

Audit Report Submission Requirements for Subrecipients That Had Total Federal Expenditures of Less Than \$750,000 for Fiscal Year 2016

For Subrecipients that have total Federal expenditures from all Federal sources of less than \$750,000 for its fiscal or calendar year ending date that falls between July 1, 2015 and June 30, 2016, see below for audit report submission requirements:

Federal Requirements

No federal regulatory requirement exists pertaining to submission of a 2016 fiscal year audit report for the aforementioned subrecipients. However, see below, as it still may be necessary for your Agency to submit an audit report to OHCD.

City Requirements

Should your Agency have a financial audit report or audit report done pursuant to Governmental Auditing Standards (GAS), OHCD requests that your Agency's **audit report be submitted** to the OHCD Audit Unit **within two (2) weeks from the date when the final audit report is issued.**

Commonwealth of Pennsylvania Requirements

Your Agency must consult Commonwealth of Pennsylvania Statutes at 10 Pa. Cons. Stat. Section 162.5 (e) and (f) to determine what, if any, of the following type of audit report, and/or reviews or compilations of the same, you are required to submit to the Corporate Bureau of the Commonwealth of Pennsylvania. **Also, your Agency must submit the audit report, required by the Commonwealth, to the OHCD Audit Unit, within two (2) weeks from the date when the final audit report is issued.**

- A. If your Agency's annual contributions* were \$300,000 or more, it must submit an audited financial report done by a CPA or Public Accountant to the Commonwealth and to OHCD.
- B. If your Agency's annual contributions* were between \$100,000 and \$300,000, it must submit a review, of the audit of the financial statements, done by a CPA or Public Accountant, to the Commonwealth and to OHCD.
- C. If your Agency's annual contributions* were between \$50,000 and \$100,000, it must submit a compilation or review, of the audited financial report, done by a CPA or Public Accountant, to the Commonwealth and to OHCD.

For any of the above audit reports, **submit** one (1) copy electronically to OHCD.Auditing@phila.gov and two (2) bound copies to the OHCD Audit Unit, Attn: Patricia Williams, 1234 Market Street, 17th Floor, Philadelphia, PA 19107.

* Definition of Contribution per Pennsylvania Statute 10 Pa. Cons. Stat. Section 162.5 (e) and (f):

The promise, grant or pledge of money, credit, property, financial assistance or other thing of any kind or value, excluding volunteer services, in response to a solicitation, including the payment or promise to pay in consideration of a performance, event or sale of a good or service. Payment by members of an organization for membership fees, dues, fines or assessments or for services rendered to individual members, if such fees, dues, fines or assessments confer a bona fide right, privilege, professional standing, honor or other direct benefit, shall not be deemed contributions, provided that membership is not conferred solely as consideration for making a contribution in response to a solicitation. Government grants or contracts shall not be deemed a contribution.