



What is the title of the training? Tips for Surviving a Single Audit

Who should attend? This class is for any staff responsible for the management of federal grants, especially for those programs receiving funding from the American Recovery and Reinvestment Act (Recovery Act). Financial staff, program managers, grant and contract managers, and internal auditors, among others, may find this class particularly beneficial.

Although this class is aimed at state agencies receiving Recovery Act funds, this training will also be helpful for any government staff interested in enterprise risk management.

What will I learn? The federal government requires that all grant recipients that expend over \$500,000 in federal awards in a year to have a “single audit.” Washington State is treated as a single auditee, and undergoes a single audit each year. Programs funded by Recovery dollars are under particular scrutiny. The purpose of this training is to help agencies prepare for undergoing a single audit of their federally-funded program. The training will cover a variety of topics on preparing for a single audit, including:

- Information on OMB Circular A-133, which governs auditing of federal grants.
- What an auditor looks for.
- The importance of communication and an audit liaison.
- Understanding what an audit finding is and how to implement, manage and document a corrective action plan.

The class is basic in nature, but will include a Recovery Act-related focus where appropriate. It will be directed at Washington State agency requirements; therefore, some content may not be applicable to local government.

Who are the trainers? Charles Satterlund is the Internal Auditor for the Department of Health. Charles works with local health entities to improve accountability and compliance with federal rules. Previously, he worked for the State Auditor’s Office and the Department of Social and Health Services. Charles is a Certified Public Accountant, a Certified Internal Auditor and received his bachelor degree in Business Economics from Central Washington University.

Brad White is the Federal Single Audit Coordinator for the SAO and has worked there for 14 years. Brad has supervised and conducted audits of federal programs at various local governments, state agencies, and colleges. He provides technical assistance and training to SAO staff, state agencies, and local governments on federal grant audits and regulations. Prior to working for the SAO, Brad was employed at Casper College in Wyoming where he worked in federal financial aid programs.



Free Training for State Agencies Tips for Surviving a Single Audit – Oct 22, 2009

www.recovery.wa.gov

How do I register? Please use this link to register: <http://www.ofm.wa.gov/training/default.asp>

Is there a cost? No, this training is FREE.

When and where will this training be held?

When: Thursday, October 22, 2009, 9:00 a.m. – 11:30 a.m.

Where: OB-2 Auditorium on Capitol Campus in Olympia. For directions to the Capitol Campus, use the linked [map](#). For directions to the OB 2 Auditorium, see the [detailed map](#) of the campus in Olympia.

What other trainings or classes will I be expected to attend?

The Governor's Economic Recovery Team is sponsoring a series of classes aimed at successful implementation of the Recovery Act. For a list of online trainings and materials, please visit www.recovery.wa.gov/training.

Can I earn continuing education credits for this training? Yes, we anticipate this class will be worth continuing professional education credit. Sign-in sheets will be available at the training.

For further information on all Recovery Act-related trainings, please contact:

Barbara Burgener
Recovery Act Training Coordinator
Insurance Building, Suite 430A
Olympia, WA 98504-0002
Phone: 360.902.4107
Email: Barbara.burgener@gov.wa.gov