



**Grants Management Department**  
1535 W. Jefferson St.  
Phoenix, AZ 85007  
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<https://HelpDeskExternal.azed.gov>

## Single Audit Extension

### (X) For Your Information

#### Intended Audience

- LEA Business Manager
- LEA Authorized Representative
- LEA Entity Signer

Submission of fiscal year 2020 (FY20) single audits have been extended three-months for local education agencies (LEAs) that have received COVID-19 funding. Due to the extension, the SARP is now due 12-months from your fiscal year end date, or within 30 days after receiving the single audit report from a third-party CPA, whichever occurs first.

LEAs that expend \$750,000 or more in federal awards are required to have a single audit conducted in accordance with §200.514. The single audit reporting package (SARP) is normally required to be submitted to ADE within nine-months from the fiscal year end, or within 30 days after receiving the single audit report from a third-party CPA, whichever occurs first.

#### Important User Role: LEA Single Audit Update

In order to complete the single audit process, users must be assigned the **LEA Single Audit Update** role. Please contact your **LEA User Access Administrator** to be assigned the appropriate role to complete the single audit process. For information on assigning and creating roles in GME, please see the [Creating Roles \(Quick Reference Guide\)](#) housed in the Grants Management Resource Library. Please be sure you are assigned the **LEA Single Audit Update** role before you attend any Single Audit training.

#### Training Materials

To access the [Single Audit Mini-Handbook](#), please navigate to GME's Grants Management Resource Library >GME User Resources/Training > Single Audit.

**For direct assistance please contact Grants Management at 602-542-3901, Option 3 or via Help Desk at <https://HelpDeskExternal.azed.gov>.**



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