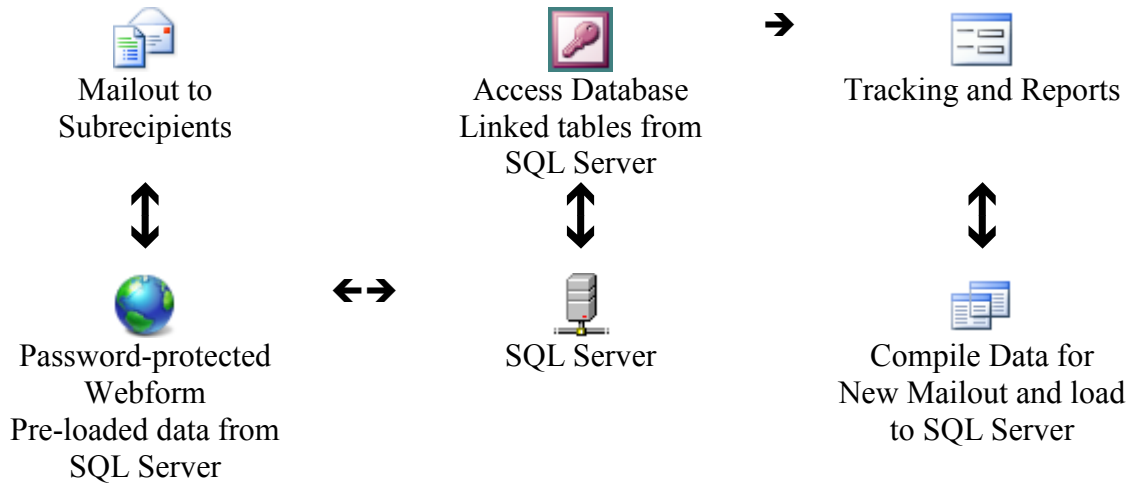


Skelton Studios

Single Audit Determination System



This system was designed to do two things: 1) take entries from subcontractors using a web form to submit data to the Single Audit Determination unit and 2) use an Access database to enter mailed in audit packages for tracking of subrecipient information submitted in response to a mailout request to submit the year's contract activity.

Data gathered from updates to webform or the mailed in audit packages are compiled into a new mailout table for the next fiscal year. Subrecipients must enter the correct password before entering their information. SQL Server pre-loads the audit declaration form based on the previous year's information. All changes from the submitted information (either with the webform or from the audit packages) are compiled for the next year's mailout and added to SQL Server for the next round of submissions.

The following sections show the entire system from the webform/login to the desktop Access database.

Single Audit Determination System

Login page:

The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the Single Audit Determination System. The browser's address bar shows the URL: http://www.hhsc.state.tx.us/oir/oir/Single_Audit_Determination/SAD_login.asp. The page title is "Single Audit Determination Login Page".

The main content of the page is as follows:

Single Audit Determination Login Page Login Here

You will need to login to the system to access the single audit determination form.
Please refer to your User ID and Password information supplied in your notification letter.

If you need to contact us regarding this information, please call [REDACTED] at (512) [REDACTED].

If you are not authorized to fill out this form, **DO NOT ATTEMPT TO ACCESS THIS SYSTEM.**

Enter your UserID:

Enter your Password:

The browser's status bar at the bottom shows "Done" and "Internet".

Introductory info on home page:

INTRODUCTION

Welcome to the Single Audit Determination web page. This web page is designed to assist Health and Human Services Commission (HHSC) in determining whether a subrecipient of federal/state funds should have a Single Audit conducted and submitted to HHSC.

Our records indicate that your entity may have received grants/awards from one or more HHSC agencies during your fiscal year 2005. Your entity may have also received grants/awards from other federal and/or state agencies.

Local governments and most not-for-profit entities that spend more than \$500,000 in total federal awards or more than \$500,000 in total state awards are **required** to have an audit conducted in accordance with OMB Circular A-133 (federal) and/or the State of Texas Single Audit Circular (state).

In order to determine whether your entity is required to have a Single Audit conducted, please enter your eleven (11) digit Texas Identification Number (TIN--i.e. 1-7X-XXXXXXX). Please use the TIN of the entity receiving the funds and submitting the Single Audit Report. For example, if your entity's name is "Save a Child" which is under a city or county (i.e. city of Austin or Travis County), please use the city or county TIN.

Not-for-profit entities receiving State awards from the Department of Family and Protective Services (DFPS) or from the Family Violence Program (FV) of HHSC should check with DFPS (512) 833-3416 or FV (512) 206-5187 to ascertain whether they are subject to the State of Texas Single Audit Circular requirements.

For more detailed information regarding Single Audit requirements, please visit the following links:

For OMB Circular A-133
<http://www.whitehouse.gov/omb/circulars/index.html>

For the State of Texas Single Audit Circular
<http://www.governor.state.tx.us/divisions/stategrants/guidelines/view>
(See Part IV, page 101 of Uniform Grant Management Standards)

Enter Your Information

Actual form to access system:

Single Audit Determination Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.tnrc.state.tx.us/oe/oaig/Single_Audit_Determination/HomePage.asp

Google Search PageRank 9 blocked Check Autolink

(See Part IV, page 101 of Uniform Grant Management Standards)

Enter Your Information

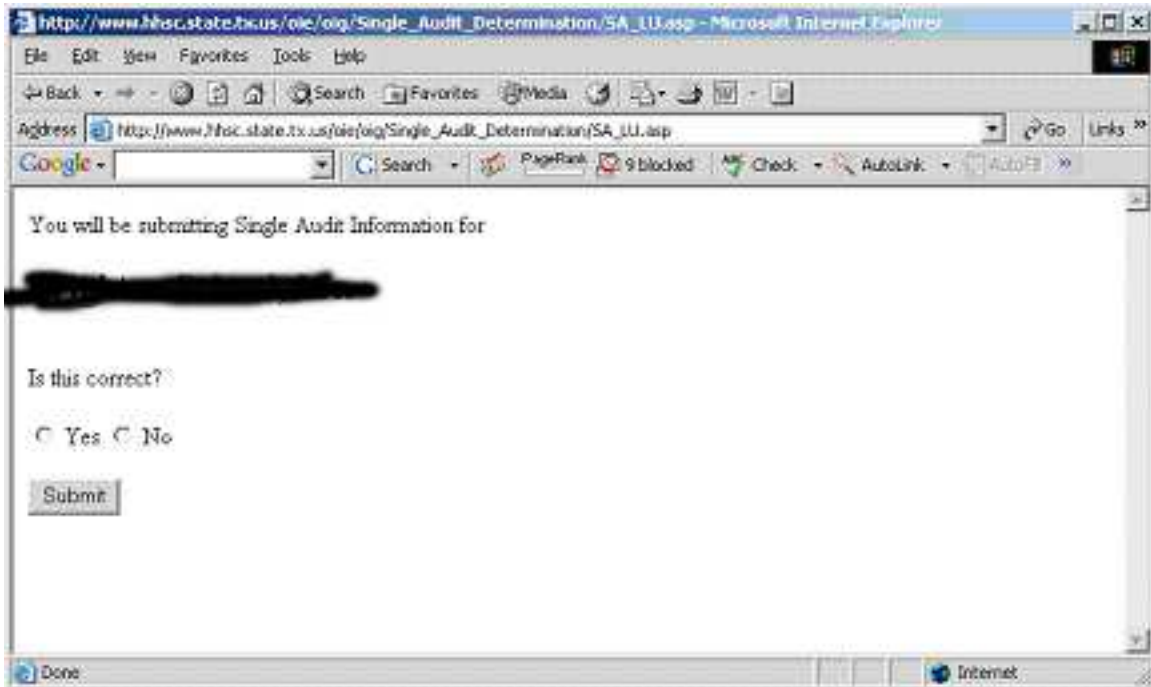
Please enter your TIN and fiscal year ending below. If you have previously submitted a Single Audit then our system will provide you with your basic information. If you received a notice from HHSC regarding this system, use the TIN supplied in the notice. Please correct or amend the information to ensure we have the most current up-to-date information in our records. If your TIN number does not match our database you will not be able to access the audit form. If you have any questions, please contact [REDACTED] at (512) [REDACTED] or email [REDACTED]

Enter your TIN:

Enter your Fiscal Year End: 2005

Done Internet

The system will check to make sure the TIN matches with a known TIN and that no other submission has already been done for the same TIN. If the TIN have already been submitted, the system prevents the user from re-submitting. If the TIN is good the system will display the Subrecipient name and ask the user to verify that they are indeed submitting for their entity:



Main Form: the system populates as much information as possible from the compiled sub data received from the agencies with the option for the subs to correct any of this information. In addition, there is an option to tell us whether or not they are for-profit:

SINGLE AUDIT DETERMINATION FORM
FOR ENTITY'S FISCAL YEAR 1/1/2005

Entity Information

Is this Entity for-profit?

Entity Name:	[REDACTED]		
Entity Fiscal Year End	1/1/2005	Entity TIN	[REDACTED]
Entity Mailing Address	[REDACTED]		
City	San Antonio	State	TX
Zip	[REDACTED]		
<i>If the physical address is the same as the mailing address, click on the button below to copy the information listed in the mailing address to the physical address fields.</i>			
<input type="button" value="Copy Mailing Address to Physical Address"/>			
Entity Physical Address	[REDACTED]		
City	[REDACTED]	State	[REDACTED]
Zip	[REDACTED]		

The contact info is followed by opt-in options:

Contact Information

Audit Contact Person	<input type="text"/>		
<i>Telephone numbers must include the area code. Do not include dashes, spaces or parenthesis.</i>			
Phone	<input type="text"/>	Ext.	<input type="text"/>
Title	<input type="text"/>	Fax	<input type="text"/>
E-Mail Address	<input type="text"/>		

Single Audit Determination

<input type="checkbox"/>	<p>We are spending less than \$500,000 in total FEDERAL awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 2005)</p> <p>AND</p> <p>we are spending less than \$500,000 in total STATE awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 2005)</p> <p>THIS AUDIT FORM IS COMPLETED. SKIP TO THE LAST SECTION 'Form Certification'.</p>
<input type="checkbox"/>	<p>We are spending \$500,000 or more in total FEDERAL awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 2005)</p> <p>AUDIT IN ACCORDANCE WITH OMB CIRCULAR A-133 IS REQUIRED (FEDERAL)</p>
<input type="checkbox"/>	<p>We are spending \$500,000 or more in total STATE awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 2005)</p> <p>AUDIT IN ACCORDANCE WITH STATE OF TEXAS SINGLE AUDIT CIRCULAR MAY BE REQUIRED (STATE). <i>In addition, not-for-profit entities receiving State awards from the Department of Family and Protective Services (DFPS) or from the Family Violence Program (FV) of the Health and Human Services Commission should check with DFPS (512) 833-3419 or FV (512) 206-5134 to ascertain whether they are subject to the State Single Audit requirements.</i></p>

Based on the Entity Fiscal year entered, the system calculates when an audit packet is due along with further questions that apply to entities who need to submit an audit. These help prepare the Single Audit department to handle the expected audit packet. On this section, the reported dollars section is NEW for 2005:

awards from the Department of Family and Protective Services (DFPS) or from the Family Violence Program (FV) of the Health and Human Services Commission should check with DFPS (512) 833-3419 or FV (512) 206-5134 to ascertain whether they are subject to the State Single Audit requirements.

Single Audit Status Information (Audit due on or before 10/1/2005)
 (If a Single Audit is required, the report must be submitted within the earlier of 30 days after receipt of the audit report, or nine months after the entity's fiscal year end. Please indicate the status of the Single Audit below.)

Reset Selection

4. Single Audit has not been completed.

5. Single Audit has been completed and will be submitted to HHSC no later than 10/1/2005.

6. Single Audit has been completed and submitted to HHSC
 Date audit was submitted:

7. DFPS does not require that we have an audit conducted in accordance with the State of Texas Single Audit Circular.

Report Dollars Received and Expended Below for Your Entity Fiscal Year.

State	Total \$s Received	<input type="text"/>	<input type="checkbox"/> No state funds received
Federal	Total \$s Received	<input type="text"/>	<input type="checkbox"/> No federal funds received
State	Total \$s Expended	<input type="text"/>	<input type="checkbox"/> No state funds expended
Federal	Total \$s Expended	<input type="text"/>	<input type="checkbox"/> No federal funds expended

I certify that the information on this form is true and correct

Name	<input type="text"/>
Title	<input type="text"/>
Date	6/28/2006

Next Page >>

This main form uses extensive validation (javascript) to ensure that subs do not enter contradictory information. For example, if the user indicates that an audit is not required, the system checks and prevents entries on the section applying only to subs who need to submit an audit.

The system re-displays the choices before submitting to the db and reminds the subs when the packet is due:

Single Audit Determination Information - Preview - Microsoft Internet Explorer

Address: http://www.hhsc.state.tx.us/ole/oa/Single_Audit_Determination/SingleAudit_preview.asp

REVIEW INFORMATION

Please review the information you entered.

- To change or add information, click on the "Go Back to Make Changes" button at the bottom of the page.
- If you want to submit the information, click the "Submit" button.

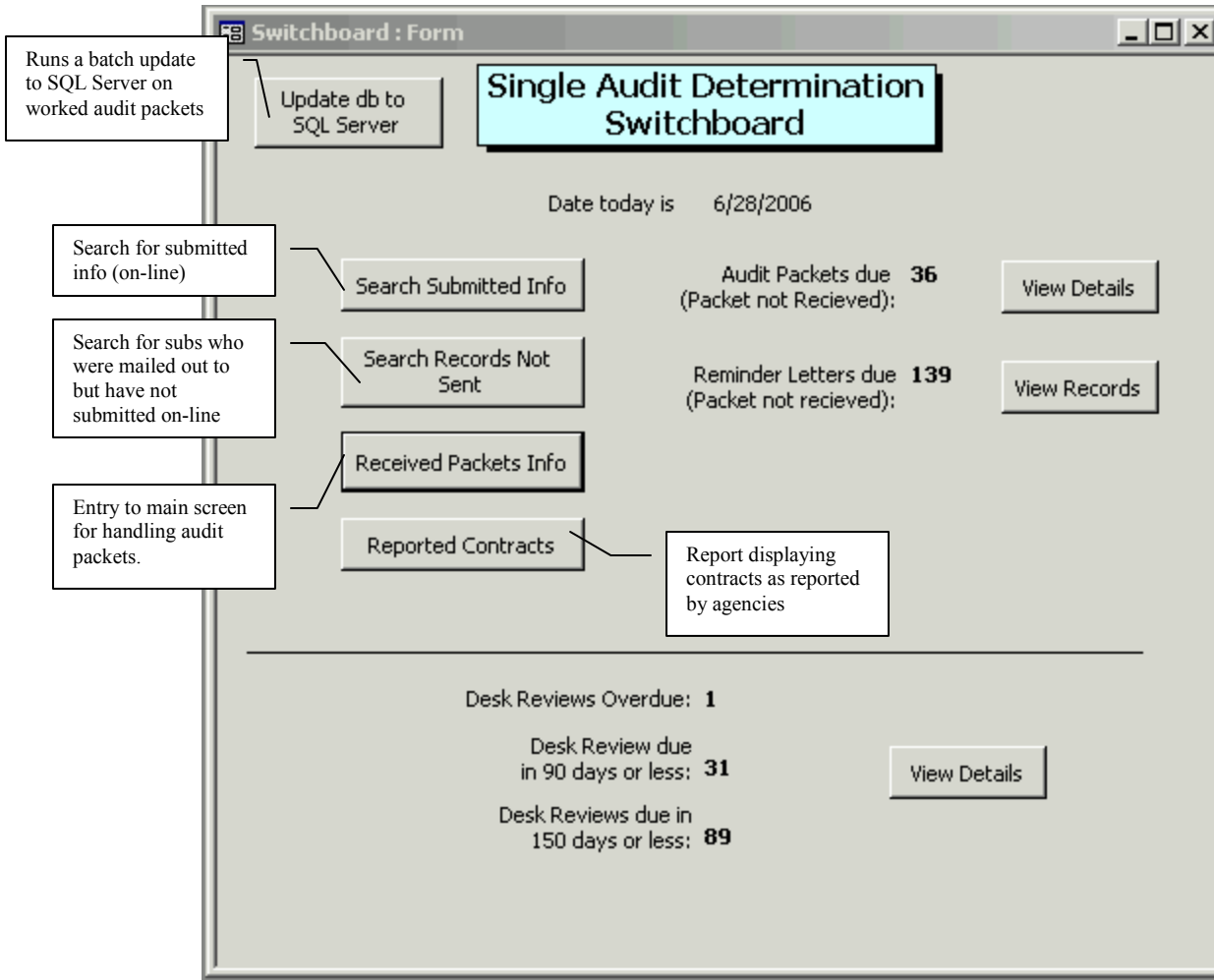
Please submit your audit packet by 10/1/2005.

Entity Information
AuditDueDate: 10/1/2005
Name: [REDACTED]
FY: 1/1/2005
TIN: [REDACTED]
Mailing Address: [REDACTED]
Mailing Address City: San Antonio
Mailing Address State: TX
Mailing Address Zip: [REDACTED]
Physical Address: [REDACTED]
Physical Address City: San Antonio
Physical Address State: TX
Physical Address Zip: [REDACTED]
Contact Person: steve skelton
Phone: (512) 491-2060
Title: systems analyst
EMail: steven.skelton@hhsc.state.tx.us

Audit Determination Information
State Over: State Audit Required
Status: Completed and Sent
Date Submitted: 6/1/2006
Certification Name: steve skelton
Certification Title: systems analyst
Certification Date: 6/28/2006

Done Internet

Once the audit has been submitted the Single Audit Department can pull that data into the Access application used for handling audit packets. The Access application features a 'switchboard' main form that displays some 'top-level' numbers, buttons to open reports, and a button to enter information on an audit packet.



Desk Review report:

Today	Today	Today	Management	Sub-Off	Assigned Audit/Pror	Priority Code Desc
6/28/2006			12/1/2006	162		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			8/28/2006	94 JE		2 Single Audit Reports with Missing Elements
6/28/2006			11/08/2006	155		1 Single Audit Reports with Findings/Questioned Costs
6/28/2006			11/03/2006	118 SP		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/8/2006	113		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/08/2006	155		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/18/2006	114		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			12/08/2006	175		3 Single Audit Reports where we are the coordinating agency
6/28/2006			11/18/2006	114		1 Single Audit Reports with Findings/Questioned Costs
6/28/2006			12/8/2006	96		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			10/7/2006	191 ES		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/18/2006	114		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/11/2006	116		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			8/27/2006	97 BS		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			10/28/2006	122 DM		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/17/2006	147		1 Single Audit Reports with Findings/Questioned Costs
6/28/2006			10/24/2006	118 DM		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/08/2006	155		1 Single Audit Reports with Findings/Questioned Costs
6/28/2006			10/8/2006	167		1 Single Audit Reports with Findings/Questioned Costs
6/28/2006			8/22/2006	95 DH		5 Single Audit Reports with oldest "Review Due Date"
6/28/2006			11/03/2006	118 SP		1 Single Audit Reports with Findings/Questioned Costs

Packet Management Screen:

ManagementScreen_Tabs_Form

Manage Single Audit Information

Display Records Loaded from Web: [Redacted] [v] [Add Record](#) [Switchboard](#)

Packet Received: Yes Entity Name: [Redacted]
Entity FY: 8/31/2005

Entity Information | Web Information | Audit Received | Audit Not Received | Desk Review Status | Audit Notes

Entity TIN: [Redacted] Entity Name: [Redacted]
Entity FY: 8/31/2005 State FY: 2004 Entity For Profit:

[View Record Details](#)

This tab re-displays the information submitted on-line. 'View Record Details' gives you all the information from the form. Entity name and TIN cannot be edited, but all other information can.

Record: 14 | 4 | [Redacted] | [v] | [Redacted] | of 404

Detailed sub information from web:

View Audit Information

Entity Name: [Redacted] Entity TIN: [Redacted] Remove Filter

Single Audit Determination

No Audit Required: [Redacted]
Federal Audit Required: Federal Audit Required
State Audit Required: [Redacted]

Single Audit Status Information

Audit Status: Completed Not Sent
Date Audit Submitted: [Redacted]

State Funds	
Received:	\$163,675.00
Expended:	\$153,675.00

Federal Funds	
Received:	\$258,001.00
Expended:	\$599,531.00

Certification Name: [Redacted]
Certification Title: Executive Director
Certification Date: 2/28/2006
E-Mail: [Redacted]

Record: 11 of 11 1 of 1 Filtered

Additional information from web site:

ManagementScreen_Tabs: Form

Manage Single Audit Information

Display Records Loaded from Web
[REDACTED]

Packet Received: Entity Name: [REDACTED]
Entity FY: 8/31/2005

Entity Information | Web Information | Audit Received | Audit Not Received | Desk Review Status | Audit Notes

Web Information Submitted:

Single Audit Determination	Single Audit Status Information
Audit Required: <input type="text"/>	Audit Status: <input type="text" value="Completed Not Sent"/>
Federal Audit Required: <input type="text" value="Federal Audit Required"/>	Date Audit Sent: <input type="text"/>
State Audit Required: <input type="text"/>	

Record: [Navigation icons] of 404

Audit Received screen:

ManagementScreen_Telis - Farm

Manage Single Audit Information

Display Records: Loaded from Web

Packet Received: Yes Entity Name:
 Entity FY: 8/31/2005

Entity Information | Web Information | **Audit Received** | Audit Not Received | Desk Review Status | Audit Notes

Audit Package Received Date: QCR Risk Ranking: Assigned Auditor: Audit Number (assigned by OIG):
 Desk Review Due: Date Auditor Assigned:
 CPA Firm:

Priority:

Federal Expenditure:
 State Expenditure:
 Program Finding Date:
 Program Finding Response Due:

HHSC Agency(s)

	Manage	Selected	Funding Agency
▶	244	<input checked="" type="checkbox"/>	DSHS
*	244	<input type="checkbox"/>	

Record: of 404

Audit not received screen:

ManagementScreen_Tabs : Form

Manage Single Audit Information

Display Records Loaded from Web: [REDACTED] [v] Add Record Switchboard

Packet Received: Yes Entity Name: [REDACTED]
Entity FY: 8/31/2005

Entity Information | Web Information | Audit Received | **Audit Not Received** | Desk Review Status | Audit Notes

Audit Package Due Date: 5/31/2006
Action(s) Taken: 5/31/2005
Reminder Letter Due Date: 5/31/2005

Letter Mailed Out Reminder Letter Mailed Out Delinquent Letter Mailed Out
Mail Out Date: [REDACTED] Reminder Letter Mailed Out Date: [REDACTED] Delinquent Letter Mailed Out Date: [REDACTED]

Extension Granted

March 2005 Extension Date: [REDACTED]
Extension Time Period (in days): [REDACTED]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Record: [REDACTED] of 404

Desk Review screen:

Management Screen - Tabs : Form

Manage Single Audit Information

Display Records Loaded from Web
[Redacted] [v]

[Add Record] [Switchboard]

Packet Received: Yes No
Entity Name: [Redacted]
Entity FY: 6/31/2005

Entity Information | Web Information | Audit Received | Audit Not Received | Desk Review Status | Audit Notes

Accepted Rejected

Accepted Date: 6/9/2006
NAR Date: [Redacted]

Reject Date: [Redacted]
Reject Corrections Due Date: [Redacted]

Program Finding Letter date: [Redacted]

Hours Worked (total from Replikon)

SA ID	Replikon Hours	Date
▶ 651		

Record: [Redacted] 1 of 1

Record: [Redacted] 4 of 404

Audit notes:

ManagementScreen_Talks : Form

Manage Single Audit Information

Display Records Loaded from Web: [Redacted] [v] [Add Record] [Switchboard]

Packet Received: Entity Name: [Redacted] Entity FY: 6/31/2005

Entity Information | Web Information | Audit Received | Audit Not Received | Desk Review Status | Audit Notes

Notes:

[Large empty text area for notes]

Record: [Navigation icons] 1 of 404

In order to process an audit packet, the SA department should check to see if the audit was also entered in the online system. The button 'Add Record' takes you to a screen for searching submitted info.

Find a match from the Single Audit Website

Go to Management Screen Switchboard

Entity TIN: Record Details [Add Information to System \(SAD Website\)](#)

Record(s) Retrieved:

Entity_TIN	Entity_Name	Entity_FY
[REDACTED]	[REDACTED]	5/31/2005

Add to Management Screen

Record: 1 of 1

If a match is found, the user clicks 'Add to Management Screen'. This button copies the info from SQL Server into the Access table and also updates a SQL Server table for reporting audit packet status to the subs (a new feature that I can't implement because it's not in .NET).

If there is no match, the hyperlink 'Add Information to System (SAD Website)' opens the SAD website for entry by SA personnel.

'Record Details' opens the same screen shown above with all the info entered into the system on the website.