



Surcharge Recipient Organization's Compliance Procedures for Surcharge Eligibility and Payments

Appendix I - Glossary Of Terms

Actual costs - costs associated with the manufacturing of coins.

All costs - the total of expended, or sunk, costs plus anticipated program costs through close-out.

AICPA - American Institute of Certified Public Accountants

Assertion - any declaration, or set of related declarations, made by a responsible party.

Attestation Engagement - an engagement in which an auditor/independent public accountant issues a written communication that expresses an opinion on a written assertion that is the responsibility of another party.

Auditee - any recipient entity that receives or expends coin surcharges which must be audited.

Auditor - is an independent public accountant or a Federal, State or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS). For this legislation, the term auditor does not include internal auditors of non-profit organizations.

Audit finding - deficiencies which the auditor is required to report in the schedule of findings and questioned expenditures.

Audited financial statements - either full statements of financial condition and operations for an organization or a sub-unit of the organization, or a limited statement such as the schedule of receipts and expenditures of surcharge funds, together with the report of the auditor regarding whether the statements are fairly presented in all material respects in accordance with generally accepted accounting principles (GAAP) or a comprehensive basis of accounting other than GAAP.

Close-out costs - anticipated costs to complete a commemorative coin program or to close it.

Commemorative Coin Program - a particular commemorative coin program created by enabling legislation, and developed by the Mint and recipient organization for the benefit of a designated purpose or project. Also referred to as Program.



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Cost recovery - Mint revenues are equal to or greater than all costs for the commemorative coin program.

Cost variance - the difference between actual or estimated (e.g., standard) costs.

Designated recipient organization - any organization, designated under provision of law, as the recipient of any surcharge imposed on the sale of any numismatic item. Also referred to as recipient organization.

Federal agency - as defined in Section 551(1) of title 5, United States Code.

GAGAS - generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

GAAS - generally accepted auditing standards issued by the American Institute of Certified Public Accountants (AICPA).

In-kind contributions - non-cash contributions to a project or program.

Independent Public Accountant - accountant licensed by authorized state board to practice within the state.

Local government - any unit of local government within a State, including a county, borough, municipality, city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments, and any other instrumentality of local government.

Maximum potential surcharges - the greatest amount a recipient organization may receive, computed by multiplying the mintage limit by the surcharge amount per coin.

Matching funds - private funds the designated recipient organization must demonstrate have been raised for the purpose or project supported by coin surcharges. Matching funds must be greater than or equal to maximum potential surcharges from the commemorative coin program.

Meltdown costs - the costs of melting inventory of rejected and/or unsold coins.

Non-Federal entity - a State, local government, or non-profit organization.



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Packaging disposal costs - the cost of removal and disposition of unused packaging at program close-out.

Private funds - funds from non-Federal sources.

Program - see Commemorative Coin Program.

Purpose - the activity designated in particular commemorative coin enabling legislation authorized for the use of surcharge funds. The project to receive surcharge funds must benefit the authorized purpose.

Recipient - a Federal or non-Federal entity that expends surcharge funds received directly from the Mint to carry out a commemorative coin program purpose or mission objective. The recipient is the designated recipient organization and is the beneficiary of coin surcharges.

Schedule of Funds Raised from Private Sources - the financial schedule prepared by the recipient organization and audited by an independent accountant. This schedule documents matching funds is used to establish recipient eligibility.

Schedule of Surcharge Funds Received and Expended - the financial schedule prepared by the recipient organization and audited by an independent accountant. This schedule documents surcharge funds received and expended by the recipient organization during the fiscal year.

Standard costs - estimated costs based on prior operating experience.

Surcharge - the amount per coin authorized by Congress to be collected through commemorative coin sales and paid to a designated recipient organization.

Surcharge payment - the amount of funds paid to a recipient organization according to the payment schedule during the course of the program.

Surcharge Payment Schedule - the schedule of surcharge payments, made if revenue exceed all costs, as designated by the Mint for a particular commemorative coin program.

Waiver - an exception granted by the Mint from specific recipient procedural requirements.