



TO: Chief Business Officers
Contracted District Audit Firms
Community College Internal Auditors

FROM: Natalie Wagner, Director, Fiscal Standards and Accountability

RE: 2020-21 Annual Audits -
Annual Audit Due February 28, 2022 and COVID-19 Response Block Grant Procedures

This guidance memo provides information about the 2020-21 annual district audit reports submitted to the Chancellor's Office, including temporary changes to the due date and clarification on the COVID-19 Response Block Grant audit procedures.

Extended Due Date for Annual District Audit

Due to the COVID-19 pandemic, the Office of Management and Budget (OMB) has granted an extension to the due date of the federal single audit report to six months beyond the normal due date. For entities using a fiscal year calendar ending June 30, this extension results in a due date of September 30, 2022 for the 2020-21 single audit.

In order to accommodate this extension, the Chancellor's Office is modifying the submission requirements for 2020-21 audit reports. The 2020-21 annual district audit reports will be due to the Chancellor's Office on February 28, 2022. Audit reports must continue to meet all other audit requirements and federal assurances.

Funds Available for Administrative and Audit Costs

The 2020 COVID-19 Response Block Grant allowable uses include administrative expenses of an audit conducted under the federal Single Audit Act. See the [Coronavirus Relief Fund Guidance - Compliance Costs Related to the Fund](#) for further guidance. In addition, federal stimulus provided through HEERF grants allow institutions to charge a reasonable amount of administrative costs to the institutional portion of the funds. See the [USDE HEERF Audit Letter](#) for details.

COVID-19 Response Block Grant Suggested Audit Procedures

The 2020-21 suggested audit procedures for the COVID-19 Response Block Grant funds include testing for both federal and state portions of the block grant. Auditors may decide not to audit the federal Coronavirus Relief Fund portion if these funds are not deemed a major program as identified in [CFR Section 200.518](#). However, the state Proposition 98 funding must be tested for state compliance regardless of whether the federal portion is tested.

For questions or further assistance, please contact Amanda Voie at avoie@cccco.edu.