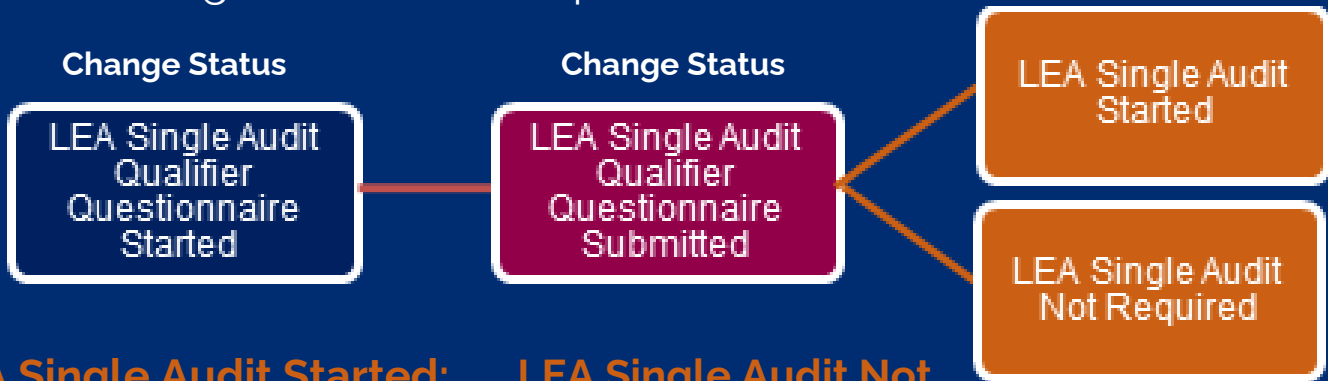# Single Audit Questionnaire Fast Facts

The Single Audit Qualifier Questionnaire (SAQQ) is a two question document that must be completed annually by all LEAs within the Grants Management Enterprise (GME) System.

Does your organization expend $750,000.00 in Federal grant funds annually?
If **yes**, then a Single Audit must be completed by a contracted third-party CPA.
If **no**, then a Single Audit is not required.

Change Status

LEA Single Audit Qualifier Questionnaire Started

Change Status

LEA Single Audit Qualifier Questionnaire Submitted

LEA Single Audit Started

LEA Single Audit Not Required

LEA Single Audit Started:
WAIT!
No further action is needed
YET!
The next step is to upload the completed SARP when provided by your third-party CPA.

LEA Single Audit Not Required:
Single Audit Qualifier Questionnaire (SAQQ) is complete.
No further action needed, unless requested by ADE.

The Single Audit Reporting Package (SARP), must be uploaded in GME no later than 9 months after your organization's fiscal year end date, or within 30 days after receiving your SARP from a third-party CPA, whichever occurs first. No other action is required between "LEA Single Audit Started" and this upload.

Single Audit Questionnaire Frequently Asked Questions

1. **Do I need to complete the Single Audit Qualifier Questionnaire (SAQQ)?**
Yes. All LEAs must complete the Single Audit Qualifier Questionnaire (SAQQ) annually.

2. **My LEA expended less than $750,000. Do we still need to complete the Single Audit Qualifier Questionnaire (SAQQ)?**
Yes. All LEAs, regardless of expenditure, must complete the Single Audit Qualifier Questionnaire (SAQQ).

3. **I completed the questionnaire. The status in GME says "LEA Single Audit Not Required. What do I do now?**
You have completed the Single Audit Qualifier Questionnaire (SAQQ). **No further action is needed, unless requested by ADE.**

4. **I completed the questionnaire. The status in GME says "LEA Single Audit Started". What do I do now?**
Contract a third-party CPA to complete the Single Audit Reporting Package (SARP). **No other action is needed**, until the SARP is completed and ready to be uploaded into the Grants Management Enterprise (GME) System.

5. **What do I do with the Single Audit Reporting Package (SARP) completed by our CPA?**
The SARP must be uploaded into the Grants Managment Enterprise (GME) System. The report is due no later than 9 months after your organization's fiscal year end date, or within 30 days of receiving it from your CPA, whichever comes first.

6. **I accidentally answered the Single Audit Qualifier Questionnaire (SAQQ) incorrectly. What do I do?**
Please contact a member of our Fiscal Monitoring Team at 602-542-3901 Option 3. Be prepared with documentation to substantiate your response.