Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Crystal Hunter Accounts Examiner Office of Policy and Management 450 Capitol Avenue MS #52 ADM Hartford, CT 06106-1379

RE: Federal Single Audit Exemption/Grant Expenditure Notification

Dear Ms. Hunter;

This is in response to MaryAnn Palmarozza's letter dated \_\_\_\_ / \_\_\_\_ which pertains to the Federal Single Audit Act filing requirements. During our fiscal year, which ended \_\_\_\_\_\_, less than \$750,000 of Federal Financial Assistance was expended. Total expenditures of Federal Financial Assistance for all programs was \$\_\_\_\_\_ (see below for OPM related expenditures). Based on the guidelines of the Federal Single Audit Act, we are exempt from filing a Federal Single Audit for this period.

Regarding the completion of a financial audit, please be advised of the following:

A financial audit was not performed for this period. A financial audit was performed for this period and is enclosed.

Please contact \_\_\_\_\_ by phone at ( \_\_\_\_ ) \_\_\_ - \_\_\_ or by e-mail at

\_\_\_\_\_\_ if you have any questions.

Sincerely,

Name of Signatory

Name of Organization

Federal Employer ID # (FEIN)

Schedule of Office of Policy and Management Federal Financial Assistance Expenditures

From \_\_\_\_ / \_\_\_\_ to \_\_\_ / \_\_\_\_ / \_\_\_\_

Project Title	Grant Award Number	SID #	Total Expenditures

This form and the financial audit report (if applicable) can be submitted in hardcopy or by e-mail.

Crystal Hunter Accounts Examiner Office of Policy and Management 450 Capitol Avenue MS #52 ADM Hartford, CT 06106-1379 <u>Crystal.Hunter@ct.gov</u>