**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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