**Compliance Manager / Auditor**

PRE SITE VISIT PREPARATION CHECKLIST

**SUBRECIPIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POTENTIAL SITE VISIT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Review and become familiar with the following information for the selected subrecipient:

[ ]  Federal Requirements - CFDA Activity type (construction, compensation)

[ ]  Quarterly Reports

[ ]  Desk Review (conducted with Program Manager &/or Financial Analyst)

1. Number of GFR-related findings on most recent desk review: \_\_\_\_
2. Number of findings requiring follow-up on most recent desk review: \_\_\_\_

[ ]  Audit Reports

1. Type of opinion issued on most recent financial statements:

 [ ]  Unqualified [ ]  Qualified [ ]  Adverse

1. Type of opinion issued on most recent Single Audit:

 [ ]  Unqualified [ ]  Qualified [ ]  Adverse

[ ]  Construction Progress Reports (if applicable)

[ ]  Compile any questions or issues that require discussion with subrecipient after reviewing the above information and submit to Site Visit Team. (Use the space below to note questions/issues.)

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