STATE OF HAWAI‘I
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

STATE’S SINGLE AUDIT REPORT

Schedule of Expenditures of Federal Awards
Preparation Instructions

For the Fiscal Year End June 30, 2013

Table of Contents

Page

Section 1

Schedule of Expenditures of Federal Awards – Introduction ….…….. 4
Schedule of Expenditures of Federal Awards Preparation Instructions …..…… 5

Section 2

Schedule of Expenditures of Federal Awards Data Sheet Form …..…… 10
Schedule of Expenditures of Federal Awards Data Sheet Form Instructions …… 11
Reconciliation Between SEFA and FAMIS Form …… 13
Listing of FAMIS Appropriations of Federal Awards ...…… 14

Section 3

Schedule of Expenditures of Federal Awards Checklist ……. 16

Section 4

Department Certification …….. 19

Section 5

Example of Completed Schedule of Expenditures of Federal Awards Data Sheet …… 21
Example of Completed Reconciliation Between SEFA and FAMIS ……. 22
Example of FAMIS Appropriations for Federal Awards …….. 23
Example of Notes to Schedule of Expenditures of Federal Awards ……. 24

Appendix

Comptrollers Memorandum No. 11-34 …….. 27
Illustration of Direct and Pass-Through Awards from the Federal Government …… 31
Federal Agency Two-Digit Prefix List ……. 32

Section 1

Introduction and Preparation Instructions

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

INTRODUCTION

The Schedule of Expenditures of Federal Awards (SEFA) Checklist and the SEFA Data Sheet package are used to provide information to the Department of Accounting and General Services (DAGS) to assist in the preparation of the State's SEFA as required by the Federal Office of Management and Budget (OMB) Circular A-133. The SEFA Data Sheet package must be electronically submitted to DAGS, SEFA Preparation Team by August 31, 2013 at wayne.m.horie@hawaii.gov. Please contact Wayne M. Horie at 808 586-0600 if there are any questions.

SEFA REQUIREMENTS

SEFA Checklist:

- **What is it**? – A tool to assist departments/agencies in preparation of their 2013 SEFA Data Sheet. It ensures that submissions are **complete** and **accurate**.
- **Required by**? – Departments/agencies who expend federal funds and are included in the State's Single Audit Report.
- **DUE** – The SEFA Checklist does not need to be submitted to DAGS, but must be completed internally prior to the August 31, 2013 SEFA Data Sheet package submission deadline.

SEFA Data Sheet Package:

- **What is it? –** An electronic workbook containing all financial aspects of the department/agencies' SEFA.
- **Required by? -** Departments/agencies who expend federal funds and are included in the State's Single Audit Report.
- **DUE** – August 31, 2013. Must include the SEFA Data Sheet Package, which includes the department/agency certification.

INSTRUCTIONS

SEFA Checklist

- Complete all items in Part A before submitting the SEFA Data Sheet package.
- Complete all applicable items in Part B before submitting the SEFA Data Sheet package. Not all items in this section will apply to all departments/agencies.
- The completed checklist does not need to be submitted to DAGS. It is for your use to ensure that your SEFA Data Sheet package submission is **complete** and **accurate**.

SEFA Data Sheet Package

This Excel workbook consists of four separate worksheets:

- SEFA Data Sheet – This is the primary worksheet and is used to report all federal expenditures incurred during the fiscal year.

- Reconciliation – This worksheet is used to reconcile expenditures reported on the SEFA DATA sheet to FAMIS appropriation account expenditures. This is to meet the accounting assertion of "completeness". This ensures that all federal grant expenditures recorded to the State's general ledger (FAMIS) are reported on the SEFA.
- FAMIS Appropriations – This worksheet lists all the department/agencies' FAMIS appropriation accounts that record federal expenditures.
- Certification – This worksheet is the departments' assertion to the State Comptroller that the financial information submitted is complete and correct. An "authorized official" refers to department head, administrative services officer, or other individual who is authorized to submit financial reports to DAGS for CAFR and Single Audit purposes. This should be printed, physically signed, and emailed to DAGS's staff.

PREPARATION OF SEFA INSTRUCTIONS FOR FYE JUNE 30, 2013

The SEFA is an essential document for planning and conducting the single audit of State departments and agencies. It also provides assurance to Federal and State agencies that award financial assistance that their programs or grants were included in the single audit. It is important to prepare this schedule carefully to ensure that it is **accurate** and **complete**. Any program or grant omitted from this schedule will be considered unaudited. This schedule should be prepared on the basis of accounting as designated by DAGS.

SEFA Preparation Procedures

Understanding the State's Policy

1. Read and become familiar with the Comptroller's Memorandum No. 11-34 establishing a statewide policy regarding the preparation of the SEFA by State departments and agencies included in the State's Single Audit Report.

Preparing the SEFA Data Sheet

1. The expenditures included on the SEFA Data Sheet shall be prepared on a **cash basis of accounting**.

2. Include on this schedule all federal awards with federal expenditures for the fiscal year. Federal awards expended include the following:

   - Expenditure transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and direct appropriations.
   - Disbursement of funds passed through to subrecipients.
   - Receipt of loan proceeds under loan and loan guarantee programs.
   - Receipt of federal property and surplus property.
   - Receipt or use of program income (see revolving loan exception below).
   - Distribution or consumption of food commodities.
   - Disbursement of amounts entitling a non-federal entity to an interest subsidy.
   - Insurance contracts in force during the period under audit.

- Do not include expenditures that are not eligible for federal reimbursement or which make up the State Share of a program.
- Do not include programs with total expenses that are negative. (A program with net negative expenses is a prior year adjustment and is not reported on this year's SEFA).

Special Instructions for **SEFA Entity departments**:

- All departments included in the State's SEFA will be treated as one reporting entity and known as the "SEFA Entity".
- All departments listed on the Grant Notification or similar documents as the recipient will be known as the "Original Receiving Entity".
- Federal expenditures or transfers from one department to another department within the SEFA Entity shall be reported on the Original Receiving Entity's SEFA as federal expenditures. The receiving department within the SEFA Entity shall not report the federal expenditures or transfers on its SEFA.
- Federal expenditures or transfers from one department to another department within the SEFA Entity shall not be reported on the Original Receiving Entity's SEFA as Amount Provided to Subrecipient.
- Federal expenditures or transfers from a department within the SEFA Entity to a department outside the SEFA Entity shall be reported by the Original Receiving Entity's SEFA as federal expenditures. It shall also report the federal expenditures or transfers as Amount Provided to Subrecipient.
- Federal expenditures or transfers from a department outside the SEFA Entity to a department within the SEFA Entity shall be reported by the department within the SEFA Entity as Pass-through federal expenditures.

3. List all financial assistance from the same federal agency together on the schedule (for example, group all DOD awards together). Within each federal agency grouping:

   a. List separately federal awards received directly from the federal agency by Catalog of Federal Domestic Assistance (CFDA) and grant number.

   b. List separately federal awards that are clusters by CFDA number. To gather more information on clusters, refer to Part 5 – Clusters of Programs, OMB A-133 Compliance Supplement obtained from the following website: http://www.whitehouse.gov/omb/circulars.

   c. List separately federal awards that are research and development (RD) clusters by CFDA number. If federal award includes both program activities and RD activities, list all of federal award as RD if RD portion is greater than 5%. If 5% or less, do not list grant as RD cluster. Retain justification and supporting documentation of RD portion determination.

   d. List separately all amounts provided to subrecipients by grant number (Indirect awards). This should include only those federal awards provided ("subgranted") pursuant to a subrecipient relationship. It should not include federal awards provided pursuant to a vendor relationship. See OMB Circular A-133, Section .210 for subrecipient and vendor relationship determinations.

   e. List separately all indirect federal awards from a state agency, local government or non government agencies (Corporations, Non-Profit Organizations, etc) by CFDA number. Indirect federal awards are the same as pass-through federal awards.

f. Provide subtotals for programs with the same CFDA number. Also provide subtotals for assistance received directly and assistance received indirectly. Provide a total for each federal agency. Provide a grand total for the department.

g. Identify all expenditures pertaining to the American Recovery and Reinvestment Act of 2009 (ARRA) separately. If your CFDA number includes both ARRA and non ARRA expenditures, each type must be shown separately. Agencies must identify ARRA funds separately, whether it is a direct award or subrecipient award. Place "ARRA" before the CFDA number.

4. If your department is the recipient of federal funds and transfers funds to a member of the SEFA Entity, the department should report the amount transferred under the federal expenditure column and not under the "Amount Provided to Subrecipient" column.

5. If your department is a subrecipient of federal funds from a member of the SEFA Entity, make sure that the amount is listed in the "Total per SEFA Data Sheet" column but not the direct, indirect or provided to subrecipients columns. The expenditure amount should be a reconciling item between the department SEFA and FAMIS.

6. It is important to note that the expenses reported on the SEFA will not necessarily tie to those reported on the operating statement, especially if the federal awards include loans, insurance, or commodities. However, **amounts should agree or reconcile to records maintained by DAGS (FAMIS)**. Departments' records should always reconcile to FAMIS on a quarterly basis. Indirect costs, restricted or unrestricted as applicable, should be included in the expenditure amounts.

Reconciliation Between SEFA and FAMIS Procedures

1. Use the SEFA total balance per the SEFA Data Sheet and place it on the line that says "Per SEFA Data Sheet" under the amount column.
2. Use the total balance per the List of FAMIS Appropriations Expenditures and place on the line that says "Per FAMIS" under the amount column.
3. List under the line that says "Expenditure items that are in FAMIS but not in the SEFA Data Sheet. Explain reconciling item.
4. List under the line that says "Expenditure items that are in the SEFA Data Sheet but are not in FAMIS. Explain reconciling item.
5. If no reconciling items, the reconciliation is completed.
6. If reconciling items have been explained to your satisfaction, the reconciliation is completed.
7. Data supporting reconciling items must be retained and provided to the auditors upon request.

Preparing List of FAMIS Appropriations of Federal Expenditures

1. From DATAMART's Account Summary for your department/agency:
   a. Locate the listing of appropriations for the department/agency.
   b. Copy this listing to an Excel spreadsheet.

2. Sort the listing by MOF column.
   a. Identify all the appropriations with expenditure amounts having a MOF code of "N" and "V".
   b. Identify all other appropriations with federal expenditures that have a MOF code other than those mentioned in 2a, if any.

c. Copy these appropriations to a new excel spreadsheet.

3. Sort the listing by Acct.
   a. Hide or delete columns, except for Dept, MOF, F-FY-Acct, Account Title, Transfer out and Expenditure.
   b. Subtotal appropriation expenditures by Acct.
   c. Use total expenditures per listing in the Reconciliation Between SEFA and FAMIS.

Valuation of Federal Loans and Noncash Assistance

Federal Loan Programs

Use the following guidelines to calculate the value of "federal awards expended" under loan programs:

1. Amount of new loans received during the fiscal year;
2. Balance of loans from previous years for which the federal government imposes continuing compliance requirements; and
3. Any interest subsidy, cash, or administrative cost allowance received.

NOTE: Loans, the proceeds of which were received and expended in prior years, are not considered federal awards expended when the laws, regulations, and the provisions of contracts or grant agreements pertaining to such loans impose no continuing compliance requirements other than to repay the loans.

Noncash Assistance

Food stamps, food commodities, donated property, and donated surplus property should be valued at fair market value at the time of receipt or the assessed value provided by the federal agency. The Notes to the Schedule should disclose the nature of the amounts reported.

Other Preparation Hints for SEFA Data Sheets

Often, federal financial assistance received indirectly is a mix of federal and state or local money. List only the federal share on the SEFA Data Sheet. If the state or local portion cannot be identified, list the entire amount on the SEFA Data Sheet, and describe the commingled nature of the funds in the Notes to the Schedule.

Supporting Documentation

Departments/Agencies are required to retain readily available supporting documentation for the expenditures reported in the SEFA Data Sheet including copies of federal financial reports. The supporting documentation for subrecipient information should include the names of the subrecipients, project/award numbers, expenditures, etc. which makes up the total expenditures reported. This supporting documentation must be made available to the auditors upon request.

Section 2

SEFA Data Sheet Forms

Department of XYZ
SEFA Data Sheet
Fiscal Year Ended June 30, 2013

1	2	3	4	5	6	7	8	9	10	11	12	13
										Federal Expenditures		
Duns #	Award Type Direct (D), Clusters (C), R&D (RD), Pass-Through (PT)	CFDA #	"X" for ARRA	Federal Agency Name	Pass Through Agency	CFDA Program Title	Dept Common Name	Grant/Contract Number	Total Per SEFA Data Sheet	Direct Awards	Indirect Awards	Provided to Subrecipients

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS DATA SHEET INSTRUCTIONS

This schedule should be prepared for the year in which federal awards are **expended**. Preparation of this schedule should not be based on the date(s) that funds are received (e.g., advances or reimbursement).

Column 1 **DUNS #—**Enter the DUNS Number associated with the award.

Column 2 **Award Type—**Enter the Award Type, Direct (D), including Clusters (C), Research and Development (RD), Non-Monetary (NM), and Indirect, including Pass Through (PT) designated for each program. If federal award includes both program activities and RD activities, list all of federal award as RD if RD portion is greater than 5%. If 5% or less, do not list grant as an RD cluster. Retain justification and supporting documentation of RD portion determination.

Column 3 **CFDA Number—**The CFDA number is a five-digit (XX.XXX) identification number that identifies the federal granting agency and the program. For example, the CFDA number for the U.S. Department of Agriculture (USDA) School Breakfast Program is 10.553. **Every effort should be made to obtain the CFDA number**. If the number cannot be obtained, or if an award has not been assigned a CFDA number, you can develop a CFDA number. The first two digits of the number should identify the federal agency. A list of the two-digit prefixes for all federal agencies is provided in the instruction's Appendix. Once you determine the first two digits, enter "UKN" after it and make sure the grant agreement number or contract number is listed for the grant. For example, an award from the U.S Department of Health and Human Services with no CFDA number, but with a contract number of "04356WA," can be entered on the SEFA as "93.UKN."

Column 4 **ARRA—**Enter an "X" to identify expenditures pertaining to the American Recovery and Reinvestment Act of 2009 (ARRA). This will require listing separately an amount for ARRA and Non- ARRA expenditures for the same CFDA #.

Column 5 **Federal Agency Name—**Enter the name of the federal granting agency that administers the program (for example, the federal grantor for Title I is the U.S. Department of Education).

Column 6 **Pass Through Agency—**Enter the name of the pass through agency that awarded the funding to your department (for example, DHS, DLIR, DBEDT, DOD, etc.).
Note: Leave this column blank if the award is received directly from a federal agency.

Column 7 **CFDA Federal Program Title—**Enter the name of the federal program as listed in the Catalog of Federal Domestic Assistance (CFDA). Please do not use common names or nicknames in this column. The CFDA # is available in hard copy or can be viewed at www.cfda.gov/.

Column 8 **Department/Agency Common Name—**Enter the name of the federal program used by the department as a common name or nickname.

Column 9 **Grant/Contract Number—**Enter the grant agreement or contract number/code assigned by the federal grantor or pass through agency for grants with no CFDA # and for pass through grants. If a number is not available or applicable, enter “N/A.”

Column 10 **Total Per SEFA Data Sheet –** Enter the total Federal expenditures for the fiscal year for each CFDA No. listed. This is a total of all the departments grant expenditures. Some grant expenditures may not carry forward to the department SEFA (Columns 11, 12 and 13).

Column 11 & 12 **Federal Expenditures**

- **Direct Awards—**Enter the amount of **expenditures** for assistance received **directly** from a federal agency. In calculating the amount expended for each program, be sure to include both direct costs and indirect costs (restricted or unrestricted).

  NOTE: Any amounts your department passes through (i.e., a subgrant) to other departments are considered expenditures. Consequently, the total amount expended for a particular federal award includes all amounts expended by your department and any amounts awarded to other State departments.

- **Indirect Awards—**Enter the amount of expenditures for federal assistance received as a pass through award from a state agency, local government, non-profit organization, etc. Note: In calculating the amount expended for each program, be sure to include both direct costs and indirect costs (restricted or unrestricted).

  NOTE: Any amounts your department passes through (i.e., a subgrant) to other State departments are considered expenditures. Consequently, the total amount expended for a particular federal award includes all amounts expended by your department and any amounts awarded to other State departments.

Column 13 **Amounts Provided to Subrecipients—**Enter amount of expenditures provided to subrecipients for each grant number.

Notes to the Schedule

Section 5 illustrates footnotes that should be included in the SEFA if applicable to your department.

State of Hawaii

Department of XYZ
Reconciliation Between SEFA and
FAMIS

June 30, 2013

Description	Amount
Federal Expenditures per SEFA	
Add: Items in FAMIS not in SEFA Data Sheet	
Subtract: Items in SEFA Data Sheet not in FAMIS	
Federal Expenditures per FAMIS	

State of Hawaii

Department of XYZ
Listing of FAMIS Appropriations of
Federal Expenditures

June 30, 2013

Dept	MOF	F-FY-ACCT	Account Title	Transfer Out	Expenditure	Total

Section 3

SEFA CheckList

Schedule of Expenditures of Federal Awards CHECKLIST
FY 2013

The purpose of this checklist is to assist in the completion of the Schedule of Expenditures of Federal Awards (SEFA) for the year ended June 30, 2013 in accordance with OMB Circular A-133 and the State of Hawaii SEFA preparation Instructions. *It is essential that the SEFA Form is completed by the deadline in order for the auditors to perform test work as required by federal regulations.*

All Agencies/Departments who expend federal funds must complete the SEFA Form by the due date. This checklist should be completed prior to submitting the SEFA to the Department of Accounting and General Services (DAGS). This Checklist does not need to be submitted to DAGS, but it should be completed internally and kept on file.

Due Date: The SEFA Data Sheet Package is due no later than **August 31, 2013**.

Checklist Instructions:

- Complete all items in Part A before submitting the SEFA Data Sheet Package.
- Complete all applicable items in Part B before submitting the SEFA Data Sheet Package. Not all items in this section will apply to all agencies/departments.
- The completed Checklist does not need to be submitted to DAGS. It is for your use to ensure that your SEFA Data Sheet Package submission is complete and accurate.
- Contact Wayne M. Horie at 586-0600 if there are any questions about the Checklist or the SEFA Data Sheet Package.

Part A - Required Information: Items in this section must be completed by **all departments/agencies** before submitting the SEFA Data Sheet Package.

☐ 1. The DUNS Number associated with the award was entered for each grant.

☐ 2. The Award Type (Direct, Clusters, R&D, Pass-Through, and Non-monetary) was designated for each grant.

☐ 3. The Expenditures per FAMIS (column 10, 11 & 12) on the SEFA Data sheet was completed for each grant.

☐ 4. Programs with net negative expenditures were included on the SEFA Data sheet. List expenditures and federal reimbursement cash receipt separate. If federal reimbursement was for State funds expended in previous fiscal year, State law requires the reimbursement to be deposited to the General Fund.

☐ 5. All expenditures have been rounded to the nearest dollar. **Pennies have not been reported.**

☐ 6. The Reconciliation sheet has been completed per the SEFA Instructions. It agrees or reconciles federal expenditures on the SEFA Data sheet to FAMIS.

Part B - Supplemental Information: Items in this section will only apply to some departments. If an item does not apply to you, mark it N/A. Otherwise, complete it before submitting the SEFA Data Sheet Package.

Yes	NA	
☐	☐	1. All expenditures pertaining to the American Recovery and Reinvestment Act of 2009 (ARRA) were separately identified and coded with a "X" in the ARRA column. *Note: This may require inserting multiple rows for a CFDA No. in order to separately identify the ARRA expenditures from the non-ARRA expenditures.*
☐	☐	2. All expenditures pertaining to clusters were separately identified and coded with a “C” in the Award Type column.
☐	☐	3. All expenditures pertaining to research and development were separately identified and coded with a “RD” in the Award Type column.
☐	☐	4. All expenditures pertaining to pass through were separately identified and coded with a “PT” in the Award Type column.
☐	☐	5. All expenditures from noncash awards were separately identified as Non-Monetary and coded with a “NM” in the Award Type column.
☐	☐	6. Federal financial assistance received from a non-federal entity, such as a non-profit organizations were reported on the SEFA Data sheet.
☐	☐	7. **No “State matching share” of grant expenditures** is included in the SEFA Data Sheet.

Section 4

Department Certification

DEPARTMENT OF XYZ

To: Dean H. Seki, Comptroller

Certification of Completeness and Accuracy of the Schedule of Expenditures of Federal Awards Data Sheet

I certify:

1) that I am the department's "authorized official" per the SEFA preparation instructions.
2) that the department has completed the SEFA checklist.
3) that the department has completed the SEFA Data Sheet Form.
4) that the department has completed the reconciliation between the SEFA and FAMIS.
5) that the department has completed the listing of appropriations of federal expenditures.
6) that the financial information provided is complete and accurate.

Signature:

Print Name:

Title:

Date:

Note: Physical signature required.

Section 5

SEFA Data Sheet Form Examples

State of Hawaii
Department of ABC
SEFA Data Sheet
Fiscal Year Ended June 30, 2012

1	2	3	4	5	6	7	8	9	10	11	12	13
										Federal Expenditures		
Duns #	Award Type Direct (D), Clusters (C), R&D (RD), Pass-Through (PT)	CFDA #	"X" for ARRA	Federal Agency Name	Pass Through Agency	CFDA Program Title	Dept Common Name	Grant/Contract Number	Total Per SEFA Data Sheet	Direct Awards	Indirect Awards	Provided to Subrecipients
80-993-5257	D	11.307		Commerce		Economic Adjustment Assistance	Economic Development Support for Planning Organization	07-79-05930	11,540	11,540		10,000
80-993-5257	D	11.307		Commerce		Economic Adjustment Assistance	Entrepreneur Support	07 79 06344	33,797	33,797		-
				Total						45,337	-	10,000
80-993-5257	D	15.611		Interior		Wildlife Restoration and Basic Hunter Education	Hunter Education Program	W-21-HS-33	17,846	17,846		
80-993-5257	D	15.611		Interior		Wildlife Restoration and Basic Hunter Education	Hunter Education Program	W-21-HS-34	369,507	369,507		130,000
				Total						387,352	-	130,000
80-993-5257	C	93.569		Health and Human Services		Community Services Block Grant Program	Community Services Block Grant Program	HICOSR11	3,749,467	3,749,467		-
80-993-5257	C	ARRA 93.569	X	Health and Human Services		Community Services Block Grant Program	Community Services Block Grant Program	HICOSR11	3,017,988	3,017,988		-
				Total						6,767,455	-	-
80-993-5257	RD	10.025		Agriculture		Plant and Animal Disease, Pest Control, and Animal Care	Classical Swine Fever	09-9715-1850-CA	40,439	40,439		
80-993-5257	RD	10.025		Agriculture		Plant and Animal Disease, Pest Control, and Animal Care	Varroa Mite	09-8510-1237-CA	26,919	26,919		10,100
		Subtotal								67,358	-	10,100
80-993-5257	RD	10.678		Agriculture		Forest Stewardship Program	Forest Stewardship Program	10-DG-11052021-02	63,521	63,521		
				Total						130,879	-	10,100
80-993-5257	PT	93.558		Health and Human Services	State DHS	TANF State Programs	About Face Family of Programs (TANF)	DHS-10-ETPO-125	3,024,281	-	3,024,281	-
80-993-5257	PT	93.558		Health and Human Services	State DHS	TANF State Programs	Forward March Program (FMAR)	DHS-10-ETPO-124	26,367	-	26,367	-
				Total						-	3,050,648	-
				Grand total					10,381,671	7,331,023	3,050,648	150,100

10,381,671

State of Hawaii
Department of ABC
Reconciliation Between SEFA and FAMIS
June 30, 2012

Description	Amount
Federal Expenditures per Dept of ABC's SEFA	10,381,671
Add:	
XYZ grants reported on a separate SEFA	4,702,609
NZZ Escrow-Not federal grants	1,376,486
MDCC-Not subj to Single Audit req,	2,432,936
Pass-Through Gov Off to ABC	97,341
Subtract:	
Pass-Through Program From The State Department of Human Services, TANF Funds	(88,000)
Federal Expenditures recorded in FAMIS	18,903,043

State of Hawaii
Department of ABC
Listing of FAMIS Appropriations of Federal Expenditures
For the Fiscal Year Ended June 30, 2012

Dept	MOF	F-FY-ACCT		Account Title	Expenditure	SEFA	Not in SEFA
B	N	S-11-201	201	COASTAL ZONE MANAGEMENT GRANT	978,938.92		
B	N	S-10-201	201	COASTAL ZONE MANAGEMENT GRANT	683,563.57		
			201 Total		1,662,502.49	1,662,502.49	
B	V	S-11-211	211	BED160 HHFDC HF LIHTC-1602 EXCHANGE	31,342,719.30		
			211 Total		31,342,719.30		31,342,719.30
B	N	S-11-212	212	HAWAII HSNG FINANCE & DEVELOPMENT CORP	85,428.03		
			212 Total		85,428.03		85,428.03
B	N	S-11-213	213	NATL FORCLOSURE MITIGATION (NFMC) PGM	271,961.16		
			213 Total		271,961.16		271,961.16
B	N	S-11-214	214	NEIGHBORHOOD STABILIZATION PROGRAM (NSP)	6,222,168.89		
			214 Total		6,222,168.89		6,222,168.89
B	N	S-11-215	215	HI ENTREPRENEUR CAMPUS-INNOVATN ECONOMY	33,796.99		
			215 Total		33,796.99	33,796.99	
B	N	S-11-219	219	HAWAII GREEN INTERN DEVELOPMENT PROJECT	5,370.61		
			219 Total		5,370.61	5,370.61	
B	N	S-11-220	220	JUSTSAP	50,000.00		
			220 Total		50,000.00	50,000.00	
B	V	S-11-222	222	ARRA-SFSF STEM AND CREATIVE INDUSTRIES	97,340.67		
			222 Total		97,340.67	97,340.67	
B	N	S-11-223	223	STATE ENERGY PROGRAM	172,829.00	172,829.00	
B	N	S-02-223	223	STATE ENERGY PROGRAM	438.80	438.80	
			223 Total		173,267.80		
B	V	S-11-224	224	STRATEGIC MARKETING & SUPPORT	73,123.00		
B	V	S-10-224	224	ARRA-STRENGTHENING COMMUNITIES FUND	33,000.00		
			224 Total		106,123.00	106,123.00	
B	V	S-10-227	227	STRATEGIC INDUSTRIES	4,837,269.22		
B	V	S-11-227	227	ENERGY, ENVIRONMENT AND AEROSPACE	4,554,628.82		
			227 Total		9,391,898.04	9,391,898.04	
B	V	S-10-228	228	ENERGY EFFICIENCY & CONSERVATION BLOCK	4,587,082.45		
B	V	S-11-228	228	ENERGY EFFICIENCY & CONSERVATION BLOCK	2,726,298.62		
			228 Total		7,313,381.07	7,313,381.07	
B	V	S-11-229	229	BED160 HHFDC HF LIHTC-TACP	9,861,610.00		
			229 Total		9,861,610.00		9,861,610.00
B	N	S-10-231	231	MARKET DEVELOPMENT COOPERATOR PROGRAM	1,517.54		
			231 Total		1,517.54	1,517.54	
B	N	S-06-232	232	HAWAII'S GEOTHERMAL RESOURCES	1,861.11		
			232 Total		1,861.11	1,861.11	
B	N	S-11-234	234	US AIR FORCE MORD-HEVDP	1,427,226.46		
B	N	S-10-234	234	US AIR FORCE MORD-HEVDP	926,160.87		
B	N	S-09-234	234	US AIR FORCE MORD-HEVDP	66,789.00		
B	N	S-08-234	234	US AIR FORCE MORD-HEVDP	12,760.00		
			234 Total		2,432,936.33		2,432,936.33
B	V	S-11-235	235	ENERGY ASSURANCE PLANNING	65,983.97		
			235 Total		65,983.97	65,983.97	
B	N	S-11-236	236	EXXON OIL OVERCHARGE FUNDS	1,101,297.39		
B	N	S-10-236	236	EXXON OIL OVERCHARGE FUNDS	101,345.33		
			236 Total		1,202,642.72		1,202,642.72
B	N	S-11-239	239	CHEVRON SETTLEMENT FUNDS	173,842.87		
			239 Total		173,842.87		173,842.87
			Grand Total		70,496,352.59	18,903,043.29	51,593,309.30

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Example)

Include the following notes to the schedule either as an attachment to the schedule. The notes should disclose the basis of accounting, definitions of abbreviations, and any other information that might be needed by the reader. Each department should prepare notes that describe their particular programs and circumstances, as required.

The following notes are considered examples only:

NOTE 1—BASIS OF ACCOUNTING

The Schedule of Expenditures of Federal Awards is prepared on the cash basis of accounting. Expenditures represent only the federally funded portions of the program. Department records should be consulted to determine amounts expended or matched from non-federal sources.

NOTE 2—RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedule agree in all material respects with the amounts reported in the related federal financial reports.

NOTE 3—PROGRAM COSTS/MATCHING CONTRIBUTIONS

The amounts shown as current year expenses represent only the (*federal/state/local*) grant portion of the program costs. Entire program costs, including the *department*'s portion, may be more than shown.

NOTE 4—NONCASH AWARDS

The amount of (*vaccine/dental items/commodities/surplus property/etc.)* reported on the schedule is the value of (*vaccine/dental items/commodities/surplus property/etc.*) distributed by the department during the current year and priced as prescribed by _____.

NOTE 5—UNEMPLOYMENT INSURANCE

State unemployment tax revenues and government contributions are used to pay benefits under federally approved State unemployment law. Of the $_____ reported as expenditures for the Unemployment insurance program (CFDA No. 17.225), $_____ represented expenditures of State funds.

NOTE 6—OTHER STATE DEPARTMENTS AND AGENCIES NOT INCLUDED IN THE STATE'S SCHEDULE

The following is a summary of State departments and agencies that had separate OMB Circular A-133 audits and submissions. Awards listed in these audit reports are not included in the State's Schedule.

Department of the Attorney General
Department of Education
Department of Hawaiian Home Lands
Department of Health
Department of Human Services
Department of Transportation – Administration Division
Department of Transportation – Airports Division

Department of Transportation – Harbors Division
Department of Transportation – Highways Division
Hawaii Housing Finance Development Corporation of Hawaii
Hawaii Public Housing Authority
University of Hawaii
The Judiciary

APPENDIX

NEIL ABERCROMBIE
GOVERNOR

JAN S. GOUVEIA
ACTING COMPTROLLER

KERRY K. YONESHIGE
ACTING DEPUTY COMPTROLLER

STATE OF HAWAI'I
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

December 22, 2011

COMPTROLLER'S MEMORANDUM NO. 2011-34

TO: Heads of Departments and Agencies

FROM: Jan S. Gouveia, Acting Comptroller

SUBJECT: State of Hawaii Single Audit Report

The purpose of this memorandum is to establish a statewide policy regarding the preparation of the Schedule of Expenditures of Federal Awards (SEFA) by State departments and agencies that are included in the State's Single Audit Report.

I. POLICY

Beginning with fiscal year 2010, State departments and agencies (Departments) that are included in the State's Single Audit Report are subject to the following policies.

A. The preparation of the Departments' SEFA is subject to the requirements of the Federal Office of Management and Budget, Circular A-133.

B. All Departments included in the State's SEFA will be treated as one reporting entity and known as the "SEFA Entity".

C. All Departments listed on the Grant Notification or similar documents as the recipient will be known as the "Original Receiving Entity".

D. Federal expenditures or transfers from one Department to another Department within the SEFA Entity shall be reported on the Original Receiving Entity's SEFA as Federal Expenditures. The receiving Department within the SEFA Entity shall not report the federal expenditures or transfers on its SEFA.

E. Federal expenditures or transfers from one Department to another Department within the SEFA Entity shall not be reported on the Original Receiving Entity's SEFA as Amount Provided to Subrecipient.

F. Federal expenditures or transfers from a Department within the SEFA Entity to a Department outside the SEFA Entity shall be reported by the Original Receiving Entity's SEFA as Federal Expenditures. It shall also report the Federal expenditures or transfers as Amount Provided to Subrecipient.

G. Federal expenditures or transfers from a Department outside the SEFA Entity to a Department within the SEFA Entity shall be reported by the Department within the SEFA Entity as a Pass-through Federal Expenditures.

H. The Agency's SEFA shall be prepared on a cash basis.

I. Agencies within the SEFA Entity must not duplicate expenditures within and across fiscal years.

II. RATIONALE

Previously, State departments and agencies prepared separate Single Audit reports with separate SEFAs. To provide uniformity in reporting presentation, the State needs to establish reporting guidelines for State departments and agencies regarding the preparation of one State SEFA.

III. DEFINITIONS

State – State of Hawaii.

DAGS – Department of Accounting and General Services.

Single Audit - In the United States, the Single Audit, also known as the OMB A-133 audit, is a rigorous, organization-wide audit or examination of an entity that expends $500,000.00 or more of Federal assistance (commonly known as Federal funds, Federal grants, or Federal awards) received for its operations. Usually performed annually, the Single Audit's objective is to provide assurance to the federal government as to the management and use of such funds by recipients such as states, cities, universities, and non-profit organizations. The audit is typically performed by an independent certified public accountant and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, Form SF-SAC.

IV. SCOPE

This policy applies to all State Executive Branch departments of the Hawaii State Government that are included in the State's Single Audit Report.

V. BACKGROUND

With state governments receiving greater amounts of federal financial assistance, the federal government needed to monitor that federal funds are spent correctly. As a result, the federal government passed the Single Audit Act of 1984. The Single Audit Act requires state governments to have a financial and compliance audit conducted by an independent auditor of the federal expenditures made during a fiscal year. The State had a choice either to have the audit cover the entire state government's operations or the audit may cover only each department or agency which received, expended or otherwise administered federal financial assistance during the fiscal year. In 1985, the Hawaii State government elected to conduct Single Audits at the department level. This practice continued up until FY2008-2009. Comptroller's Memorandum No. 2009-17 changed the State's policy regarding the State's Single Audit that effective for the FY2009-2010 and thereafter, the State's Single Audit would cover the entire state government's operations. State departments and agencies that requested to continue preparing departmental Single Audit reports were allowed to by the State Comptroller.

VI. GENERAL PROVISIONS

A. MONITORING AND ENFORCEMENT

The State Comptroller shall ensure the departments' compliance with this policy and procedures through inquiries, reviews, investigations, and audits.

B. STATE COMPTROLLER'S EXCEPTION

If the policy or procedures result in undue hardship for a department or agency, the State Comptroller may, upon written request of the head of the department or agency, grant an exception to the policy or procedure. Each exception granted shall be by written memorandum.

C. AMENDMENTS AND REVISIONS OF THIS POLICY

The State Comptroller reserves the right to amend or revise this policy from time to time, as the need arises.

VII. RESPONSIBILITIES

A. ACCOUNTING DIVISION, DAGS

The Accounting Division shall be responsible to develop procedures regarding the department's assistance in preparing the State's Single Audit report.

B. HEADS OF DEPARTMENTS AND AGENCIES

The heads of departments and agencies or designees shall be responsible to ensure that the Single Audit information submitted to DAGS is accurate, complete, and on time.

VIII. PROCEDURES

A. ACCOUNTING DIVISION, DAGS

The Accounting Division shall be responsible to:

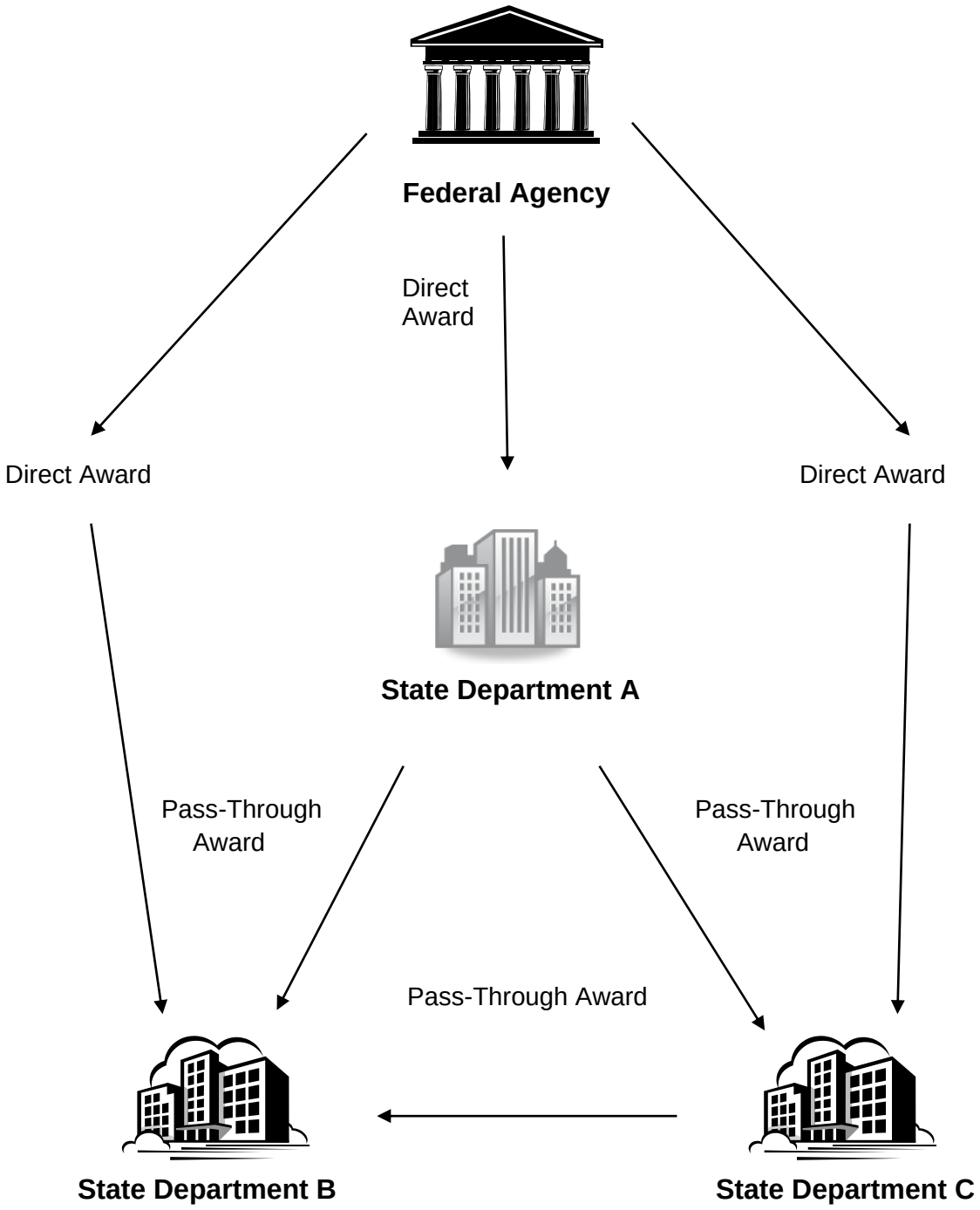
1. Develop procedures to prepare the State's Single Audit Report;
2. Provide training to instruct State departments and agencies to prepare Single Audit information in accordance with DAGS' policy and procedures;
3. Monitor and enforce compliance with this policy.

B. HEADS OF DEPARTMENTS AND AGENCIES

The heads of departments and agencies or designees shall be responsible to:

1. Ensure preparation of Single Audit information timely and in accordance with DAGS' policies and procedures.
2. Require cooperation of department staff to implement the policy and procedures.
3. Support training programs so that employees responsible for the implementation of the policy and procedures are knowledgeable and responsible.
4. Periodically assess the implementation of the policy and procedures to determine that they are working as intended and achieving desired results.

ILLUSTRATION OF DIRECT AND PASS-THROUGH AWARDS FROM THE FEDERAL GOVERNMENT



FEDERAL AGENCY TWO-DIGIT PREFIX LIST

01 African Development Foundation
02 Agency for International Development
03 Institute for Museum Services
04 Inter-American Foundation
05 National Endowment for the Arts
06 National Endowment for the Humanities
07 Office of National Drug Control Policy
08 Peace Corps
09 Legal Services Corporation
10 Department of Agriculture
11 Department of Commerce
12 Department of Defense
13 Central Intelligence Agency
14 Department of Housing and Urban Development
15 Department of Interior
16 Department of Justice
17 Department of Labor
18 Federal Reserve System
19 Department of State
20 Department of Transportation
21 Department of Treasury
22 Postal Service
23 Appalachian Regional Commission
27 Office of Personnel Management
29 Commission on Civil Rights
30 Equal Employment Opportunity Commission
32 Federal Communications Commission
33 Federal Maritime Commission
34 Federal Mediation and Conciliation Service
36 Federal Trade Commission
39 General Services Administration
40 Government Printing Office
41 Interstate Commerce Commission
42 Library of Congress
43 National Aeronautics & Space Administration
44 National Credit Union Administration
46 National Labor Relations Board
47 National Science Foundation
53 President's Comm on Employ. of the Handicapped
57 Railroad Retirement Board
58 Securities and Exchange Commission
59 Small Business Administration
60 Smithsonian Institution
61 International Trade Commission
62 Tennessee Valley Authority
64 Department of Veterans Affairs
66 Environmental Protection Agency
68 National Gallery of Art
70 Overseas Private Investment Corporation
77 Nuclear Regulatory Commission
78 Commodity Futures Trading Commission
81 Department of Energy
82 United States Information Agency
83 Federal Emergency Management Agency
84 Department of Education
85 Scholarship Foundations
86 Pension Benefit Guaranty Corporation
87 Consumer Product Safety Commission
88 Architectural & Transportation Barriers
89 National Archives & Records Administration
91 Miscellaneous Foundations & Commissions
92 National Council on Disability
93 Department of Health and Human Services
94 Corporation for National Service
96 Social Security Administration
97 Department of Homeland Security