

# **Single Audit Database User Manual**

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## Accessing the Database

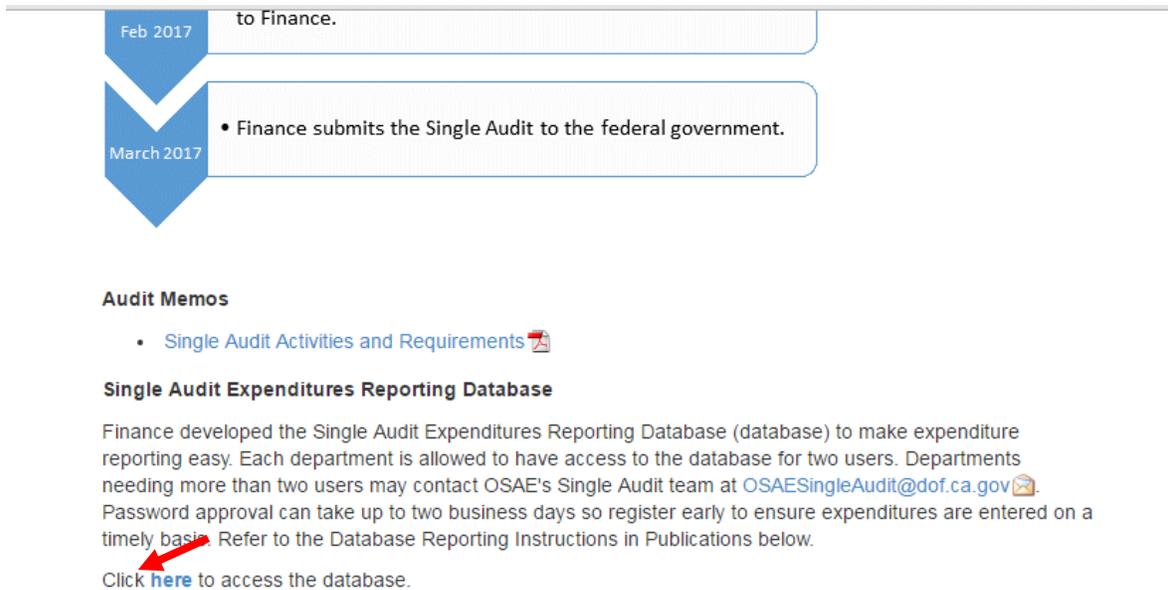
Below are the instructions for the designated user of the Single Audit Expenditure Reporting Database (database). There are screenshot examples included for each step.

For first time users that have not used the database, you will want to perform the following steps:

Go to the [DOF.CA.GOV](http://DOF.CA.GOV) website → Programs → Office of State Audits and Evaluations → “The Single Audit,” which is on the right side of the screen under “Responsibilities”



Mid page, click the blue [here](#) link to access the database.



If you are a new user, you will need to register, which is located under New Users. Returning users can login. If you are a returning user, you can skip to “Returning User”.

## New User Registration

Registration is required to access the database. Each department is allowed to have access to the database for two users.

To get started, click on the blue **Register** link then fill in the required information. You will receive a system generated password via email in approximately two business days. Once the password is received, you can log on to the database to change the password. You are not required to change your password if you choose not to. If more users are needed or the users need to be changed, please contact the Single Audit Team at [OSASingleAudit@dof.ca.gov](mailto:OSASingleAudit@dof.ca.gov).

**\*If you are reporting for multiple business units, please select them during registration by holding down the control key.**

Single Audit Expenditure Reporting Database Home  
State of California Department of Finance

### Single Audit Federal Expenditure Reporting Database

The single audit process, formalized in the *Single Audit Act of 1984*, and amended in the *Single Audit Act Amendments of 1996* (collectively referred to as the *Single Audit Act*), is an important m officials, and program managers obtain information on whether the recipients of federal financial assistance properly account for the federal funds they receive, maintain adequate internal controls program requirements. The *Single Audit Act* requires the State, as a non-federal entity that expends federal awards of \$750,000 or more in a fiscal year, to have a single audit. Furthermore, the St package to the designated *Federal Audit Clearinghouse*, and make it available for public inspection, by March 31 (9 months after the end of the period audited).

Pursuant to the *Single Audit Act*, the Office of Management and Budget (OMB) issues the Uniform Grant Guidance (Code of Federal Regulations, title 2, subtitle A, chapter II, part 200) and sets f uniformity among federal agencies for the audits of states, local governments, and non-profit organizations expending federal awards.

The Department of Finance (Finance), consistent with its responsibility for supervising the State's financial and business policies, is responsible for federal audit coordination. Finance assigns the to perform the necessary steps to carry out the State's responsibilities in accordance with the federal act.

**New Users:**  
If this is your first time visiting this site and your agency has not previously designated its two users, click on [Register](#) to create a user account.

**Returning Users:**  
Click on [Login](#) to enter the database. If you are logging in with your system generated password, you will be able to change your password before continuing to the reporting portion of the databa:  
For more information, please visit the Department of Finance's [Single Audit Website](#).  
If you have any questions, please contact the [Single Audit Team](#).

Single Audit Expenditure Reporting Database Home  
State of California Department of Finance

## Registration

Create a New Account by filling in the information below.

\* User Name (email address)

\* First Name

\* Last Name

\* Telephone

\* Business Unit   
0001 - Major Revenues  
0002 - Major Policy Revenues  
0003 - Prop 98 Exp Adj Related to Tax Reductns  
0010 - Legislative, Judicial, and Executive  
0020 - Legislative  
0099 - test  
0100 - Legislature  
0110 - Senate  
0120 - Assembly  
0130 - Joint Expenses  
0150 - Legislators' Retirement Sys Contribution  
0155 - Office of the Auditor General

\* Captcha Please retype the characters from the picture  
**ATJRTV**  
ENTER CAPTCHA

**Register**

After registering, you will be prompted to verify your account information. You will need to create two contacts: one as the primary Management Representation Letter contact and one as the primary Financial Statement contact. The five areas that need to be completed are labeled below. If you are not reporting federal expenditures, number 5 does not need to be completed. This page will only be displayed upon the login at the beginning of each fiscal year.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

### Verify Account Information

**Registered User Profile**

\* First Name: Rosalie  
 \* Last Name: Bradley  
 \* Phone Number: (916) 322-2985 x3178

Save

---

**Business Unit Contacts** 1 Create New

No records to display.

\* Contact Type: Select Type 2  
 \* First Name:   
 \* Last Name:   
 \* Phone Number:   
 \* Email Address:   
 Save Cancel

---

**DUNS Numbers** 5 Create New

No records to display.

3  I certify this information is current. 4 Continue

If you have any questions, please contact the Single Audit Team.

## Returning Users

If you are reporting for more than one business unit, please contact The Single Audit Team at [OSASingleAudit@dof.ca.gov](mailto:OSASingleAudit@dof.ca.gov) so that upon login, you will be able to select which business unit you want to report for.

Single Audit Expenditure Reporting Database Home  
State of California Department of Finance

### Single Audit Federal Expenditure Reporting Database

The single audit process, formalized in the *Single Audit Act of 1984*, and amended in the *Single Audit Act Amendments of 1996* (collectively referred to as the *Single Audit Act*), is an important means by which the Cor officials, and program managers obtain information on whether the recipients of federal financial assistance properly account for the federal funds they receive, maintain adequate internal controls over those funds, and program requirements. The *Single Audit Act* requires the State, as a non-federal entity that expends federal awards of \$750,000 or more in a fiscal year, to have a single audit. Furthermore, the State must submit the si package to the designated [Federal Audit Cleaninghouse](#), and make it available for public inspection, by March 31 (9 months after the end of the period audited).

Pursuant to the *Single Audit Act*, the Office of Management and Budget (OMB) issues the Uniform Grant Guidance (Code of Federal Regulations, title 2, subtitle A, chapter II, part 200) and sets forth standards for obta uniformity among federal agencies for the audits of states, local governments, and non-profit organizations expending federal awards.

The Department of Finance (Finance), consistent with its responsibility for supervising the State's financial and business policies, is responsible for federal audit coordination. Finance assigns the Office of State Audits to perform the necessary steps to carry out the State's responsibilities in accordance with the federal act.

**New Users:**  
 If this is your first time visiting this site and your agency has not previously designated its two users, click on [Register](#) to create a user account.

**Returning Users:**  
 Click on [Login](#) to enter the database. If you are logging in with your system generated password, you will be able to change your password before continuing to the reporting portion of the database.

### Login

\* User Name (email address)

\* Password

\* Business Unit

- 0001 - Major Revenues
- 0130 - Joint Expenses
- 0200 - Judicial
- 7100 - Employment Development Department

[Forgot Password?](#)

If you do not have an account, please create a new one [here](#).

If you have any questions, please contact the [Single Audit Team](#).

If you forget your password, you can click on the blue **Forgot Password** link and you will be directed to the password reset page. Here, you will type in your email address and the reCAPTCHA code in the respective fields. By clicking on the reset password button, a new password will be generated and emailed to you.

### Login

\* User Name (email address)

\* Password

 [Forgot Password?](#)  
If you do not have an account, please create a new one [here](#).

If you have any questions, please contact the [Single Audit Team](#).

### Forgotten Password

If you have forgotten your password, enter your User Name (email address) below and a system generated password will be issued.

You will be able to change your password upon login with your system generated password.

\* User Name (email address)

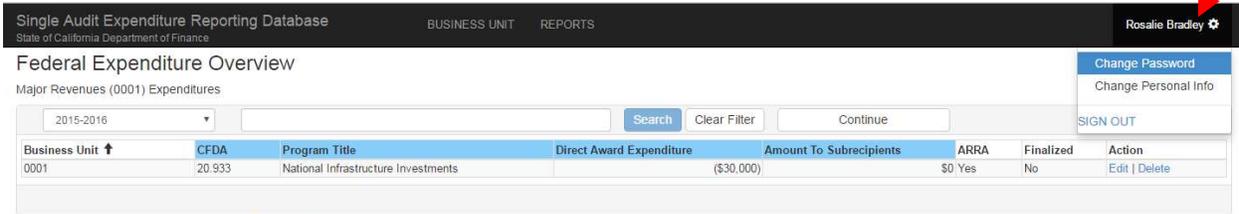
\* Captcha



If you have any questions, please contact the [Single Audit Team](#).

## Changing Password

You are not required to change the system generated password upon logging in. If you decide to change the password, perform the following steps. Click on your name in the upper right hand corner and then click on the change password link. **Note:** Your name will not appear in the upper right hand corner of the “Verify Account Information” screen.



Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS

Rosalie Bradley

Federal Expenditure Overview

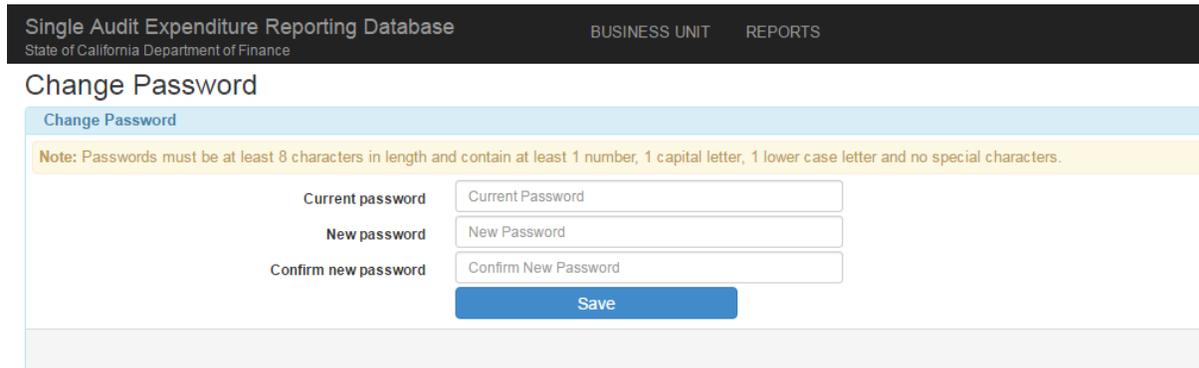
Major Revenues (0001) Expenditures

2015-2016 Search Clear Filter Continue SIGN OUT

Business Unit ↑	CFDA	Program Title	Direct Award Expenditure	Amount To Subrecipients	ARRA	Finalized	Action
0001	20.933	National Infrastructure Investments		(\$30,000)	\$0 Yes	No	Edit   Delete

If you have any questions, please contact the Single Audit Team.

Next, enter the current password and a new password as well. The new password must have at least 8 characters in length and contain at least 1 number, 1 capital letter, 1 lower case letter and no special characters. After a new password has been entered, click on the save button to change the password.



Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS

### Change Password

**Note:** Passwords must be at least 8 characters in length and contain at least 1 number, 1 capital letter, 1 lower case letter and no special characters.

Current password:

New password:

Confirm new password:

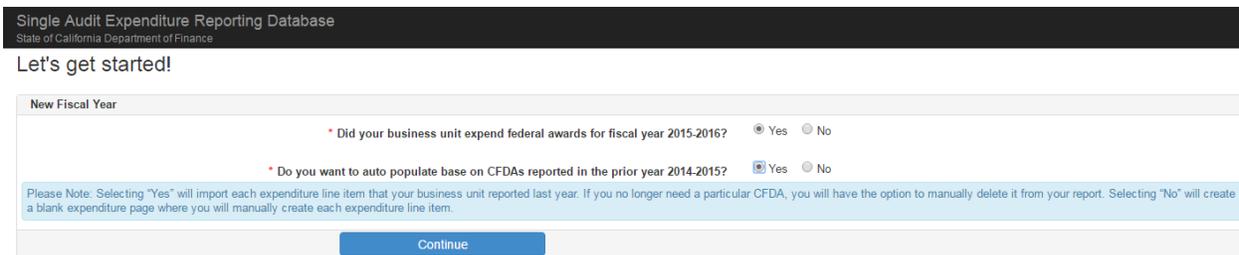
Save

If you have any questions, please contact the Single Audit Team.

## Getting Started – Federal Reporting

The database will prompt you to indicate whether your business unit expended federal awards. If you select yes, you will then be given the option to auto populate (upload the previous Catalog of Federal Domestic Assistance (CFDA) line items) or to manually enter each line item. Select Continue.

If your department **does not** have any federal expenditures to report, you can click on “No” option. Skip to page 15 for further instructions.



Single Audit Expenditure Reporting Database  
State of California Department of Finance

### Let's get started!

New Fiscal Year

Did your business unit expend federal awards for fiscal year 2015-2016?  Yes  No

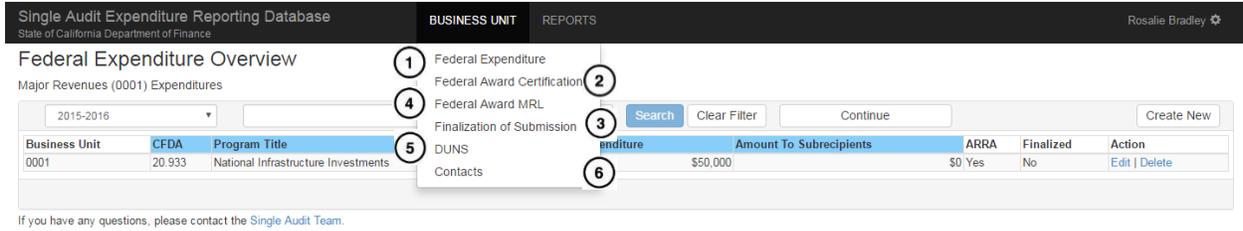
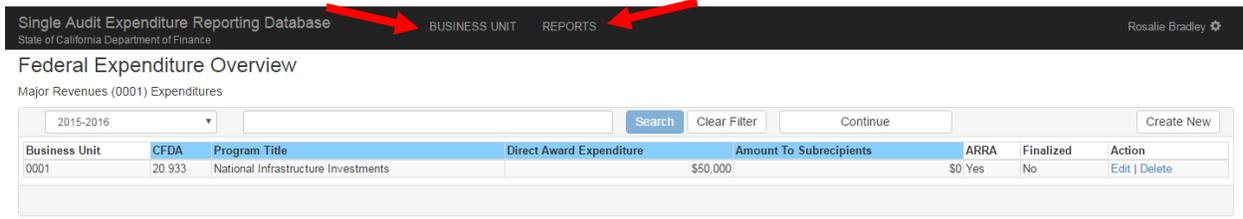
Do you want to auto populate base on CFDA's reported in the prior year 2014-2015?  Yes  No

Please Note: Selecting "Yes" will import each expenditure line item that your business unit reported last year. If you no longer need a particular CFDA, you will have the option to manually delete it from your report. Selecting "No" will create a blank expenditure page where you will manually create each expenditure line item.

Continue

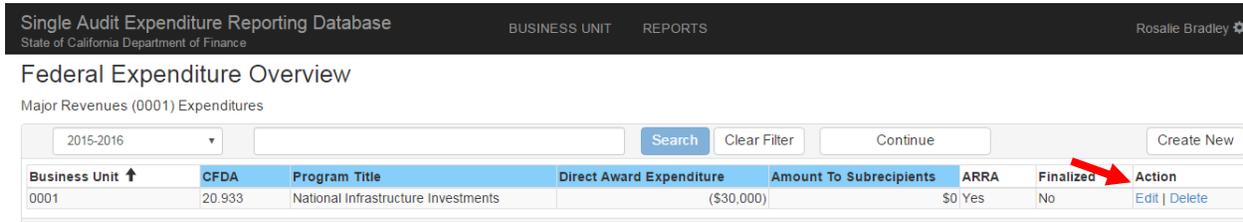
If you have any questions, please contact the Single Audit Team.

To navigate through the database, you will use one of two tabs found at the top of the page. Each tab has a drop down menu of options. There is the “Business Unit” and the “Reports tab.”

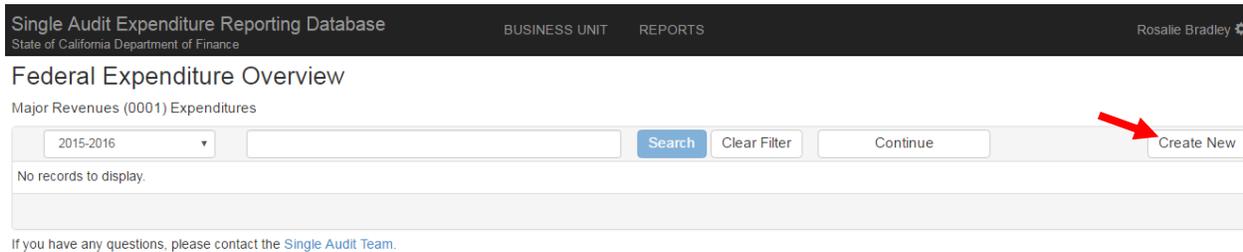


1. **Federal Expenditures** - Expenditures must be entered on a cash basis. They must not include accruals, accrual reversals, encumbrances, or encumbrance reversals.

If you chose to auto populate, your screen will look like the screenshot below. You will have the option to edit or delete the line entry.



If you chose not to auto populate, you will need to select the “Create New” button to add a line item.



After selecting “Create New,” the next screen will give you 12 fields that must be completed. Each required field has been lettered in red in the screenshot below. An explanation of the information needed is included with the corresponding letter following the screenshot.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT    REPORTS

Rosalie Bradley

## Edit Federal Expenditure

EXPENDITURE DETAILS

Back to Federal Expenditure Overview    10.099    Create New

\* Fiscal Year: 2015

\* CFDA: Select Program

\* Is this expenditure funded by ARRA?  Yes  No

\* Direct Award Expenditures: \$ 0 .00

Amount To Subrecipients: \$ Amount .00

PLEASE NOTE: A State of California business unit should not be considered a pass-through entity for single audit purposes.

Non-Cash Award Expended: \$ Amount .00

ARRA Non-Cash Award Expended: \$ Amount .00

Category of Non-Cash Award Expended: Select Category

Loans Expended: \$ Amount .00

Loans Outstanding at end of Fiscal Year: \$ Amount .00

Insurance In Effect at end of Fiscal Year: \$ Amount .00

Research & Development Funding Expended: \$ Amount .00

Save

Fields marked with \* are required. These fields must have information entered in order for you to proceed.

- Expenditures are to be entered on a CASH BASIS and do not include accruals, accrual reversals, encumbrances, or encumbrance reversals.
- Only enter expenditures in CASH BASIS.
- The Direct Award Expenditures can be a 0 if no direct awards were expended.
- State of California business unit is not considered a subrecipient of Single Audit purposes.

You can select which CFDA number you want to report to.

- a) **Fiscal Year** – The fiscal year field is prefilled.
- b) **CFDA** – This is the Catalog of Federal Domestic Assistance (CFDA) number. You can scroll through or type in the CFDA numbers to find the CFDA for the program you are reporting. If you are unsure of your CFDA number, you can visit <https://www.cfda.gov/> to obtain the CFDA number. **Note:** CFDAs cannot begin with 99. Per OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), it is the department's responsibility to ascertain the CFDA number for the program funded. In the event the department cannot ascertain the CFDA number, the user must contact the granting federal cognizant agency to obtain the proper CFDA.
- c) **Is this expenditure funded by the American Recovery and Reinvestment Act (ARRA)?** – In 2009, Congress passed ARRA which provided funding via tax cuts, entitlement programs, federal contracts, grants, and loans. For single audit purposes, state organizations are required to report whether they received federal funds as a result of ARRA. Select the yes button if the program is funded by ARRA and select the no button if it is not.
- d) **Direct Award Expenditures** – Enter the amount of expenditures for assistance received directly from a federal agency for the current fiscal year on a cash basis. The total amount expended for a particular federal award includes all amounts expended by your department and any amounts awarded by your department to subrecipients. Amounts awarded by your department passed to another state department should only be reported once for the State of California as an entity

and reported as a direct expenditure by the initial federal award recipient when it expends the federal award. **Note:** All entries must be rounded to the nearest dollar.

- e) **Amount to Subrecipients** – Enter the amounts paid to subrecipients during the fiscal year. A subrecipient is a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. Another state department is not considered a subrecipient; federal awards passed through to another state department should be reported as a direct expenditure.
- f) **Non-Cash Award Expended** – Enter the dollar value of the non-cash federal assistance or benefits expended during the fiscal year. Amounts are to be reported at fair market value at the time of receipt or the assessed value provided by the federal agency.
- g) **ARRA Non-Cash Award Expended** – Enter the dollar value of the ARRA funded non-cash federal assistance or benefits expended during the fiscal year. Amounts are to be reported at fair market value at the time of receipt or the assessed value provided by the federal agency.
- h) **Category of Non-Cash Award Expended** – Use the drop down menu to select the non-cash award type expended. The non-cash award types are obtained directly from the Uniform Guidance. If the non-cash award type you need is not listed, contact the Single Audit Team at [OSAESingleAudit@dof.ca.gov](mailto:OSAESingleAudit@dof.ca.gov).
- i) **Loans Expended** – Since the federal government is at risk for loans until the debt is repaid, the following guidelines must be used to calculate the value of federal awards expended under loan programs, except when the proceeds were received and expended in prior years. Refer to 2 CFR 200.502(c) for exceptions related to Institutions of Higher Education. Loans should be calculated as follows: (1) Value of new loans made or received during the audit period plus (2) Beginning of the audit period balance of loans from previous years for which the federal government imposes continuing compliance requirements plus (3) Any interest subsidy, cash, or administrative cost allowance received.
- j) **Loans Outstanding at End of Fiscal Year** – Enter the dollar value of loans and/or loan guarantees outstanding at June 30. The CFDA defines direct loans as (a) financial assistance provided through the lending of federal monies for a specific period of time, with a reasonable expectation of repayment, and (b) guaranteed/insured loans as programs in which the federal government makes an arrangement to indemnify a lender against part or all of any defaults by those responsible for repayment of the loans.
- k) **Insurance in Effect at End of Fiscal Year** – Enter the dollar value of insurance in effect at June 30. The CFDA defines insurance as financial assistance provided to assure reimbursement for losses sustained under specific conditions. Insurance coverage may be provided directly by the federal government or through private carriers and may or may not involve the payment of premiums.
- l) **Research and Development (RD) Funding Expended** – Enter the dollar value of the RD funding spent during the fiscal year. Amounts are to be reported at

their value at the time of expense or the assessed value provided by the federal agency.

If you are finished, select the save button. You can continue to add expenditures until all necessary federal expenditures have been entered. When completely finished, select the “Back to Federal Expenditure Overview” button.

If there are pass-through expenditures, you must save your entry and a new section will appear at the bottom of the screen to enter the pass-through expenditures.

**Pass-Through Expenditures:** If you need to report pass-through expenditures for the CFDA entered, select “Create New” under Pass-Through Details. You will be directed to the screen below. Each required field has been lettered in red in the screenshot below. An explanation of the information needed is included with the corresponding letter following the screenshot.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS Rosale Bradley

Research & Development Funding Expended \$ 0 .00

Last Updated User DOFivivrios

Last Updated Date 8/8/2016 7:16:00 AM

Save

Fields marked with \* are required. These fields must have information entered in order for you to proceed.

1. Expenditures are to be entered on a CASH BASIS and do **not** include accruals, accrual reversals, encumbrances, or encumbrance reversals.
2. Only enter expenditures in CASH BASIS.
3. The Direct Award Expenditures can be a 0 if no direct awards were expended.
4. State of California business unit is **not** considered a subrecipient of Single Audit purposes.

PASS-THROUGH DETAILS Create New

No records to display.

COMMENTS Create New

No records to display.

PASS-THROUGH DETAILS Create New

No records to display.

\* Pass-Through Entity Name Pass-Through Agency Name a.

\* Pass-Through Entity ID Number Pass-Through Agency Number b.

\* Amount Received and Expended from a Pass-Through Entity \$ 0 .00 c.

PLEASE NOTE: A State of California business unit should not be considered a pass-through entity for single audit purposes.

Save Cancel

COMMENTS Create New

- a) **Pass-Through Entity Name** – If your department received funding as a pass-through, enter the name of the pass-through agency that awarded the funding to your department. If you received pass-through funding from multiple agencies, enter each agency name separated by a comma. If you received funds from

another state department, do not report them here. Federal awards passed through from another state department should be reported as a direct expenditure by the granting department and thus not reported as a pass-through expenditure by your entity.

- b) **Pass-Through Entity ID** – Enter the number assigned by the pass-through agency. If you received pass-through funding from multiple agencies, enter each agency’s unique identifier separated by a comma. Ensure you maintain the same order of agencies as used in the **Pass-Through Agency Name** field. (You must enter a number, NA is not sufficient).
- c) **Amount Received and Expended from a Pass-Through Entity** – Enter the amount of the pass-through award expended. Then, click on the save button and a record will be made of the amount of the pass-through funds expended.

You can select the “Back to Federal Expenditure Overview” button to return to the expenditures overview page. Here you will see all entered expenditures for your department. If you wish to change the amounts on a CFDA record, click edit and make your changes. You can also delete a record here if it has been entered in error. If everything look accurate, select the continue button.

2. Federal Award Certification - The Award Certification is a means for you to indicate whether your department has received federal awards for the fiscal year. Click the blue [here](#) link to access the form. Fill out the certification form and have it signed by the department head or the designee. You will then choose the file once the certification form is saved and upload it to the database.

You will then click on “Continue.” This will lead you to finalize your Report.

Single Audit Expenditure Reporting Database  
State of California Department of Finance
BUSINESS UNIT    REPORTS    Rosalie Bradley ⚙

### Certification of Federal Award Receipts

If your business unit **RECEIVED** Federal Awards, Loans, Non-Cash Awards, or Research and Development Awards during the fiscal year, you are required to fill out and have the Department head or their designee sign the *Certification of Federal Award Receipt*. The certification must contain an actual signature rather than a digital signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the *Certification of Federal Award Receipt*, scan the completed certification into a PDF file and use the upload function below.

Certification of Federal Award Receipt for Fiscal Year 2015-16

No file chosen

**All Federal Award Certifications**

No records to display.

If you have any questions, please contact the [Single Audit Team](#).

3. Finalization of Submission - You are given the option to review the “Federal Expenditure Report” prior to submission. Once finalized, the expenditures and certification form cannot be edited. If an error was made, contact the Single Audit Team at [OSASingleAudit@dof.ca.gov](mailto:OSASingleAudit@dof.ca.gov). The DUNS number and the Federal Award certification form are required in order to finalize the submission.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

## Finalization of Submission

**Review**

Would you like to review your submission before finalizing?

**Finalization**

Once you have entered all Federal Expenditure information for your state department, click the button below to finalize your submission. Once finalized, expenditures **cannot** be edited. You must contact the Single Audit Team to un-finalize your submission.

Federal Award Certification: No

DUNS Number: No

Not Finalized Expenditures: 1

A DUNS Number is required for finalization of expenditures. Please select the DUNS category from the business unit drop down menu and add/update your unit's DUNS number

If you have any questions, please contact the [Single Audit Team](#).

- Federal Award MRL** – All business units that received federal funding must complete a Federal Award Management Representation letter (MRL) and upload it to the database. The template will be emailed to you no later than the end of March. The template should be signed by the department head or designee.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

## Federal Award Management Representation Letters

The Department of Finance, Office of State Audits and Evaluations (Finance), is requesting your annual management representation letter (MRL), which is required as part of the State's single audit. As part of its annual audit of the State, the California State Auditor (CSA) requests Finance to make certain representations regarding the financial operations of the State. To allow the Director of Finance to submit a single MRL to CSA, agencies and departments are required to submit an MRL on their operations for the fiscal year ended June 30, 2016. Individual agency and department MRLs provide the basis for the statewide MRL.

If your business unit reported federal award expenditures during the fiscal year 2015-16, please sign and have the Department head or their designee sign the *Federal Award Management Representation Letter*. The letter must contain an actual signature rather than a digital signature. **Please do not change the dates or representation within the template. You may add N/A to representations that do not apply to your department or agency.**

Once the Department head or their designee has signed the *MRL*, scan the completed letter into a PDF file and use the upload function below.

Federal Award MRL for Fiscal Year 2015-16  No file chosen

**No extensions will be granted to submit your letter**

**All Federal Award MRL**

No records to display.

- DUNS** - The Data Universal Number System (DUNS) is a means of identifying business units on a location specific basis. Each department will have a unique nine digit DUNS number associated with their federal funding. If you have forgotten your DUNS number, visit <https://fedgov.dnb.com/webform> to recover it.

When you click on the "Create New" button in the database, you will type in your DUNS number in the DUNS number field and click on the save button. This will add your DUNS number to the database. You can edit or delete your DUNS number if it is no longer valid.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT REPORTS Rosalie Bradley

## DUNS Overview

No records to display.

\* DUNS Number

The Data Universal Number System (DUNS) is a nine digit number used to identify business entities on location specific basis. Each business unit will have a unique DUNS number associated with their Federal funding.

If you have any questions, please contact the [Single Audit Team](#).

6. Contacts – This is where you can review, edit, delete, or create a new contact.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT    REPORTS

Vanessa Rios

Contact Overview

Create New

Business Unit ↑	State Organization	Contact Type	First Name	Last Name	Phone Number	Email Address	Action
8860	Department of Finance	(FS) - Primary Financial Statement	Jane	Doe	(916) 322-2985	jane.doe@dof.ca.gov	<a href="#">Edit</a>   <a href="#">Delete</a>
8860	Department of Finance	(MRL) - Primary MRL	John	Smith	(916) 322-2985	john.smith@dof.ca.gov	<a href="#">Edit</a>   <a href="#">Delete</a>

If you have any questions, please contact the [Single Audit Team](#).

## Federal Expenditure Report

This tab allows you to review and export all of your entries for the Federal Expenditure Report to ensure no duplicate entries or errors were made prior to finalizing the submittal.

Single Audit Expenditure Reporting Database  
State of California Department of Finance

BUSINESS UNIT    **REPORTS**

Rosal

Federal Expenditure Report

8/9/2016 8:59:56 AM    1 of 1

Bus. Unit	Fiscal Year	CFDA	Direct Award	Amount To Subrecipients	ARRA	Non-Cash Award Expended	ARRA Non-Cash Award Expended	Loans Outstanding at end of FY	Loan Expended	Insurance in effect at end of FY	R&D Funding expended	Pass-Through Amount	Finalized
0200	2015	10.099	(\$378,000)	\$0	No	\$0	\$0	\$0	\$0	\$0	\$0	\$0	No
<b>TOTAL</b>			<b>(\$378,000)</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

If you have any questions, please contact the [Single Audit Team](#).

# Non-Federal Reporting

Single Audit Expenditure Reporting Database  
State of California Department of Finance

Let's get started!

**New Fiscal Year**

\* Did your business unit expend federal awards for fiscal year 2015-2016?  Yes  No

[Continue](#)

The business unit tab is different for Non-Federal as it has fewer options in the drop down menu.

Single Audit Expenditure Reporting Database | BUSINESS UNIT | REPORTS | Vanessa Rios

**Certification of Non-Federal Award Receipt**

1 Non-Federal Award Certification  
2 Non-Federal Award MRL  
3 Contacts

If your business unit DID NOT receive Federal Awards, Loans, Non-Cash Awards, or Research and Development Awards during the fiscal year, you are required to fill out and have the Department head or their designee sign the Certification of Non-Federal Award Receipt. The certification must contain an actual signature rather than a digital signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the Certification of Non-Federal Award Receipt, scan the completed certification into a PDF file and use the upload function below.

Certification of Non-Federal Award Receipt for Fiscal Year 2015-16

[Browse...](#)

[Upload File](#)

1. Non-Federal Award Certification - This will take you to the Award Certification tab where you can upload the Certification of Non-Federal Award Receipt form. The certification form can be found by clicking the “[here](#)” link. After the Award Certification is uploaded, you are done with the process until March, when you will be required to return to the database to upload your Management Representation Letter (MRL).

Single Audit Expenditure Reporting Database | BUSINESS UNIT | REPORTS | Rosalie Bradley

**Certification of Non-Federal Award Receipt**

If your business unit **DID NOT** receive Federal Awards, Loans, Non-Cash Awards, or Research and Development Awards during the fiscal year, you are required to fill out and have the Department head or their designee sign the Certification of Non-Federal Award Receipt. The certification must contain an actual signature rather than a digital signature. The certification form can be found [here](#).

Once the Department head or their designee has signed the Certification of Non-Federal Award Receipt, scan the completed certification into a PDF file and use the upload function below.

Certification of Non-Federal Award Receipt for Fiscal Year 2015-16

Choose File | No file chosen

[Upload File](#)

2. Non-Federal Award MRL – All business units that did not receive federal funding must complete a Non-Federal Award MRL and upload it to the database. The template will be emailed to you no later than the end of March. The template should be signed by the Department Head. MRLs must be completed because the Audited Financial Statements by the California State Auditor are included in the Single Audit Report.
3. Contacts – This is where you can review, edit, delete, or create a new contact.

Single Audit Expenditure Reporting Database | BUSINESS UNIT | REPORTS | Vanessa Rios

**Contact Overview**

[Create New](#)

Business Unit ↑	State Organization	Contact Type	First Name	Last Name	Phone Number	Email Address	Action
8860	Department of Finance	(FS) - Primary Financial Statement	Jane	Doe	(916) 322-2985	jane.doe@dof.ca.gov	<a href="#">Edit</a>   <a href="#">Delete</a>
8860	Department of Finance	(MRL) - Primary MRL	John	Smith	(916) 322-2985	john.smith@dof.ca.gov	<a href="#">Edit</a>   <a href="#">Delete</a>

If you have any questions, please contact the [Single Audit Team](#).