Acceptance of a subaward from IFES creates a legal duty on the part of the subrecipient to use the available funds in accordance with the provisions of the subaward and applicable U.S. Federal regulations.

The purpose of this questionnaire is to provide IFES with current information to assess the financial and organizational capacity of a prospective subrecipient and to identify any need for technical assistance to ensure proper accountability in the event a subaward is made. All information requested in the questionnaire should be answered in English, in the highlighted parts, as completely as possible, using supplemental sheets if necessary.

The subrecipient’s questionnaire should be returned to IFES as soon as possible. If the proposal is accepted for consideration, the subrecipient’s completed questionnaire must be received prior to the issuance of a subaward by IFES.

**SECTION A: GENERAL INFORMATION**

**Please complete this section which provides general information on your organization**

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Mailing Address: |  |
| Street Address (if different): |  |
| Website Address (URL): |  |
| Telephone: |  |
| Email: |  |
| DUNS Number  (if applicable\*) |  |
| Tax or Employer I.D. Number (“TIN” or “EIN”)\*\* |  |

*\*A DUNS number is a unique, 9-digit identifier issued and maintained by Dun and Brandstreet that verifies the existence of a business entity globally. The number is required for U.S. government funded subawards over $25,000. A DUNS number can be obtained online at* [*http://www.dandb.com/fedgov/*](http://www.dandb.com/fedgov/)

*\*\*TIN/EIN required for U.S. Based organizations only.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. What is your organization type (non-profit, private volunteer organization, university, etc.)? | | | | | | |
|  | | | | | | |
| 1. Is your organization incorporated or registered? If so, please provide a copy of your organization’s incorporation or registration certificate. | | | | | | |
| **Yes  No (please explain)**  ***Explanation:*** | | | | | | |
| 1. When and where was your organization incorporated or registered? | | | | | | |
|  | | | | | | |
| 1. What is your organization’s tax status? | | | | | | |
|  | | | | | | |
| 1. Provide copy of any information which describes your organization, its mission and history: | | | | | | |
| **Enclosed  Not Enclosed (please explain)**  ***Explanation:*** | | | | | | |
| 1. Is your organization affiliated with any other organization? | | | | | | |
| **Yes  No**  ***If yes, please provide details:*** | | | | | | |
| 1. Governance: Provide details about your organization’s Board (number of board members, composition, etc.) | | | | | | |
|  | | | | | | |
| 1. Please list the names of the following key individuals: | | | | | | |
| Board Chair: |  | | | | | |
| President/Director: |  | | | | | |
| Secretary: |  | | | | | |
| Chief Financial Officer: |  | | | | | |
| Controller /Accountant: |  | | | | | |
| 1. List the number of employees of your organization: | | | | | | |
| Full-Time Employees: |  | Part-Time Employees: | |  | Consultants: |  |
| 1. Enter the beginning and ending dates of your organization’s fiscal year: | | | | | | |
| From (Month, Day): |  | | To (Month, Day): | |  | |
| 1. Financial Information: Please complete the requested information and provide a copy of your most recent financial reports. | | | | | | |
|  | **Last Fiscal Year** | |  | | **Prior Fiscal Year** | |
| Indicate Period *(from/to)* |  | | Indicate Period *(from/to)* | |  | |
| Revenues: |  | | Revenues: | |  | |
| Expenses: |  | | Expenses: | |  | |
| Assets: |  | | Assets: | |  | |
| Liabilities: |  | | Liabilities: | |  | |
| ***For U.S. based NGO, insert amounts in USD. For Non-USG NGO, insert local currency and include Exchange Rate (per $1 USD).*** | | | | | | |
| Currency: |  | | Exchange Rate (per $1): | |  | |
| Insert USAID funds expended last fiscal year (USD): *insert zero if not applicable* | | | | |  | |
| Insert total USG funds expended last fiscal year (USD): *insert zero if not applicable* | | | | |  | |

**SECTION B: INTERNAL CONTROLS**

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with laws, regulations, and the organization’s policies, 2) assets are maintained safely and controlled, and 3) accounting records are complete, accurate, and are maintained on a consistent basis.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. List the name and position title for individuals responsible for: | | | |
| Cash: |  | | |
| Bank Account: |  | | |
| Equipment: |  | | |
| Signing Checks |  | | |
| Maintaining Accounting Records |  | | |
| Reviewing Expenditures to make sure they are allowable: | | | |
|  | | | |
| Keeping all receipts and other documentation to support expenses charged to this grant: | | | |
|  | | | |
| Reconciling bank statements to the accounting records: | | | |
|  | | | |
| Preparing financial and narrative reports: | | | |
|  | | | |
| 1. Describe the types of reconciliations performed, and how frequently they are performed: | | | |
| Type of reconciliation | |  | Frequency |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 1. Are timesheets maintained for each employee who is paid? | | | |
| **Yes  No** | | | |
| 1. Is each employee’s salary documented in an employment letter or contract? | | | |
| **Yes  No** | | | |
| 1. Do you maintain inventory records? | | | |
| **Yes  No (please explain)**  ***Explanation:*** | | | |
| 1. How often do you check inventory records to the actual inventory? | | | |
|  | | | |

**SECTION C: ACCOUNTING SYSTEM**

The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that financial transactions are supported by invoices, timesheets or other documentation. The type of accounting system often depends upon the size of an organization. Some organizations may have computerized accounting systems while others use a manual system to record each transaction in a ledger.

In all cases, IFES’ subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and consistent manner.

|  |
| --- |
| 1. Briefly describe your organization's accounting system. At a minimum, describe: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, accounts payable ledger, etc.); b) any computerized accounting system used (please indicate the type); c) how recorded transactions are summarized for financial reporting purposes, and d) the frequency of financial reports. |
|  |
| 1. Do you have written accounting policies and procedures? |
| **Yes (provide copy)  No** |
| 1. Are your financial reports prepared on a: |
| **Cash basis  Accrual basis** |
| 1. Can the accounting records identify the receipts and payments of an IFES grant from the receipts and payments of other activities? |
| **Yes  No** |
| 1. Can the accounting records summarize payments by budget category? |
| **Yes  No** |
| 1. How will you ensure that line item and overall budget limits for the IFES subaward will not be exceeded? |
|  |
| 1. Do you maintain invoices, vouchers, and timesheets for all payments made from subaward funds? |
| **Yes  No** |
| 1. Are there any circumstances in which invoices, vouchers, and timesheets cannot or will not be obtained? |
| **Yes (please explain)  No**  ***Explanation:*** |
| 1. Briefly describe your organization’s system for filing and maintaining supporting documentation: |
|  |
| 1. Will you be able to maintain accounting records including invoices, vouchers, and timesheets for at least three years after the final financial report is submitted? |
| **Yes  No (please explain)**  ***Explanation:*** |
| 1. Do you have an audited indirect cost rate? |
| **Yes  No**  *If Yes, enclose copy of Negotiated Indirect Cost Rate Agreement (NICRA) or other documentation of audited rates* |

**SECTION D: FUNDS CONTROL**

IFES’ subrecipients receiving advances of subaward funds must maintain a separate bank account for IFES’ funds. Access to the bank account should be limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

|  |  |
| --- | --- |
| 1. Can a separate bank account be established just for IFES’ subaward funds? | |
| **Yes  No** | |
| If payments are to be made by wire transfer, provide bank information: | |
| Bank Name: |  |
| ABA# |  |
| Account Name: |  |
| Sub-Acct. Name: |  |
| Account #: |  |
| 1. Will any cash from IFES funds be maintained outside the bank (in petty cash form, etc.)? | |
| **Yes  No (please explain)**  *If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds:* | |
| 1. If you don’t have a bank account, what do you do to make sure that cash is maintained safely? | |
|  | |
| 1. If IFE’S subaward funds will be held in a non-U.S. bank, please answer the following *for each country in which the program to be funded will be conducted:* | |
| 1. Are bank deposits insured by the government? | |
| **Yes  No** | |
| 1. Do you intend to convert U.S. currency to foreign currency? | |
| **Yes  No** | |
| 1. Are there any government restrictions on the number of bank accounts a single organization may maintain? | |
| **Yes  No** | |
| 1. Are there any government or bank restrictions on the use of checks for making payments or withdrawals? | |
| **Yes (please explain)  No**  ***Explanation:*** | |
| 1. Are checks usually accepted by vendors? | |
| **Yes  No** | |
| 1. Will it be possible for you to establish a bank account in U.S. dollars? | |
| **Yes  No** | |
| 1. Are there any government or bank restrictions, taxes, or other charges that will be placed on U.S. dollar bank accounts? | |
| **Yes (please explain)  No**  ***Explanation:*** | |
| 1. Are there any taxes or other charges when converting U.S. dollars to local currency? | |
| **Yes (please explain)  No**  ***Explanation:*** | |

**SECTION E: AUDIT**

IFES’ subaward provisions may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your organization.

|  |
| --- |
| 1. Have external auditors ever performed an audit of your organization’s financial statements? |
| **Yes  No**  *If yes, please provide copy of your most recent audit report* |
| **Enclosed  Not Enclosed (please explain)**  ***Explanation:*** |
| 1. Does your organization have regular audits? |
| **Yes  No** |
| 1. If yes, who performs the audit and how frequently is it performed? |
|  |
| 1. If you receive an IFES’ subaward, will IFES’ subaward funds be included in such an audit? |
| **Yes  No  Not Applicable** |
| 1. If yes, would it appear as a separate project? |
| **Yes  No  Not Applicable** |
| 1. Would the report be prepared in, or translated into English? |
| **Yes  No  Not Applicable** |
| 1. Are there any reasons (local condition, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization? |
| **Yes (please explain)  No**  ***Explanation:*** |
| 1. Do you have written procurement policies and procedures? |
| **Yes (provide copy)  No** |
| 1. Do you have written human resources policies and procedures? |
| **Yes (provide copy)  No** |

I hereby confirm that, to the best of my knowledge, the information provided in this document is accurate and up to date.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Title: |  |
| Date: |  |

|  |  |
| --- | --- |
| Please check the box for any document required and enclosed per the answers provided above: | |
|  | A2. Copy of your organization’s incorporation or registration certificate |
|  | A5. Information which describes your organization, mission and history |
|  | A.11 Copy of most recent financial reports |
|  | C2. Accounting policies and procedures |
|  | C.11 Copy of audited indirect cost rate |
|  | E1. Copy of most recent audit report |
|  | E4. Procurement policies and procedures |
|  | E5. Human resources policies and procedures |
| Please include any additional comments here: | |
|  | |