



USAID
FROM THE AMERICAN PEOPLE

International (Non-U.S.) Annual Submission Checklist (Required Documents)

To maintain registration with the U.S. Agency for International Development (USAID), each international private voluntary organization (IPVO) is required to send the following materials within six months after its fiscal-year end.

Please return this checklist with your submission.

- _____ 1. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles or accounting standards for the country in which the organization is domiciled and by an independent, certified public accountant (CPA). Financial statements must be in English, in final form, and converted to U.S. dollars for the most recent fiscal year end. Drafts will not be accepted.
- _____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. The annual report must be for the same fiscal year as the financial statements and in English.
- _____ 3. International PVO Executive Contact Data Sheet.
- _____ 4. VolAg Report Data Sheet.
- _____ 5. AID Form 200-1, PVO Classification Form.
- _____ 6. Amended articles of incorporation, charter, bylaws or a change in tax-exempt status. Documents only required if modified since last submission. Amended articles or charter must be on official letterhead with authorizing signature.
- _____ 7. List of board members with employees of the organization indicated.
- _____ 8. Organizations that expend \$500,000 USD or more during its fiscal year in U.S. government awards need to include a schedule of expenditures of federal awards; report on compliance and internal controls; and a summary of auditor's results.

DOCUMENTS MUST BE SUBMITTED FOR THE SAME FISCAL YEAR.

USAID may revise the checklist of documents above from time to time. In addition, each registrant will submit such other information as USAID may reasonably require to determine that the applicant meets USAID's Conditions of Eligibility for Registration.