

## Chapter 8: CPA Certification – Audited Only

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All audited submissions must be reviewed and certified electronically in FASSUB by a CPA audit firm. An audited AFS must go through the CPA Certification process in FASSUB before the user (Submitter) can submit the audited AFS to HUD.

### **CPA Certification Key Points**

- Applies to these submission types:
  - Audited AFS in accordance with Handbook IG 2000.04 for a profit motivated/limited distribution entity that is other than a cooperative corporation
  - Audited AFS in accordance with Handbook IG 2000.04 for a cooperative corporation that is profit motivated
  - Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is other than a cooperative corporation and with annual expenditure of Federal awards of greater than or equal to \$300,000
  - Audited AFS in accordance with OMB Circular A-133 for a non-profit entity that is a cooperative corporation and with annual expenditure of Federal awards of greater than or equal to \$300,000
- Before a CPA audit firm can review and certify audited statements, the firm must obtain an Audit firm ID (UII) via the Quality Assurance Subsystem (QASS). Details for obtaining an UII can be found at:  
**[www.hud.gov/reac/products/fass/mf\\_uiaudit.html](http://www.hud.gov/reac/products/fass/mf_uiaudit.html)**.
- A user with a CPA Certifier role begins the CPA Certification process from the **Statement Selection Screen**.
- The CPA Certifier firm can be either the same firm that performed the audit or a different firm.
- If the CPA Certifier audit firm is different than the audit firm that performed the audit, the CPA enters the audit firm's Unique IPA Identification (UII), also known as an audit firm ID, for their firm. The UII is used to retrieve information from the Quality Assurance Subsystem (QASS) regarding the audit firm performing the certification.
- The Auditor completes a checklist regarding whether they agree or disagree with the electronic submission data compared to the hard copy audit. If the CPA certification is submitted with any item in the checklist marked as "Disagree", the status of the submission is set to "CPA Disapproved". Otherwise, the status of the submission is set to "CPA Approved" upon completion of the certification process.
- If the status of the submission record is "CPA Disapproved", the Submitter can view the results of the CPA certification from the **Submission Status Box**. They can also access the data entry screens to edit the data and resubmit it to CPA Certification.
- Once the CPA Certification has been completed and the submission record has a status of "CPA Approved", the submitter can view the CPA Certification and, when ready, submit the AFS submission record to HUD.

- No CPA certification is required for Owner-Certified AFS submissions. The submitter is able to submit directly from the **Statement Selection Screen** upon successful validation of the submission.

## Attesting Firm is the Same (A-133)

To conduct a CPA Certification if the attesting firm is the same firm that performed the audit on an A-133 submission:

1. Click on the Submission Status Box link on the **Select An Option** screen.

The screenshot shows the top header of the system with the text: "Annual Financial Statement Electronic Submission" in large blue font, followed by "U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)" in smaller black font. To the right is a graphic of a stack of papers with an arrow pointing to it. Below this is a blue bar with the text "Select An Option". Underneath the bar is a list of seven links: "Create New AFS Data Submission", "Submission Status Box", "Request 30-Day Extension", "Request Resubmission", "Request Waiver", "Administrative Request Status Box", and "View Prior Year AFS Data Submission".

The **Enter Fiscal Year End (FYE) Date for Owning Entity** screen displays.

The screenshot shows the same header as the previous screenshot. Below the header is a blue bar with the text "Enter Fiscal Year End (FYE) Date for Owning Entity". Underneath the bar is the text "Owning Entity Fiscal Year End:" followed by an empty text input field. Below the input field is the text "Date example: 12/31/2000" and a "Continue" button.

2. Enter the fiscal year end date for the owning entity in the *Owning Entity Fiscal Year End* field.
3. Click on the  button. The **Submission Status Box** displays indicating the submission status (e.g., CPA Review).

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)

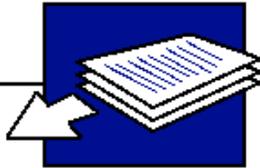


**Submission Status Box**

Tax ID	Project	AFS FYE	Submission Type	Submission Status
888888807	<a href="#">Consolidated Statement</a>	12/31/1996	AUD-A133	CPA Review

4. Click on the property or owning entity submission link (e.g., [Consolidated Statement](#)) in the *Project* column. The **Statement Selection Screen** displays.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



**Statement Selection Screen**

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH I</a>	09435016		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH II</a>	09435024		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>

To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

5. Click on the  button. The **Enter Reporting Entity's Name** screen displays. (next page)

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Enter Reporting Entity's Name**  
(e.g. Jones Inc.)

Lakeland Properties

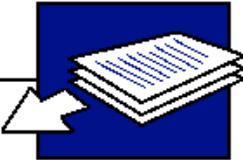
**Is the audit firm performing the agreed upon procedures the same firm performing the audit?**

Yes

No

6. Enter the name of the owning entity into this field. The reporting Entity's name entered into this field populates a portion of the Auditor Procedures page (e.g., ...we were engaged to perform...for Lakeland Properties.)
7. Click on the Yes button, since the audit firm conducting the CPA Certification is the same audit firm that performed the audit. The Reporting Entity's name and the audit firms details displays for confirmation (next page). It is important to verify that the information displayed is correct.

**Annual Financial Statement**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Verify that the Following information is correct.

Reporting Entity's NameLakeland Properties

Details of Kevin L. Penn Inc.,

Audit Company	Details
UII (Unique IPA Identifier)	00600
Firm Name	Kevin L. Penn Inc.
Audit Firm Identification Number	341794680
Audit Firm Type	ipa
Firm Street Address Line 1	13212 Shaker Sq
Firm Street Address Line 2	
Firm City	Cleveland
Firm State	OH
Firm Zip Code	44120
Firm Zip Code Extension	1234
Contact Telephone	2162831535

Verify that the Information above is complete and correct.  
The Reporting Entity's Name can be corrected on the previous page. If Audit Company information is not correct,

Select Cancel and contact the REAC Technical Assistance Center.

Continue

Cancel

8. Click on the Continue button once the audit firm information and the Reporting Entity's name is verified. If the Reporting Entity's name is incorrect, use



the Back button to re-enter the correct name. If any of the other information is incorrect, select the Cancel button and contact the REAC Technical Assistance Center (TAC).

The **Submission Warning and Auditor Procedures** screen displays.

Annual Financial Statement <b>Electronic Submission</b>			
U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	01/01/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	01/01/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	01/01/1995

**Submission Warning**   **Auditor Procedures**

**Warning**

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per validation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30

9. Click on the  tab after reviewing the *Warning* statement. The **Independent Accountant's Report** screen displays. (next page)

**Annual Financial Statement**  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	01/01/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	01/01/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	01/01/1995

Submission Warning

Auditor Procedures

**Independent Accountant's Report on Applying Agreed-Upon Procedure**

We have performed the procedure described in the second paragraph of this report, which was agreed to by High Ridge North and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. High Ridge North is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, for Lakeland Properties as of and for the year ended 06/30/2001 and have issued our report thereon dated .

. The information in the "Hard Copy Documents" column was included within the scope or was a by-product of that audit. Further, our opinion on the fair presentation of the supplemental financial data templates dated , was expressed in relation to the basic financial statements of Lakeland Properties taken as a whole.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from High Ridge North. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of High Ridge North and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

10. Enter the Audit Report and the Opinion dates into the fields above. In the paragraph beginning with "We were engaged..." there are two fields where dates are entered. One of these is the date of the Audit Report and the other is the date when the certification on the fair presentation of the supplemental data was expressed in relation to the basic financial data templates.

**NOTE:** The Auditor Procedures continue on the next page. This is only a partial view of the screen due to space limitations of the page size.

May 31, 2002

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11. Scroll to the lower portion of the **Auditor Procedures** and click on the  button in the *Agrees* or *Does Not Agree* columns for each of the procedures.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e Supplemental Schedules)	<input type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Because Cooperatives are exempt from submitting surplus cash accounts, please select "Agrees".	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input type="radio"/>
Firm Name		<input type="text" value="Johnson and Johnson, PC"/>		
Employer Identification Number		<input type="text" value="33333333"/>		
Date		<input type="text" value="01/01/2002"/>		
Attesting Practitioner's First Name		* <input type="text"/>		
Attesting Practitioner's Middle Name		<input type="text"/>		
Attesting Practitioner's Last Name		* <input type="text"/>		
Attesting Practitioner's Title		<input type="text"/>		
Attesting Practitioner's Telephone		* <input type="text"/>		
Attesting Practitioner's Fax		<input type="text"/>		
Attesting Practitioner's E-mail		<input type="text"/>		
<input type="button" value="Complete Certification Procedures"/>				
* Required items				

**NOTE:** The Auditor Procedures screen will vary depending on the type of statement (OMB Circular A-133, Handbook IG 2000.04) and whether the audit firm performing the CPA certification is the same firm that performed the statement audit.

**NOTE:** Cooperatives are exempt from reporting surplus cash accounts, therefore, statement #2 would not apply to Cooperatives but must still be answered. If the submission is a Cooperative and you want to proceed with the certification process, you must select the “Agrees” radio button or else this submission will not be accepted.

12. Fill in the blank fields with the appropriate auditor information. An asterisk (\*) next to certain fields indicates these (auditor’s first and last name and telephone number) are required fields.

**NOTE:** If an auditor needs to review the submission, they use the View Submission Data link located at the top and bottom of the screen. However, if they choose to review the submission data using this link, then any information entered in the Auditor Procedures and the Auditor information sections is deleted, and the CPA Certifier is required to re-enter the information in these sections. It is recommended that the auditor review the statement data prior to beginning the CPA Certification process.

13. Click the  button. A message window displays asking if you wish to complete the Certification process.

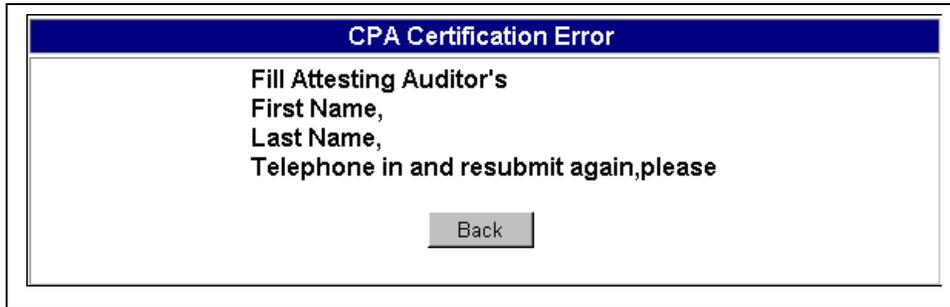


14. Click the  button to continue.

**NOTE:** When an Agree/Does Not Disagree radio button for the **Auditor Procedures** is left blank, the following CPA Certification Error message displays.

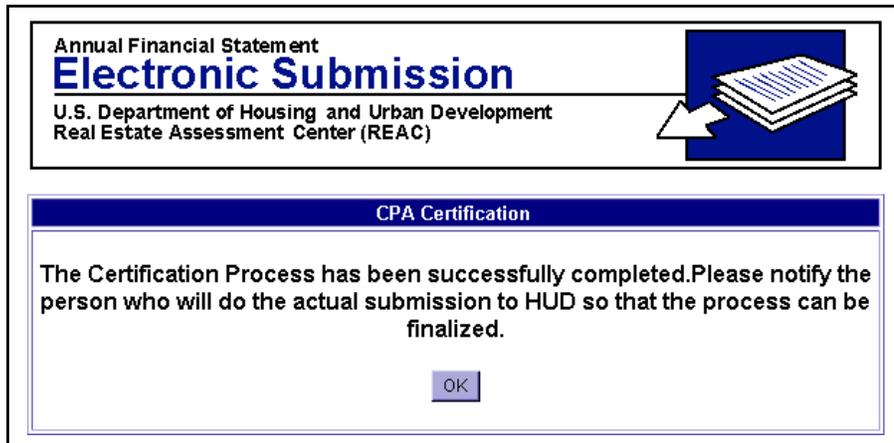


**NOTE:** When a mandatory field for the **Auditor Procedures** is not completed, the following CPA Certification Error message displays.



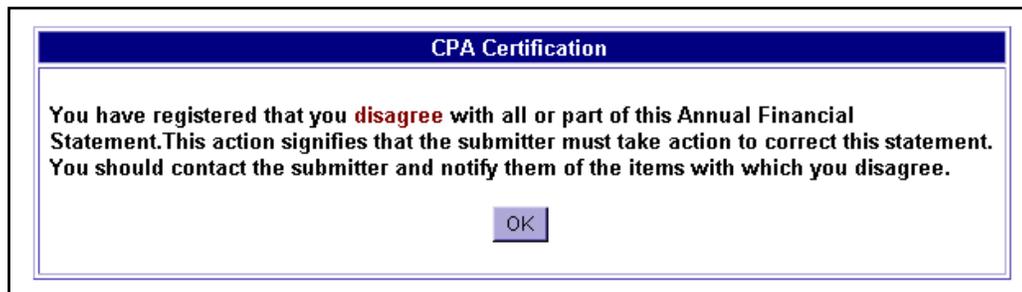
The screenshot shows a dialog box with a blue header bar containing the text "CPA Certification Error". Below the header, the text reads: "Fill Attesting Auditor's First Name, Last Name, Telephone in and resubmit again, please". At the bottom center of the dialog box is a button labeled "Back".

When all of the procedures have been completed and all of the fields have had data entered into them correctly, one of the following messages displays.



The screenshot shows a confirmation message. At the top, it says "Annual Financial Statement" followed by "Electronic Submission" in a large blue font. Below this, it reads "U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)". To the right of the text is an icon of a stack of papers with an arrow pointing to it. Below this header section is a blue bar with the text "CPA Certification". The main body of the message states: "The Certification Process has been successfully completed. Please notify the person who will do the actual submission to HUD so that the process can be finalized." At the bottom center is a button labeled "OK".

**NOTE:** If the user disagrees with any portion of the Annual Financial Statement, the following screen appears:



The screenshot shows a dialog box with a blue header bar containing the text "CPA Certification". Below the header, the text reads: "You have registered that you disagree with all or part of this Annual Financial Statement. This action signifies that the submitter must take action to correct this statement. You should contact the submitter and notify them of the items with which you disagree." At the bottom center of the dialog box is a button labeled "OK".

15. Click on the  button. The **Independent Accountant's Report** page displays with the information incorporated into the text (next page).

The **Independent Accountant’s Report** screen displays. This is only a partial view of the screen due to space limitations of the page size.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e. Supplemental Schedules)	<input checked="" type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Cooperatives are exempt from submitting surplus cash accounts.	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input checked="" type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input checked="" type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input checked="" type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input checked="" type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input checked="" type="radio"/>
Firm Name Employer		Johnson & Johnson PC		
Employer Identification Number		333333333		
Date		01/01/2002		
Attesting Practitioner's First Name		Practitioner's First		
Attesting Practitioner's Middle Name		Practitioner's Middle		
Attesting Practitioner's Last Name		Practitioner's Last		
Attesting Practitioner's Title		Practitioner's Title		
Attesting Practitioner's Telephone		(555) 555-5555		
Attesting Practitioner's Fax		(555) 555-5550		
Attesting Practitioner's E-mail		prac_email@email.com		
<input type="button" value="Back To FASSUB Main Menu"/>				

16. Click on the  button.

## Attesting Firm is Different (A-133)

To conduct a CPA Certification if the Attesting firm is **NOT** the same firm that performed the audit on the A-133 Submission:

1. Click on the Submission Status Box link on the **Select An Option** screen.

The screenshot shows the 'Electronic Submission' interface. At the top, it reads 'Annual Financial Statement' and 'Electronic Submission' in large blue text, followed by 'U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)'. To the right is an icon of a stack of papers with an arrow pointing to it. Below this is a blue header bar with the text 'Select An Option'. Underneath, a list of links is displayed:

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

The **Enter Fiscal Year End (FYE) Date for Owning Entity** screen displays.

The screenshot shows the 'Enter Fiscal Year End (FYE) Date for Owning Entity' screen. It features the same header as the previous screen: 'Annual Financial Statement', 'Electronic Submission', and 'U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)'. Below the header is a blue bar with the text 'Enter Fiscal Year End (FYE) Date for Owning Entity'. The main content area contains the text 'Owning Entity Fiscal Year End:' followed by an empty text input field. Below the input field is the text 'Date example: 12/31/2000' and a 'Continue' button.

2. Enter the fiscal year end date for the owning entity in the *Owning Entity Fiscal Year End* field.
3. Click on the **Continue** button. The **Submission Status Box** displays indicating the submission status (e.g., CPA Review). See next page.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Submission Status Box				
Tax ID	Project	AFS FYE	Submission Type	Submission Status
450331632	<a href="#">Consolidated Statement</a>	12/31/1996	AUD-2000.04	CPA Review
888888807	<a href="#">Bayside Apartments</a>	12/31/1996	AUD-A133	CPA Approved
888888807	<a href="#">Oakwood Commons</a>	12/31/1996	AUD-A133	CPA Review
952984903	<a href="#">Combined Statement</a>	12/31/1996	OC>=300K	Draft

4. Click on the Property or Owning Entity submission link (e.g., [Consolidated Statement](#), [Oakwood Commons](#)) in the *Project* column to proceed with the CPA Review in the Submission Status column. The **Statement Selection Screen** displays.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)

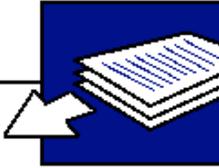


Statement Selection Screen						
Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Oakwood Commons</a>	00077702		01/01/1996	12/31/1996	Validated	<a href="#">View Data</a>

To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

5. Click on the  button. The **Enter Reporting Entity's Name** screen displays. (next page)

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Enter Reporting Entity's Name**  
(e.g. Jones Inc.)

Dean Eggebraten

**Is the audit firm performing the agreed upon procedures the same firm performing the a**

Yes

No

6. Enter the name of the reporting entity into this field. The reporting Entity's name entered into this field will populate a portion of the Auditor Procedures page (e.g.,...we were not engaged to perform...for Dean Eggebraten.) This name will be redisplayed for confirmation in the following screen.
7. Click on the No button, to signify that the audit firm conducting the CPA Certification is **NOT** the same audit firm that performed the audit. A screen displays to enter the Audit Firm's unique identifier (UII).

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Oakwood Commons	00077702	01/01/1996	12/31/1996

**Please enter your Audit Firm's unique identifier(UII)**

Submit

8. Enter the UII and then click on the  button.

**Verify that the Following information is correct.**

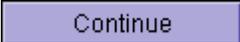
Reporting Entity's Name	Dean Eggebraten
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**Details of Kevin L. Penn Inc.,**

Audit Company	Details
UII (Unique IPA Identifier)	00600
Firm Name	Kevin L. Penn Inc.
Audit Firm Identification Number	341794580
Audit Firm Type	ipa
Firm Street Address Line 1	13212 Shaker Sq
Firm Street Address Line 2	
Firm City	Cleveland
Firm State	OH
Firm Zip Code	44120
Firm Zip Code Extension	1234
Contact Telephone	2162831535

Verify that the Information above is complete and correct.  
The Reporting Entity's Name can be corrected on the previous page. If Audit Company information is not correct,  
Select Cancel and contact the REAC Technical Assistance Center.

9. Click on the  button, after the Reporting Entity's Name and the Audit Company information is verified. If the Reporting Entity's name is incorrect, use  the  to re-enter the correct name. If any of the other information is incorrect, select the Cancel button and contact the REAC Technical Assistance Center (TAC).

The **Submission Warning and Auditor Procedures** screen displays.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Oakwood Commons	00077702	01/01/1996	12/31/1996

**Submission Warning**    **Auditor Procedures**

**Warning**

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per validation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30

10. Click on the  tab after reviewing the *Warning* statement. The **Auditor Procedures** screen displays. (next page)

**Annual Financial Statement**  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Oakwood Commons	00077702	01/01/1996	12/31/1996

[View Submission Data](#)

Submission Warning
Auditor Procedures

**Independent Accountant's Report on Applying Agreed-Upon Procedure**

We have performed the procedure described in the second paragraph of this report, which was agreed to by Oakwood Commons and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. Oakwood Commons is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were not engaged to, and did not, perform an audit of Dean Eggebraten's financial statements or the supplemental financial data templates, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Further, we were not engaged to, and did not, perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from Oakwood Commons. We take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Oakwood Commons and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

**NOTE:** The **Auditor Procedures** screen continues on the next page. This is only a partial view of the screen due to page size limitations.

**NOTE:** Cooperatives are exempt from reporting surplus cash accounts, therefore, statement #2 would not apply to Cooperatives but must still be answered. If the submission is a Cooperative and you want to proceed with the certification process, you must select the "Agrees" radio button or else this submission will not be accepted.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e Supplemental Schedules)	<input type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Because Cooperatives are exempt from submitting surplus cash accounts, please select "Agrees".	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input type="radio"/>
Firm Name		<input type="text" value="Johnson and Johnson, PC"/>		
Employer Identification Number		<input type="text" value="333333333"/>		
Date		<input type="text" value="01/01/2002"/>		
Attesting Practitioner's First Name		* <input type="text"/>		
Attesting Practitioner's Middle Name		<input type="text"/>		
Attesting Practitioner's Last Name		* <input type="text"/>		
Attesting Practitioner's Title		<input type="text"/>		
Attesting Practitioner's Telephone		* <input type="text"/>		
Attesting Practitioner's Fax		<input type="text"/>		
Attesting Practitioner's E-mail		<input type="text"/>		
<input type="button" value="Complete Certification Procedures"/>				
* Required items				

11. Scroll to the lower portion of the **Auditor Procedures** and click on the  button in the *Agrees* or *Does Not Agree* columns for each of the procedures.

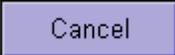
**NOTE:** The Auditor Procedures screen will vary depending on the type of statement (OMB Circular A-133, Handbook IG 2000.04) and whether the audit firm performing the CPA certification is the same firm that performed the statement audit.

- Fill in the blank fields with the appropriate auditor information. An asterisk (\*) next to certain fields indicates these (auditor's first and last name and telephone number) are required fields.

**NOTE:** If an auditor needs to review the submission, they use the View Submission Data link located at the top and bottom of the screen. However, if they choose to review the submission data using this link, then any information entered in the Auditor Procedures and the Auditor information sections is deleted, and the CPA Certifier is required to re-enter the information in these sections. It is recommended that the auditor review the statement data prior to beginning the CPA Certification process.

- Click on the  button. A message window displays asking if you wish to complete the Certification process.



- Click the  button to continue. Click the  button to discontinue the Certification process.

**NOTE:** When a radio button for the **Auditor Procedures** is left blank, the following CPA Certification Error message displays.



**NOTE:** When a mandatory field for the **Auditor Procedures** is not completed, the following CPA Certification Error message displays.

CPA Certification Error
Fill Attesting Auditor's First Name, Last Name, Telephone in and resubmit again,please
<input type="button" value="Back"/>

When all of the procedures have been completed and all of the fields have had data entered into them correctly, one of the following messages displays.

Annual Financial Statement <b>Electronic Submission</b> U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)	
CPA Certification	
The Certification Process has been successfully completed. Please notify the person who will do the actual submission to HUD so that the process can be finalized.	
<input type="button" value="OK"/>	

Note: If the user disagrees with any portion of the Annual Financial Statement, the following screen appears:

CPA Certification
You have registered that you <b>disagree</b> with all or part of this Annual Financial Statement. This action signifies that the submitter must take action to correct this statement. You should contact the submitter and notify them of the items with which you disagree.
<input type="button" value="OK"/>

15. Click on the  button. The **Independent Accountant's Report** screen redispays with the information that you entered previously. (next page)

The **Independent Accountant’s Report** screen displays. This is only a partial view of the screen due to space limitations of the page size.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e. Supplemental Schedules)	<input checked="" type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Cooperatives are exempt from submitting surplus cash accounts.	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input checked="" type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input checked="" type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input checked="" type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input checked="" type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input checked="" type="radio"/>
Firm Name Employer		Johnson & Johnson PC		
Employer Identification Number		333333333		
Date		01/01/2002		
Attesting Practitioner's First Name		Practitioner's First		
Attesting Practitioner's Middle Name		Practitioner's Middle		
Attesting Practitioner's Last Name		Practitioner's Last		
Attesting Practitioner's Title		Practitioner's Title		
Attesting Practitioner's Telephone		(555) 555-5555		
Attesting Practitioner's Fax		(555) 555-5550		
Attesting Practitioner's E-mail		prac_email@email.com		
<input type="button" value="Back To FASSUB Main Menu"/>				

16. Click on the  button.

## Attesting Firm is the Same (2000.04)

To conduct a CPA Certification if the Attesting firm is the same firm that performed the 2000.04 audit.

1. Click on the Submission Status Box link on the **Select An Option** screen.

The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Electronic Submission'. Below this is a blue bar with the text 'Select An Option'. Underneath the bar is a list of seven links: 'Create New AFS Data Submission', 'Submission Status Box', 'Request 30-Day Extension', 'Request Resubmission', 'Request Waiver', 'Administrative Request Status Box', and 'View Prior Year AFS Data Submission'. An icon of a stack of papers with an arrow pointing to it is located on the right side of the page.

The **Enter Fiscal Year End (FYE) Date for Owning Entity** screen displays.

The screenshot shows a web interface for 'Annual Financial Statement Electronic Submission' by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC). The main heading is 'Electronic Submission'. Below this is a blue bar with the text 'Enter Fiscal Year End (FYE) Date for Owning Entity'. Underneath the bar is a form with the label 'Owning Entity Fiscal Year End:' followed by a text input field. Below the input field is the text 'Date example: 12/31/2000'. At the bottom of the form is a 'Continue' button. An icon of a stack of papers with an arrow pointing to it is located on the right side of the page.

2. Enter the fiscal year end date for the owning entity in the *Owning Entity Fiscal Year End* field.
3. Click on the Continue button. The **Submission Status Box** displays indicating the submission status (e.g., CPA Review).

Annual Financial Statement  
**Electronic Submission**

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Submission Status Box				
Tax ID	Project	AFS FYE	Submission Type	Submission Status
050382511	<a href="#">Consolidated</a>	12/31/1995	AUD-A133	CPA Review
060802003	<a href="#">Combined Statement</a>	12/31/1995	AUD-A133	CPA Review
310735249	<a href="#">Consolidated Statement</a>	12/31/1995	OC>=300K	CPA Review
351161322	<a href="#">Combined Statement</a>	12/31/1995	AUD-2000.04	CPA Review
381961364	<a href="#">Combined Statement</a>	12/31/1995	OC>=300K	CPA Review
421383435	<a href="#">Combined Statement</a>	12/31/1995	OC	CPA Review
450331632	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-2000.04	CPA Review
470524718	<a href="#">WALTER B ROBERTS MANOR</a>	12/31/1995	OC	CPA Review
888888807	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-A133	CPA Review
888888807	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-A133	CPA Review
954061134	<a href="#">RAYEN PARK APARTMENTS</a>	12/31/1995	OC - SPP	CPA Review

4. Click on the property or owning entity submission link (e.g., [Consolidated Statement](#)) in the *Project* column. The **Statement Selection Screen** displays.

Annual Financial Statement  
**Electronic Submission**

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



**Statement Selection Screen**

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH I</a>	09435016		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH II</a>	09435024		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>

To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

5. Click on the  button. The **Enter Reporting Entity's Name** screen displays.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Enter Reporting Entity's Name**  
(e.g. Jones Inc.)

Dean Eggebraten

**Is the audit firm performing the agreed upon procedures the same firm performing the audit?**

6. Enter the name of the owning entity into this field. The reporting Entity's name entered into this field will populate a portion of the Auditor Procedures page (e.g.,...we were engaged to perform...).
7. Click on the  button, since the audit firm conducting the CPA Certification is the same audit firm that performed the audit. The details of the audit firm display.

**Annual Financial Statement**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Verify that the Following information is correct.**

Reporting Entity's Name	Dean Eggebarten
-------------------------	-----------------

**Details of Hixson Marin Powell & De Sanctis PA,**

Audit Company	Details
UII (Unique IPA Identifier)	00040
Firm Name	Hixson Marin Powell & De Sanctis PA
Audit Firm Identification Number	592810589
Audit Firm Type	ipa
Firm Street Address Line 1	16100 NE 16th Ave
Firm Street Address Line 2	Suite B
Firm City	N Miami Beach
Firm State	FL
Firm Zip Code	33162
Firm Zip Code Extension	1234
Contact Telephone	3059447001

Verify that the Information above is complete and correct.  
The Reporting Entity's Name can be corrected on the previous page. If Audit Company information is not correct,  
Select Cancel and contact the REAC Technical Assistance Center.

Continue	Cancel
----------	--------

- Click on the  button once the audit firm information and the Reporting Entity's name is verified. If the Reporting Entity's name is incorrect, use the  to re-enter the correct name. If any of the other information is incorrect, select the Cancel button and contact the REAC Technical Assistance Center (TAC).

The **Submission Warning and Auditor Procedures** screen displays.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	12/31/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	12/31/1995

**Submission Warning**

**Auditor Procedures**

**Warning**

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

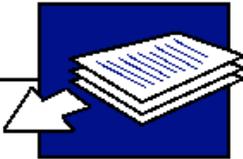
1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per validation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R. parts 24, 28 and 30

9. Click on the  tab after reviewing the *Warning* statement. The **Independent Accountant's Report** screen displays. In the paragraph beginning with "We were engaged..." there are two fields where dates will need to be entered. One of these is the date of the Audit Report and the other is the date when the certification on the fair presentation of the supplemental data was expressed in relation to the basic financial data templates. (next page)

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	12/31/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	12/31/1995

[View Submission Data](#)

Submission Warning
Auditor Procedures

**Independent Accountant's Report on Applying Agreed-Upon Procedure**

We have performed the procedure described in the second paragraph of this report, which was agreed to by Eggebraten, Dean and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. Eggebraten, Dean is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit of the financial statements of Dean Eggebraten as of and for the year ended 12/31/1995 and have issued our reports thereon dated [redacted]. The information in the "Hard Copy Documents" column was included within the scope or was a by-product of that audit. Further, our opinion on the fair presentation of the supplemental financial data templates dated [redacted], was expressed in relation to the basic financial statements of Dean Eggebraten taken as a whole.

A copy of the financial statement package, which includes the auditor's reports, is available in its entirety from Eggebraten, Dean. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Eggebraten, Dean and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

The second portion of the **Independent Accountant's Report** page displays on the next page. This is only a partial view of the screen due to page size limitations.

10. Enter the Audit Report and the Opinion dates into the fields.
11. Scroll to the lower portion of the **Auditor Procedures** and click on the  button in the *Agrees* or *Does Not Agree* columns for each of the procedures.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e. Supplemental Schedules)	<input type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Because Cooperatives are exempt from submitting surplus cash accounts, please select "Agrees".	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input type="radio"/>

Firm Name	<input type="text" value="Johnson and Johnson, PC"/>
Employer Identification Number	<input type="text" value="33333333"/>
Date	<input type="text" value="01/01/2002"/>
Attesting Practitioner's First Name	* <input type="text"/>
Attesting Practitioner's Middle Name	<input type="text"/>
Attesting Practitioner's Last Name	* <input type="text"/>
Attesting Practitioner's Title	<input type="text"/>
Attesting Practitioner's Telephone	* <input type="text"/>
Attesting Practitioner's Fax	<input type="text"/>
Attesting Practitioner's E-mail	<input type="text"/>

\* Required items

**NOTE:** The Auditor Procedures screen varies depending on the type of statement (OMB Circular A-133, Handbook IG 2000.04) and whether the audit firm performing the CPA certification is the same firm that performed the statement audit.

**NOTE:** Cooperatives are exempt from reporting surplus cash accounts, therefore, statement #2 would not apply to Cooperatives but must still be answered. If the submission is a Cooperative and you want to proceed with the certification process, you must select the “Agrees” radio button or else this submission will not be accepted.

12. Fill in the blank fields with the appropriate auditor information. An asterisk (\*) next to certain fields indicates these (auditor’s first and last name and telephone number) are required fields.

**NOTE:** If an auditor needs to review the submission, they use the View Submission Data link located at the top and bottom of the screen. However, if they choose to review the submission data using this link, then any information entered in the Auditor Procedures and the Auditor information sections is deleted, and the CPA Certifier is required to re-enter the information in these sections. It is recommended that the auditor review the statement data prior to beginning the CPA Certification process.

13. Click on the  button. A message window displays asking if you wish to complete the Certification process.

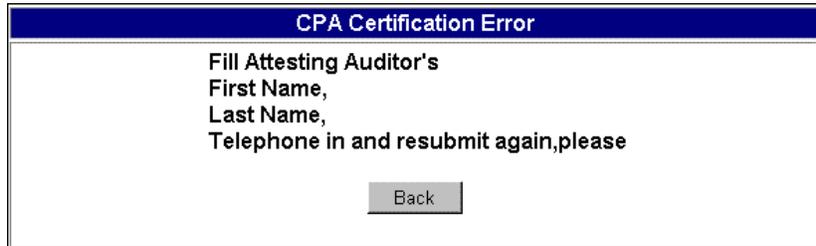


14. Click on the  button to continue. Click on the  button to exit before completing the Certification process.

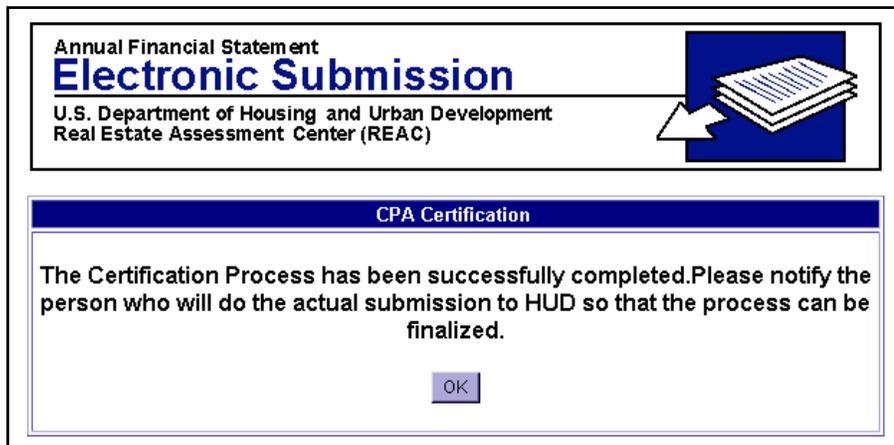
**NOTE:** When a radio button for the **Auditor Procedures** is left blank, the following CPA Certification Error message displays.



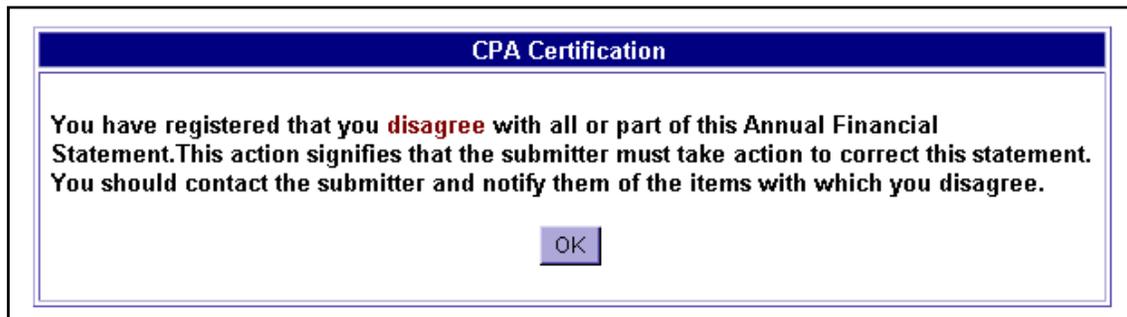
**NOTE:** When a mandatory field for the **Auditor Procedures** is not completed, the following CPA Certification Error message displays.



When all of the procedures have been completed and all of the fields have had data entered into them correctly, one of the following messages displays.



**NOTE:** If the user disagrees with any portion of the Annual Financial Statement, the following screen appears:



15. Click on the  button. The **Independent Accountant's Report** screen redisplayes with the dates incorporated into the text.

## Attesting Firm is Different (2000.04)

To conduct a CPA Certification if the Attesting firm is NOT the same firm that performed the audit of the 2000.04 Submission:

1. Click on the [Submission Status Box](#) link in the **Select an Option** screen.



The **Enter Fiscal Year End (FYE) Date for Owning Entity** screen displays.

This screenshot shows a screen titled "Enter Fiscal Year End (FYE) Date for Owning Entity" in a blue header bar. Below the header, it says "Owning Entity Fiscal Year End:" followed by an empty text input field. Below the input field, it says "Date example: 12/31/2000". At the bottom center, there is a grey button labeled "Continue".

2. Enter the fiscal year end date for the owning entity in the *Owning Entity Fiscal Year End* field.
3. Click on the  button. The **Submission Status Box** displays indicating the submission status (e.g., CPA Review) ( next page).

Annual Financial Statement  
**Electronic Submission**

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Submission Status Box				
Tax ID	Project	AFS FYE	Submission Type	Submission Status
050382511	<a href="#">Consolidated</a>	12/31/1995	AUD-A133	CPA Review
060802003	<a href="#">Combined Statement</a>	12/31/1995	AUD-A133	CPA Review
310735249	<a href="#">Consolidated Statement</a>	12/31/1995	OC>=300K	CPA Review
351161322	<a href="#">Combined Statement</a>	12/31/1995	AUD-2000.04	CPA Review
381961364	<a href="#">Combined Statement</a>	12/31/1995	OC>=300K	CPA Review
421383435	<a href="#">Combined Statement</a>	12/31/1995	OC	CPA Review
450331632	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-2000.04	CPA Review
470524718	<a href="#">WALTER B ROBERTS MANOR</a>	12/31/1995	OC	CPA Review
888888807	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-A133	CPA Review
888888807	<a href="#">Consolidated Statement</a>	12/31/1995	AUD-A133	CPA Review
954061134	<a href="#">RAYEN PARK APARTMENTS</a>	12/31/1995	OC - SPP	CPA Review

4. Click on the property or owning entity submission link (e.g., [Consolidated Statement](#)) in the *Project* column. The **Statement Selection Screen** displays.

Annual Financial Statement  
**Electronic Submission**

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



**Statement Selection Screen**

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Consolidated Statement</a>			01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH I</a>	09435016		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>
<a href="#">HIGH RIDGE NORTH II</a>	09435024		01/01/1995	12/31/1995	Validated	<a href="#">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

5. Click on the  button. The **Enter Reporting Entity's Name** screen displays.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



**Enter Reporting Entity's Name**  
 (e.g. Jones Inc.)

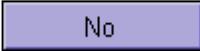
Dean Eggebraten

**Is the audit firm performing the agreed upon procedures the same firm performing the audit?**

Yes

No

6. Enter the name of the owning entity into this field. . The reporting Entity's name entered into this field populates a portion of the Auditor Procedures screen (e.g.,...we were not engaged to perform...for Lakeland Properties.”) This name will be redisplayed for confirmation in the following screen.

7. Click on the No  button, to signify that the audit firm conducting the CPA Certification is NOT the same audit firm that performed the audit. A screen displays that asks for the audit firms Unique Identifier (UII) to be entered.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	12/31/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	12/31/1995

**Please enter your Audit Firm's unique identifier(UII)**

Submit

8. Enter the UII and then click the  button. A screen displays to verify the information of the audit firm conducting the CPA Certification.

**Verify that the Following information is correct.**

Reporting Entity's Name	Dean Eggebraten
-------------------------	-----------------

**Details of Kevin L. Penn Inc.,**

Audit Company	Details
UII (Unique IPA Identifier)	00600
Firm Name	Kevin L. Penn Inc.
Audit Firm Identification Number	341794580
Audit Firm Type	ipa
Firm Street Address Line 1	13212 Shaker Sq
Firm Street Address Line 2	
Firm City	Cleveland
Firm State	OH
Firm Zip Code	44120
Firm Zip Code Extension	1234
Contact Telephone	2162831535

Verify that the Information above is complete and correct.  
The Reporting Entity's Name can be corrected on the previous page. If Audit Company information is not correct,  
Select Cancel and contact the REAC Technical Assistance Center.

	
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9. Click on the  button, after the Reporting Entity's Name and the Audit Company information is verified. If the Reporting Entity's name is incorrect, use the  to reenter the correct name. If any of the other information is incorrect, select the Cancel button and contact the REAC Technical Assistance Center (TAC).

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	12/31/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	12/31/1995

Submission Warning

Auditor Procedures

**Warning**

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per validation, plus 3 times the amount of damages that the government sustains; and
3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R. parts 24, 28 and 30

10. Click on the  tab after reviewing the *Warning* statement. The **Auditor Procedures** screen displays.

**Annual Financial Statement  
 Electronic Submission**

**U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)**



Project Name	FHA/Contract Number	Date From	Date To
Consolidated Statement		01/01/1995	12/31/1995
HIGH RIDGE NORTH I	09435016	01/01/1995	12/31/1995
HIGH RIDGE NORTH II	09435024	01/01/1995	12/31/1995

[View Submission Data](#)

**Submission Warning**

**Auditor Procedures**

**Independent Accountant's Report on Applying Agreed-Upon Procedure**

We have performed the procedure described in the second paragraph of this report, which was agreed to by Eggebraten, Dean and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. Eggebraten, Dean is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were not engaged to, and did not, perform an audit of Dean Eggebraten's financial statements or the supplemental information, the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

A copy of the financial statement package, which includes the auditor's reports, is available in its entirety from Eggebraten, Dean. We take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC. This report is intended solely for the information and use of Eggebraten, Dean and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

**NOTE:** The **Independent Accountant's Report** is continued on the next page. This is only a partial view of the screen due to limitations of page size.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e Supplemental Schedules)	<input type="radio"/>	<input type="radio"/>
2	Surplus Cash (S1300 series accounts) Note: Because Cooperatives are exempt from submitting surplus cash accounts, please select "Agrees".	Financial Data Templates (i.e. Computation of Surplus Cash, Distributions and Residual Receipts - (Annual))	<input type="radio"/>	<input type="radio"/>
3	Footnotes(S3100 series of accounts)	Footnotes to Audited Basic Financial Statements	<input type="radio"/>	<input type="radio"/>
4	Type of opinion on the Financial Statement and Compliance (account number S2100-020, S2300-020)	Auditor's Reports on the Financial Statements and Compliance	<input type="radio"/>	<input type="radio"/>
5	Type of opinion on Financial Data Templates (i.e. Supplemental Data) (account S2100-100)	Auditor's Supplemental Report on Financial Data Templates	<input type="radio"/>	<input type="radio"/>
6	Audit findings narrative (S2700 series of accounts)	Schedule of Findings and Questioned Costs	<input type="radio"/>	<input type="radio"/>
Firm Name		<input type="text" value="Johnson and Johnson, PC"/>		
Employer Identification Number		<input type="text" value="333333333"/>		
Date		<input type="text" value="01/01/2002"/>		
Attesting Practitioner's First Name		* <input type="text"/>		
Attesting Practitioner's Middle Name		<input type="text"/>		
Attesting Practitioner's Last Name		* <input type="text"/>		
Attesting Practitioner's Title		<input type="text"/>		
Attesting Practitioner's Telephone		* <input type="text"/>		
Attesting Practitioner's Fax		<input type="text"/>		
Attesting Practitioner's E-mail		<input type="text"/>		
<input type="button" value="Complete Certification Procedures"/>				
* Required items				

**NOTE:** Cooperatives are exempt from reporting surplus cash accounts, therefore, statement #2 would not apply to Cooperatives but must still be answered. If the submission is a Cooperative and you want to proceed with the certification process, you must select the “Agrees” radio button or else this submission will not be accepted.

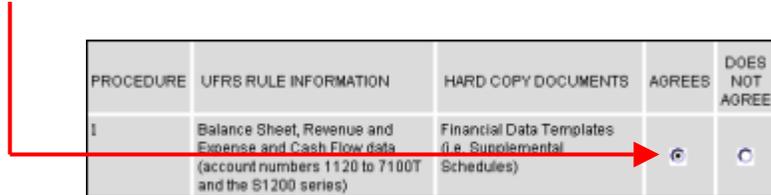
11. Click on the  button. A message window displays asking if you wish to complete the certification process.



12. Click on the  button.

## Answering All Audit Procedures as “Agree”

1. Click on a radio button in the Agrees column.



PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Financial Data Templates (i.e. Supplemental Schedules)	<input checked="" type="radio"/>	<input type="radio"/>

2. Fill in the blank fields with the appropriate auditor information. An asterisk (\*) is next to certain fields indicating they (auditor's first and last name and telephone number) are required fields.
3. Click on the  button. The **CPA Certification** screen displays stating that the auditor agrees with all of the AFS.



4. Click on the  button. The **Auditor Procedures** redisplay.
5. Click on the  button. The **Select An Option** screen displays. (next page)

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



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Select An Option

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

**NOTE:** If the CPA Certifier agrees with all of the AFS submission, the status of the submission is changed from “CPA Review” to “CPA Approved”.

When the submitter accesses the **Submission Status Box**, the change in submission status is reflected.

6. Click on the Back To FASSUB Main Menu. The **Select An Option** screen displays.

Once the CPA Certifier agrees with all of the procedures, the status of the submission changes from “CPA Review” to “CPA Approved.” The AFS data submission is then available to the Submitter for submission to HUD.

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



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Submission Status Box

Tax ID	Project	AFS FYE	Submission Type	Submission Status
450331632	<a href="#">Consolidated Statement</a>	12/31/1996	AUD-2000.04	CPA Approved
888888807	<a href="#">Bayside Apartments</a>	12/31/1996	AUD-A133	CPA Approved
888888807	<a href="#">Oakwood Commons</a>	12/31/1996	AUD-A133	CPA Review

## Answering One or More Auditor Procedures as “Does Not Agree”

1. Click on a radio button in the *Does Not Agree* column.

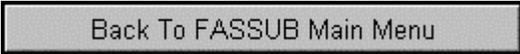
PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet, Revenue and Expense and Cash Flow data (account numbers 1120 to 7100T and the S1200 series)	Supplemental Schedules with Financial Statement Data	<input type="radio"/>	<input checked="" type="radio"/>

2. Fill in the blank fields with the appropriate auditor information. An asterisk (\*) is next to certain fields indicating they (auditor’s first and last name and telephone number) are required fields.
3. Click on the  button. The **CPA Certification** screen displays stating that the auditor disagreed with all or part of the AFS.

**CPA Certification**

You have registered that you **disagree** with all or part of this Annual Financial Statement. This action signifies that the submitter must take action to correct this statement. You should contact the submitter and notify them of the items with which you disagree.

4. Click on the  button. The **Auditor Procedures** redisplay.

5. Click on the  button. The **Select An Option** screen displays.

**Annual Financial Statement**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
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**Select An Option**

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

**NOTE:** If the CPA Certifier disagrees with parts or all of the AFS submission, the status of the submission is changed from “CPA Review” to “CPA Disapproved”. The CPA Certifier cannot continue the CPA Certification process until the submitter has made appropriate changes and has sent it for CPA Review.

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Statement Selection Screen

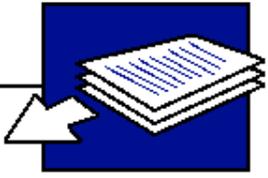
Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
<a href="#">Combined Statement</a>			01/01/2000	12/31/2000	Validated	<a href="#">View Data</a>
<a href="#">UNITED LAGUNA HILLS MUTUAL</a>	12223309		01/01/2000	12/31/2000	Validated	<a href="#">View Data</a>
<a href="#">UNITED LAGUNA HILLS MUTUAL</a>	12223310		01/01/2000	12/31/2000	Validated	<a href="#">View Data</a>
<a href="#">United Laguna Hills Mutual</a>	12223317		01/01/2000	12/31/2000	Validated	<a href="#">View Data</a>

To submit the AFS, you MUST complete and validate a statement for each property listed above.

When the submitter accesses the **Submission Status Box**, the change in submission status is reflected. The **View CPA Certification** allows the user to see the actual line item where the attesor indicated disagreement.

Once the submission status is “CPA Disapproved”, the CPA Certifier no longer has access to the submission until the submitter modifies the data and re-submits it for CPA Certification.

**Annual Financial Statement**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



**Submission Status Box**

Tax ID	Project	AFS FYE	Submission Type	Submission Status
4952984903	<a href="#">Combined Statement</a>	12/31/1998	OC>=300K	CPA Disapproved

The user must address the attessor's disagree issue(s) and re-submit the statement for CPA Certification.