified in grant agreement

**Period of Availability of Funds** – grant period stated in grant agreement. Expenses cannot be charged to grant outside of grant period
Federal Grants

**Property Standards** – relates to management of property acquired with federal funds
OMB Circular A-110

**Procurement Standards, Debarment** – requirements for purchases with federal money
OMB Circular A-110

**Sub-recipient Monitoring** – relates to requirements of the NFP if they pass federal funds to another NFP to assist in the performance requirements of the grant
The recording of grant agreements can require judgment as it is not always clear cut. (Restricted, Deferred, Unrestricted, Revenue Recognition, etc...) When in doubt, you may want to consult with your external CPA for assistance to avoid last minute challenges of how the items are reflected in the books.

For those grants that are treated as unconditional promises to give, consideration of collectability issues will also need to be considered. The age of the grant and the reputation of the grantor are factors that will need to be evaluated in determining whether an allowance will be needed.
Tracking Grants

- Best Practice To Track Grants with Accounting Software – QuickBooks, track with Classes and Job functions.
## Sample Chart of Accounts

<table>
<thead>
<tr>
<th>Net Asset Code</th>
<th>Unrestricted</th>
<th>Permanent Restricted</th>
<th>Temp-Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service/Program Code</th>
<th>Administration Cost Pool</th>
<th>Meal Program</th>
<th>Housing Program</th>
<th>Grants Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>110</td>
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</tr>
<tr>
<td>115</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Functional Expense Code</th>
<th>Program</th>
<th>Management &amp; General</th>
<th>Fundraising &amp; Contributions</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Management &amp; General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Fundraising &amp; Contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Event</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Ledger Code</th>
<th>Contributions Unrestricted</th>
<th>Salaries</th>
<th>Rent</th>
<th>Public Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>4130</td>
<td></td>
<td>5100</td>
<td>5108</td>
<td>5122</td>
</tr>
</tbody>
</table>
Functional Allocation of Expenses

Cost categories:

A. Program activity – related to mission
B. Unrelated business income and expenses
C. Management and administrative expenses – related to overall direction
D. Fundraising expenses – related to contribution revenues-Form 990 requirements
Functional Expenses Ratios

Admin. & Fundraising Cost Ratio

\[
\text{Total Program Service Expense} \quad \frac{\text{Total Program Service Expense}}{\text{Total Expenses}}
\]

Example: $\frac{789,000}{1,000,000} = 79\%$

http://give.org/for-charities/How-We-Accredit-Charities/?id=236646

**The NFP should spend at least 65% of its total expenses on program activities**

**The NFP should spend no more than 35% of related contributions on fund raising**

Fundraising Efficiency Ratio

\[
\text{Total fundraising expenses} \quad \frac{\text{Total fundraising expenses}}{\text{Total related contributions}}
\]

Example: $\frac{12,000}{40,000} = 15\%$

Where to charge expenses:

Costs that are clearly identifiable to a particular activity (program, fund-raising, management & general) should be charged to that cost center.

- **Fundraising expenses** – cost of all materials & activities that include a fund-raising appeal
- **Management & general** – cost of publicity and public relations designed to keep the organization’s name before prospective contributors
- **Program** - can apply joint costs
Functional Allocation of Expenses, continued

Joint costs should be allocated with a rational and systematic method resulting in a *reasonable* allocation of costs.

- Physical units method – number of lines, copies, square inches, etc. Example - Newsletter
- Relative direct cost method – % of salaries, % of total expenses, etc.
Contribution Example
Cash Contribution

Your organization received a Lanham Grant for $50,000. $35,000 to be used in operations and $15,000 to be used to purchase equipment.

Dr. Cash $50,000

Cr. Unrestricted Contributions – Government Grant $35,000
Cr. Temporarily restricted Contributions - Government Grant $15,000
Contributed Services

Shall be recorded (at fair value) if:

- Create or enhance nonfinancial assets (capitalized as cost of asset)
- Require specialized skills (otherwise not recorded)
- Provided by individuals possessing those skills (does not included services by board members unless outside of board services)
- Typically need to be purchased if not provided by donation
- Record to program benefited
Contribution Example
Contributed Services

- The organization’s IRS Form 990 is prepared for free by a board member who is a CPA. It takes 10 hours to prepare and the CPA’s average billing rate is $110 per hour.

- The following entry would be recorded:

  Dr.  Accounting expense – in-kind (G&A)  $1,000
  Cr.  In-kind contributions (revenue)       $1,000
Contributions
Gifts-in-Kind

- Noncash assets
  - Inventory
  - Stocks and Bonds
  - Materials
  - Supplies
  - Equipment
  - Property
  - Television or radio airtime
  - Airline tickets
  - Use of Facilities
Contribution
Gifts-in-Kind (cont’d)

- Include tangible and intangible items
- Measured at fair value
- Recognized as contribution when received
Contributions
Donor Imposed Restrictions

Must distinguish between contributions received:

Permanently restricted
Monies are held in perpetuity
Earnings such as interest are typically unrestricted or temporarily restricted
Contributions
Donor Imposed Restrictions (cont’d)

Must distinguish between contributions received (cont’d):

- Temporarily restricted
  - Future use (time)
  - Purpose
- Reflect release from restriction when time or purpose satisfied
- Restrictions met in same period – record as unrestricted
Contributions
Promises To Give

- Written or oral agreement to contribute cash or other assets
- Unconditional – recorded when made (awarded) as a receivable (promise to give and recognized as contribution)
- Conditional – recorded whether received or made when become unconditional
Contributions
Promises To Give, (cont’d)

Examples:
United Way Award Letter
Donated rent under a lease agreement
Promise to give receivables
Record at present value
Amortize discount
Temporarily restricted for time or time and purpose
Release from restriction when restriction(s) met
Program Income

- Result from exchange transactions
  Reciprocal transfers in which each party receives and sacrifices approximately equal value
  - Dues
  - Fees for services
  - Ticket sales
  - Investment income
Service Fees

- Depend on the nature of organization’s activities

Examples:
- Charges for vocational training, counseling, therapy
- Membership dues (associations, clubs)
- Admission and ticket sales (performing arts, museums)
Third-party Reimbursement

- Not-For-Profit provides services to the general public reimbursed by third parties
  - Medicare
  - Medicaid
- Usually a contract or an agreement specifies the basis for reimbursement
- Recognize revenue when reimbursable expenses are incurred
Internal Controls

Very Important!!!

An NFP could lose future funding if program activities are not in line with grant agreement.

Program activities should be documented and reviewed.

Expenses should be tracked to ensure allowable costs.

Financial reports should be reliable, accurate, and timely.

Checks and balances, segregation of duties and/or compensating controls should be in place.
Helpful Websites

- Building effective Nonprofit Boards of Directors through Good Governance
  [www.boardsource.org](http://www.boardsource.org)
- Council on Foundations
  [www.cof.org](http://www.cof.org)
- Independent Sector
  [www.independentsector.org](http://www.independentsector.org)
- National Council of Nonprofit Associations
  [www.councilofnonprofits.org](http://www.councilofnonprofits.org)
Helpful Websites-cont

- New Mexico’s statute on charitable organizations
  [www.nmag.gov/charities.aspx](http://www.nmag.gov/charities.aspx)
- Nonprofit Resource Center
  [www.nprcenter.org](http://www.nprcenter.org)
- Non-Profit Accounting Help
- Non-Profit Accounting Basics
Compensating Controls

Bank Statement And Reconciliation Review Checklist
To be completed by A Responsible Official Who Does Not Handle Cash at least
within 2 weeks of the bank statement ending balance date.

ACCOUNT:
- Bank of the West—Checking
- Bank of the West—Savings
- Other

1. Compare the “cleared balance” per the QuickBooks bank reconciliation report and make sure it matches the amount on the “ending” bank statement.

Bank balance on reconciliation report $__________________
Ending balance on bank statement $__________________
Do they match? □ yes □ no

2. Review the deposit transactions that passed through the bank statement and compare to what is shown on the bank reconciliation report, they should be the same or very similar. Look at the frequency of deposits. There should be a consistency of the frequency of deposits and the gap between deposit dates should not be more than 5 business days, maximum.

Is there more than 5 days between deposits? □ yes □ no
If so, what is the reason?
_____________________________________________________

3. Review the disbursement transactions shown on the bank reconciliation report. Look at the check number sequence. The check numbers should be in sequence on the whole. Review the images of the cancelled checks from the bank statement (front and back). Determine if the vendors and amounts appear reasonable. Look at signatures to see if they look authentic.

Are check numbers mostly in sequence? □ yes □ no
1. Are all check images (front and back) included? □ yes □ no
2. Are there any new vendors, are they valid vendors? □ yes □ no
3. Are the amounts paid to the vendors reasonable? □ yes □ no
4. Do signatures seem authentic? □ yes □ no
5. Are all of the non-check disbursements such as debit card transactions, ACH transactions and other electronic disbursements supported and appear reasonable? □ yes □ no

4. Review any “un-cleared deposits” that have been recorded in QuickBooks but have not passed through the bank. Un-cleared deposits outstanding should not be outstanding more than 5 business days, maximum. Any deposits that appear older than 5 days should be investigated.
Compensating Controls, Cont.

Are there any deposits in transit older than 5 days? □ yes □ no
If so, what is the reason?

1. Review electronic debit and credit transactions such as transfers-in and transfers-out activity, debit card transactions, ACH activity, etc...

   Is this activity being accounted for by supporting documentation?
   □ yes □ no

   If not, these transactions should be investigated to ensure they are approved business purpose transactions.

2. Review disbursements that have been recorded in QuickBooks but have not passed through the bank. Determine if the vendors and amounts appear reasonable. If disbursements are older than 3 months they should be investigated. Once disbursements are older than 6 months, they should be researched by the accountant/bookkeeper to determine why they are still outstanding. If there are outstanding disbursements to certain vendors such as tax authorities or other organizations that need timely payment, these should not be outstanding more than 30 days.

   Review checks that have not cleared the bank.

   Are any more than 30 days old? □ yes □ no

   If yes, are the vendors and amounts reasonable? □ yes □ no

3. The “Register Balance” on the QuickBooks bank reconciliation report should match the balance on the “Balance Sheet” for the organization’s cash account. If it does not that indicates that changes have been made to the cash account after the bank reconciliation was made. If they do not match, the difference should be investigated.

   Ending Balance on reconciliation report
   Operating account balance on Balance Sheet
   Do they match? □ yes □ no
   If not, why not

4. Once the report is printed out, it should be signed and dated by the reconciler and then it should be signed and dated by the reviewer as well. This signing and dating indicate that responsibility has been taken for the monitoring and safeguarding cash. It should be documented with the bank reconciliation report.

   Title and Signature of Review
   Date
   __________________________________________________________
Compensating Controls, Cont.

Issues to be aware of:

Is it possible that a disbursement is not for organizational related purposes?

Is the Vendor approved by the organization?

If there are question about items that do not make sense consider discussing with responsible official at your organization and/or contacting your Independent Auditor.
Credit Card Statement And Reconciliation Review Checklist
To be completed by A Responsible Official Who Does Not Have a Credit Card

Credit card statements should be reconciled to charge slips prior to payment.

ACCOUNT:
☐ The Home Depot
☐ Chevron Gas Card
☐ Other Credit Card

1. Compare the credit card balance shown on the reconciliation report and make sure it matches the amount on the credit card statement.

Credit Card balance on reconciliation report _______________
Ending balance on credit card statement _______________
Do they match? ☐ yes ☐ no

Review the itemized receipts indicating what products and services have been charged.

   a) Are all purchases made for the proper business purpose of the organization and not for personal use? ☐ yes ☐ no

   b) Are there any purchases that would be more appropriately go through the organization’s regular procurement and approval process instead of being purchased with a credit card? ☐ yes ☐ no

2. The month end balance on the reconciliation report should match the month end balance on the Balance Sheet for the credit card account.

Ending Balance on reconciliation report _______________
Credit Card balance on Month End Balance Sheet _______________
Do they match? ☐ yes ☐ no
If not, why not? ___________________________________________

3. Once the report is printed out, it should be signed and dated by the reconciler and then it should be signed and dated by the reviewer as well. This signing and dating indicate that responsibility has been taken for the monitoring and safeguarding credit card expenditures.

Issues to be aware of:

If there are questions about items that do not make sense consider discussing with responsible official at your organization and/or contacting your Independent Auditor.

Title and Signature of Review ___________________________ Date __________________
Q/A
Contact Information

On call throughout the year

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THANK YOU