

**TEXAS COMMISSION ON ALCOHOL AND DRUG ABUSE  
AUDIT ARRANGEMENTS STATEMENT**

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**ORGANIZATION INFORMATION**

1) Contract # (s): \_\_\_\_\_ 2) Fiscal Year \_\_\_\_\_ to \_\_\_\_\_

3) Organization Name: \_\_\_\_\_

4) Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5) Executive Director: \_\_\_\_\_ 6) ED Title (if different): \_\_\_\_\_ 7) Phone #: \_\_\_\_\_

8) Recipient Audit Contact Person: \_\_\_\_\_ 9) Title: \_\_\_\_\_ 10) Phone # \_\_\_\_\_

11) Mailing Address of Audit Contact: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**This form or other written correspondence stating the same MUST be signed and submitted by the chief executive officer of the organization only if both conditions below exist:**

1. The organization did not expend \$300,000\* or more from all federal sources during the organization's fiscal year

**AND**

2. The organization did not expend \$300,000\* or more in state funds from all sources during the organization's fiscal year.

**FAILURE TO SUBMIT A SIGNED STATEMENT SUCH AS THE ONE BELOW OR FAILURE TO SUBMIT A COMPLETED SINGLE AUDIT PACKAGE AS DESCRIBED IN THE AUDIT REQUIREMENTS BY THE REQUIRED DUE DATE WILL RESULT IN SUSPENSION OF THE ORGANIZATION'S FUNDING.**

(Either the complete single audit package or a signed audit arrangement statement must be submitted by the required due date to avoid contract suspension.)

By our signatures below, we certify that the above named organization has met the requirements as shown above and is not required to submit a single audit report for our fiscal year. We further certify that we are authorized to sign this statement for the above named organization.

**(Both must be signed even if one person serves in both positions)**

\_\_\_\_\_  
Signature of **Chief Executive Officer**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **Chief Financial Officer**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\* \$500,000 for audits of financial statements for fiscal years ending after December 31, 2003