NYC
Administration for Children's Services

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TO	:	Executive Directors and Fiscal Officers EarlyLearn Contract Agencies
FROM	:	Marcia Gilliard, Assistant Commissioner, Division of Financial Services, Audit and Banking
DATE	:	September 28, 2015
SUBJECT	:	Fiscal Year 2015 Office of Management and Budget (OMB) Circular A-133 Audits and Completion of EarlyLearn Schedules

Fiscal Year 2015 Office of Management and Budget (OMB) Circular A-133 Audits and Completion of Early Learn Schedules

All contractors who meet the threshold for completing A-133 audit are required to submit their Financial Statements and Fiscal Year 2015 Federal OMB Circular A-133 audit by March 31, 2016. The threshold is $500,000 for Fiscal Year 2015. Please note the following:

1. The Administration for Children's Services (ACS) does not allow filing extensions.
2. Audits submitted after March 31, 2016 and incomplete are considered late.
3. Late submissions may affect a contractor's VENDEX scores.

If you are unable to meet this deadline, please notify ACS in writing by February 29, 2016.

ACS requires the completion of the following four (4) supplemental EarlyLearn schedules for Fiscal Year 2015:
1. Statement of Revenues and Expenditures – Budget and Actual – Consolidated
2. Statement of Head Start Expenditures – Actual *(applicable to HS and CC/HS program funded only)*
3. Schedule of Equipment Inventory
4. Schedule of Quantitative Program Results

EarlyLearn schedule templates are provided in the enclosed package along with the A-133 audit instructions. Contractors must advise the Certified Public Accounting (CPA) firm that it is contracted to perform the A-133 audit that these four (4) schedules are required and are also due to ACS by March 31, 2016.

Contractors that are not required to do an A-133 audit are also required to prepare the four (4) schedules for final reconciliation of the fiscal year as well as submit audited financial statements with an opinion (or a disclaimer of opinion) as to whether the financial statements are presented fairly in all material aspects in conformity with stated accounting policies; a report on internal control; a report on compliance with laws, regulations, and the provisions of contracts or grant agreements; and a schedule of findings and questioned costs to ACS by March 31, 2016. A signed attestation from the Chief Financial Officer stating that the agency received less than $500,000 in federal funds and is therefore not required to do an A-133 audit is required to be submitted with schedules and financial statements. Please refer to the attestation template included in the audit instructions.

Completion of the schedules will serve to provide accurate information to complete a final closeout process for the fiscal year and comply with New State monitoring requirements.

Please note that the payment confirmations will continue to be sent to each contractors and it is the contractors' responsibility to provide the cash confirmation to its CPA's. CPA firms that would request a copy of the cash confirmation will be considered provided that the CPA firm presents a current engagement letter.

This memorandum must be shared with the CPA conducting the A-133 audit report. The CPA's work will be guided by this memorandum and the ACS EarlyLearn Audit Instruction.

Please submit 2 copies of the audit report to:

Marcia Gilliard, Assistant Commissioner
Finance Audit and Banking
150 William Street, Rm 10 Q-3
New York, NY 10038

and a PDF copy to: Denise.Borak@acs.nyc.gov

Please review the attached material. If you have any questions, please call your audit liaison or Denise Borak at (212) 676-8880.

Thank you for cooperation.

cc. D. Brandwein, R. Beck, D. Borak, P. Desrosiers, Audit Liaisons