|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area Agency on Aging | Click here to enter text. |  | Date: | Click here to enter a date. |
| AAA Staff Interviewed: | Click here to enter text. |  | SUA Reviewer/s: | Click here to enter text. |

In a separate document, please provide responses to the categories listed.

| **Category** | **Description** |
| --- | --- |
| **Audits** | What audits have been conducted of the agency in the past fiscal year? Provide a list. Include SUA, CPA, or other. Summarize findings, compliance or corrective action plans, and completion of same. Attach documents. |
|  |  |
| **Budget Revisions** | What budget revisions have been submitted, or are planned for FFY24?  List the date and a brief purpose statement for each. |
|  |  |
| **Cost Allocation Plan** | Date approved.  Any changes or challenges since SFY23? |
|  |  |
| **In-Kind** | |
| **$** | Any changes or challenges since SFY23? |
|  |  |
| **APA Summary of Results/Single Audit** | |
| **Questioned costs / Findings** | .  List each APA item, as numbered, from the SFY23 APA Summary of Results, and describe how it was addressed. If the response submitted in SFY23 meets this description, that document can be included. APA findings were to be addressed within 60 days of the monitoring letter. Otherwise, create a word document, numbered to match the APA format, followed by a description of the resolution, Documents referenced should be included or if publicly available, linked. |
|  |  |
| **Financial Site Visit Review Checklist** | Complete and submit the checklist separately. |
|  |  |
| **Accounting Software** | What software is used by the agency for budgeting; payments; payroll; etc.? |
|  |  |
| **Time keeping software** | What software or methods are used for time tracking of staff? |
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