

SAMPLE CONCURRENCE MEMORANDUM

TO: AIGA or RIGA

FROM: Action Official

SUBJECT: Audit Report Number _____
 Auditee _____
 Audit Report Issued__ (date) _____
 Taxpayer Identification Number _____
 Project, Grant or Contract Number _____

We have reviewed the subject audit report and concur, as set forth below, that these monetized audit findings represent sustained monies due the Department, sustained monies to be repaid by the grantee to its program account or letter of credit, or monies cleared from further tracking (non-sustained). For sustained monies due the Department, the amounts listed in column (6) will be recorded as accounts receivable.

(1) Category	(2) Finding Number	(3) Program	(4) Appropriation	(5) Section of the Act	(6) Amount
Sustained Monies Due HUD	x	xxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xxx	\$xxxxx.xx \$xxxxx.xx Total:
Sustained Monies Due Program	X	xxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xxx	\$xxxxx.xx \$xxxxx.xx Total:
Non-Sustained (Cleared from Further Tracking)	X	xxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	xxx	\$xxxxx.xx \$xxxxx.xx Total:

 Originator/Designee

 AIGA or RIGA Designee

NOTE: This is a suggested Concurrence Memorandum. If another format is used, it is essential that the above items of information be clearly identified.