COURSE SYLLABUS

Audit Prep Workshop for Federal Grants Course

This course is a two-day, hands-on course that equips federal grant recipient staff to prepare documentation, manage the audit process, and respond to findings and questioned costs with defensible corrective actions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/audit-prep-workshop-for-federal-grants-recipient-focused-course



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Overview of Federal Audits and Oversight

- Identify types of audits affecting grant recipients.
- Understand audit scope and auditor authority.
- Recognize the role of pass-through entities.

Module 2: Audit Standards and Regulatory Requirements

- Identify relevant audit standards and requirements.
- Understand Single Audit fundamentals.
- Recognize audit timelines and thresholds.

Module 3: Internal Controls and Audit Risk

- Identify internal controls auditors assess.
- Link control weaknesses to audit findings.
- Assess audit risk areas.

Module 4: Financial Records and Cost Documentation

- Prepare documentation supporting allowable costs.
- Organize financial records for audit review.
- Avoid common documentation gaps.

Module 5: Programmatic and Performance Documentation

- Prepare programmatic records auditors review.
- Align performance reporting with award terms.
- Identify program documentation weaknesses.

Module 6: Managing the Audit Process

- Coordinate audit logistics and staff roles.
- Respond to auditor inquiries effectively.
- Manage audit communications professionally.

Module 7: Understanding Audit Findings and Questioned Costs

- Understand how audit findings are developed.
- Distinguish findings from observations.
- Analyze root causes of findings.

Module 8: Developing Corrective Action Plans

- Draft effective corrective action plans.
- Address root causes and prevent recurrence.
- Assign responsibility and timelines.

Module 9: Post-Audit Follow-Up and Monitoring

- Track corrective action implementation.
- Respond to follow-up requests.
- Maintain documentation of resolution.