



Office of the State Controller

OFFICIAL MEMORANDUM

To: Chief Fiscal Officers, Vice Chancellors, Business Managers

From: Troy Scoggins, Deputy State Controller

Date: May 8, 2025

Subject: 2025 Year-End Single Audit Reporting

The Office of the State Controller (OSC) prepares the Schedule of Expenditures of Federal Awards (SEFA) for each fiscal year based on information provided by state agencies for their Single Audit Reporting.

OSC requires all agencies, universities, community colleges, boards and component units of the State who have received federal funds in fiscal year 2025 to complete their 2025 Single Audit Reporting via SharePoint. All agencies must complete an Annual Certification Form through DocuSign. The certification form is located on the [Single Audit SharePoint site](#).

Fiscal Year 2025 Single Audit reporting due dates are listed below, and entities are required to enter their financial data into the SharePoint database by the specified date. Security access has been granted to Single Audit contacts based on last year's reporting and communication requests sent by OSC in the month of May. If you require access to the [Single Audit SharePoint site](#), please contact oscsingleauditreporting@ncosc.gov.

The 2025 Single Audit Instructions are available on the [OSC Website](#) and also on the [Single Audit SharePoint site](#).

Please Note: Again, this year, all entities will be required to report their expenditures for federal awards received for Assistance Listing 21.019 - Coronavirus Relief Funds (CRF) and Assistance Listing 21.027 - Coronavirus State & Local Fiscal Recovery Funds (CSLFRF) on the FY 2025 SEFA if these funds were received directly from NC Office of the Governor.

The Single Audit reporting due dates correspond with the Annual Comprehensive Financial Report (ACFR) due dates.



Office of the State Controller
Official Memorandum

The packages for the following Tier I entities are due by **August 15, 2025**:

- USS North Carolina Battleship Commission
- North Carolina Deferred Compensation Plan
- 401(k) Supplemental Retirement Income Plan
- North Carolina Railroad Company

The packages for the following Tier 2 entities are due by **August 22, 2025**:

- General Assembly
- Office of the Lieutenant Governor
- Secretary of State
- Office of the State Auditor
- Department of Justice
- Department of Labor
- Office of State Controller
- Wildlife Resources Commission
- State Board of Elections
- Office of Administrative Hearings
- North Carolina Ports Authority

The packages for the following Tier 3 entities are due **August 25, 2025**:

- North Carolina Community College System Office
- State Education Assistance Authority
- Centennial Authority
- All entities comprising the University of North Carolina (UNC) System

The due date for all other entities is **August 29, 2025**.

The following entities will prepare and submit their Single Audit report separately to the Federal Audit Clearinghouse for the year ended June 30, 2025:

- North Carolina Housing Finance Agency
- State Education Assistance Authority
- The Economic Development Partnership of North Carolina
- North Carolina Biotechnology Center
- Golden LEAF, Inc.

If you have any questions, please contact oscsingleauditreporting@ncosc.gov for assistance. Your cooperation is greatly appreciated.

Thank you.

SAD 25-22