

Grant Assurance #13

Resource: *Airport Sponsor Assurances* (4/2012)

[http://www.faa.gov/airports/aip/grant_assurances/media/airport_sponsor_assurances_2012.pdf]

13. Accounting System, Audit, and Record Keeping Requirements.

a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

Requirements:

If an airport sponsor has expended more than **\$500,000.00** in federal awards in a fiscal year, OMB Circular A-133 requires the submission of an audit report (a.k.a., Single Audit report). Sponsors may elect to issue program-specific audit reports to report solely on individual federal funding program expenditures. The cost for the preparation of the AIP-reporting effort is eligible under AIP grants. Total federal award expenditures less than \$500,000.00 are exempt from this reporting requirement.

Block Grant Airports: file one copy with NHDOT/Bureau of Aeronautics
Non-Block Grant Airports: file one copy with FAA/Airports Division or via Federal Audit Clearinghouse

Resources:

- A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- A-133 - Audits of States, Local Governments, and Non-Profit Organizations
(http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)
- FAA Order 5100.38C, *Airport Improvement Program Handbook*, Chapter 13
(http://www.faa.gov/airports/aip/aip_handbook/)
- Federal Audit Clearinghouse is a resource of Single Audit report information and report submission methods (<http://harvester.census.gov/sac/>)
- **For Commercial Service Airports Only:** FAA Advisory Circular 150/5100-19, *Guide for Airport Financial Reports Filed by Airport Sponsors*
(http://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5100_19d.pdf)
- **For Commercial Service Airports Only:** FAA's Airport Financial Reporting Program website
(http://www.faa.gov/airports/airport_compliance/airport_financial_reporting_program/)
- FAA Order 5190.6B, *FAA Airport Compliance Manual*, Chapter 19
(http://www.faa.gov/documentLibrary/media/Order/5190_6b.pdf)

