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May 4, 2005

«AddressBlock»

RE: **Fiscal Year 2003 Subrecipient Monitoring Requirements:**

Agency: «Agency»

Grant Number: «Grant\_Number» (CFDA# «CFDA\_»)

«GreetingLine»

As a Subrecipient of federal funds, your institution may be subject to the Office of Management and Budget Circular A-133, *Audits of Stated, Local Governments, and Non-profit Organizations*. If your institution had Federal award expenditures in excess of \$500,000 in the past fiscal year, you are subject to Circular A-133, and Dickinson College, as prime grantee, is responsible for determining whether you have met the audit requirements of the Circular and are in compliance with Federal laws and regulations.

Please read the following certification/assurances. If you did not expend \$500,000 or more in Federal awards during the related fiscal year and are not subject to the requirements of OMB Circular A-133, please complete **Section A** by placing your signature and date in the spaces provided, and return this letter at your earliest convenience. If federal expenditures exceeded the threshold under A-133, please read **Section B**, and if ALL are true, please sign and date in the spaces provided and return this letter at your earliest convenience. If you cannot provide positive certification/assurance, please complete **Section C** and provide appropriate documentation.

**Section A:**

\_\_\_\_\_ We did not expend \$500,000 or more in Federal awards during the related fiscal year, and we are not subject to the requirements of OMB Circular A-133.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Section B:**

\_\_\_\_\_ I hereby certify that for fiscal year ended \_\_\_\_\_ :



- \* financial statements received an unqualified opinion from our independent certified public Accountants;
- \* the basic financial statements and OMB Circular A-133 reporting package were filed in accordance with the requirements of A-133;
- \* the administration of our Federal projects has been audited in accordance with OMB Circular A-133, and there were no material instances of noncompliance with federal laws and regulations or reportable conditions;
- \* there were no findings in the single audit report that are specifically related to award(s) from Dickinson College; and
- \* there were no prior year findings in the single audit report that require follow up or are unresolved with the federal government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Section C:**

Please check one of the following statements and provide all appropriate documentation:

\_\_\_\_ We have completed our OMB Circular A-133 audit, and material noncompliance issues and/or reportable conditions were noted. Enclosed is a copy of the audit report and our response.

\_\_\_\_ There were findings in the single audit report that are specifically related to a prime award(s) from Dickinson College. Enclosed is a listing of the award(s), as well as an explanation of the finding(s) as they relate to the prime award(s).

\_\_\_\_ We have not yet completed our OMB Circular A-133 audit. We expect the audit to be completed by \_\_\_\_\_. Within thirty (30) days of completion, we will provide either positive certifications in **Section B** or a response as required in **Section C**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



Please address all correspondence to:  
Financial Operations  
Dickinson College  
P.O. Box 1773  
College & Louthier Streets  
Carlisle, PA 17013