



USAID
FROM THE AMERICAN PEOPLE

U.S. Annual Submission Checklist (Required Documents)

To maintain registration with the U.S. Agency for International Development (USAID), each private voluntary organization (PVO) 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 (GAAP) and by an independent, certified public accountant (CPA). If total support and revenue is less than \$50,000, unaudited financial statements may be submitted. **Financial statements must be in final form. 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.**
- _____ 3. AID Form 1550-2, PVO Annual Return.
- _____ 4. AID Form 200-1, PVO Classification Form.
- _____ 5. Amended articles of incorporation, charter, bylaws or a change in tax-exempt status. **Documents only required if modified since originally submitted. Amended articles or charter must be on state letterhead with state seal and authorizing state official signature.**
- _____ 6. List of board members with employees of the organization indicated.
- _____ 7. OMB Circular A-133 audit, **if applicable.**

In accordance with the Office of Management and Budget (OMB) Circular A-133, Subpart C, Section .320(a), an organization is given nine months after its fiscal-year-end to submit its A-133 audit. Contact the Registration Coordinator if your organization is submitting an A-133 audit and requires an extension of its annual submission due date. Note that an extension must be requested each year that your organization is preparing an A-133 audit.

DOCUMENTS MUST BE SUBMITTED FOR THE SAME FISCAL YEAR.