Audit Catch-Up Workplan

Kestrel Ridge Community Services, Inc.
FY2025, July 1, 2024 to June 30, 2025
Prepared April 6, 2026

SAMPLE. FICTIONAL ORGANIZATION AND NUMBERS.

HEBRON DYNAMICS

WHERE THINGS STAND

The FY2025 single audit (year ended June 30, 2025) was due March 31, 2026, nine months after year-end under 2 CFR 200.512, and has not started. Federal expenditures were about $3,497,905, so a single audit is required (the threshold is $1,000,000). This plan closes the year, builds the audit package and gets the auditor's request list answered before fieldwork, with a target report date of June 30, 2026. Price: Audit Catch-Up, $6,500 fixed, for an organization in the $2M to $7.5M band, paid in three milestones.

PHASES

Phase	What gets done	Owner	Due	Done when	Risk if it slips
1. Diagnose	Read the FY2024 audit, the management letter and the open findings. List every balance sheet account with its support status. Confirm the auditor's fieldwork window in writing.	Hebron	Apr 10	Written plan and account-by-account status list, approved by the executive director.	No fieldwork date means the report date is a guess.
2. Bank and cash	Reconcile operating, payroll and the two restricted accounts for all 12 months. Clear stale checks and unposted deposits.	Hebron, with the bookkeeper	Apr 17	Every month ties to the statement; each reconciliation saved as a PDF with the reviewer's initials.	Cash is the first thing the auditor tests. Unreconciled months delay everything after.
3. Grants receivable and revenue	Tie each award's drawdowns to its expenditures. Record June accruals. Reverse prior-year draws booked as FY2025 revenue.	Hebron	Apr 24	Receivable by award agrees to the final draw request plus unbilled June costs.	Revenue cut-off errors drive audit adjustments and SEFA differences.
4. Payroll and time	Agree payroll registers to the ledger by quarter. Pull the time and effort certifications for every grant-funded position. Document the allocation base.	Hebron, HR director	May 1	Four quarters agree to Forms 941; certifications on file for each pay period with a program charge.	Salaries without time records were the FY2024 finding.
5. Liabilities and net assets	Reconcile accounts payable, accrued payroll, deferred revenue and the vehicle note. Roll restricted net assets by donor.	Hebron	May 8	Each balance has a schedule that foots to the ledger.	Unsupported balances become audit adjustments.
6. SEFA and schedules	Build the schedule of expenditures of federal awards by award and tie it to the trial balance. Prepare fixed assets, prepaid, lease and functional expense schedules.	Hebron	May 15	SEFA tie-out difference is zero; every schedule foots.	A SEFA that does not tie delays the major-program selection.
7. Audit package	Deliver the trial balance, schedules, SEFA, minutes, policies and the answered request list in one folder, indexed to the auditor's list.	Hebron	May 22	Auditor confirms the package is complete and fieldwork starts.	Piecemeal delivery stretches fieldwork into the summer.
8. Fieldwork and report	Answer auditor questions within one business day. Review the draft statements and findings. Prepare the corrective action plan and the data collection form.	Hebron, executive director	Jun 30	Report issued; Form SF-SAC and the reporting package submitted to the Federal Audit Clearinghouse.	Late submission costs low-risk auditee status for the next two years (2 CFR 200.520).

MILESTONES

Milestone 1, $1,625 (25%) is paid after phase 1, when you have the written plan and the account status list.
Milestone 2, $3,250 (50%) is paid after phase 7, when the auditor confirms the package is complete.
Milestone 3, $1,625 (25%) is paid after phase 8, when the report is issued and the Clearinghouse submission is accepted.
Stop at any milestone. You pay only for the milestones delivered.

AUDITOR REQUEST LIST, GROUPED

Group	Auditor request	Status	Who
GENERAL			
	Final trial balance and general ledger detail, July 2024 to June 2025	Open	Hebron
	Board minutes for the year and through the report date	Open	Executive assistant

	Updated policies: procurement, cost allocation, time and effort, conflict of interest	Open	Executive director
CASH AND INVESTMENTS			
	Bank statements and reconciliations, all accounts, all 12 months	Open	Bookkeeper
	June 2025 and July 2025 statements for cut-off	Open	Bookkeeper
GRANTS			
	Award agreements, budgets and modifications for each award on the SEFA	Partly on file	Grants manager
	Drawdown and reimbursement requests with the ledger reports behind them	Open	Hebron
	Schedule of expenditures of federal awards with the tie-out to the trial balance	Open	Hebron
	Subrecipient agreement, monitoring file and risk assessment for the CDBG pass-through	Open	Grants manager
PAYROLL			
	Quarterly Forms 941 and the state unemployment returns	On file	HR director
	Time and effort certifications for grant-funded staff, by pay period	Partly on file	HR director
OTHER BALANCES			
	Fixed asset listing with additions, disposals and depreciation	Open	Hebron
	Lease agreements and the vehicle note with the amortization schedule	On file	Bookkeeper
	Accounts payable aging at June 30 and the July check register	Open	Bookkeeper

GROUND RULES

- Nothing is deleted. Corrections post as dated journal entries with the support attached, so the trail stays intact.
- The executive director approves a one-page list of every adjustment before the package goes to the auditor.
- I answer the auditor directly so staff can keep running programs. Questions that need a decision go to the executive director the same day.
- The FY2026 close starts on the same schedules, so next year's audit is not a catch-up.