

# Audit Prep Workshop for Federal Grants (Self-Paced)

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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/audit-prep-workshop-for-federal-grants-self-paced>



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## 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.