Initial Award Stage Monitoring

# Foreign Subrecipient Profile Questionnaire

**Purpose:** The questionnaire is used to help determine a subrecipient’s financial and management strength which helps assess risk and dictates the monitoring plan for foreign subrecipients.

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| **I. GENERAL INFORMATION** | | | |
| Type of organization: e.g. non-profit (NGO), commercial/for profit (corporation), university, academic research center, etc. | | | |
| Is organization incorporated or legally registered within the country of operations? If no, please explain. If yes, please supply a copy of registration certificate with this questionnaire. | YES | NO | N/A |
| Please provide copies of any materials that describe the organization, mission, and history. If this information is on a website, please provide the link. | | | |
| Please list the names of the chief executive officers. This may include, but is not limited to, the following positions:  President/Director:  Chief Financial Officer: | | | |
| Please List the number of employees your organization has (or provide a list of personnel):  Full-time Employees:  Part-time Employees: | | | |
| Does organization have other sources of U.S. Government funds (such as U.S. Agency for International Development or National Institutes of Health)? If yes, please provide the name of the US Federal agency, the grant period, and the amount of funds. | YES | NO | N/A |
| **II. INTERNAL CONTROLS**  Internal controls are procedures, which ensure that: 1) financial transactions are approved by an authorized individual and adhere to laws, regulations and the organization's policies, 2) assets are kept safely, and 3) accounting records are complete, accurate, and maintained on a regular basis. Please complete the following questions concerning organization's internal controls: | | | |
| Are timesheets kept for each paid employee? | YES | NO | N/A |
| Is each employee's salary stated in an employment letter or contract? | YES | NO | N/A |
| How often are equipment audits performed? | | | |
| **III. ACCOUNTING SYSTEM** - ***Subrecipients who have current audit reports performed by an independent auditor do not have to complete Section III and instead may enclose the last two years’ audit reports.***  The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that invoices, timesheets, and other documentation support all financial transactions. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, award funds must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner. | | | |
| Does organization have written accounting policies and procedures? If yes, please provide a copy. If no, please explain how transactions are recorded, cash disbursements are made, and account system is managed. | YES | NO | N/A |
| Are financial reports prepared on a cash basis or accrual basis? | YES | NO | N/A |
| Do accounting records separate the receipts and payments of an award from the receipts and payments of other activities? | YES | NO | N/A |
| Do accounting records record award expenditures according to budget categories such as salaries, supplies, travel, and equipment? If no, please explain. | YES | NO | N/A |
| Are invoices, vouchers, and timesheets for all payments made from award funds maintain? If there are circumstances where these documents cannot be, or will not be, obtained, please explain. | YES | NO | N/A |
| Will any cash from award funds be kept outside the bank account (in petty cash funds, etc.)? If yes, please explain the amount of funds to be kept and the name and position/title of the person responsible for safeguarding cash. | YES | NO | N/A |
| Please provide the banking and/or Wire Transfer/ACH Transfer information below:  Name of Bank:  Account Number:  Wire ABA Number:  ACH ABA Number:  Swift Code Number:  Subrecipient’s authorized signatories: | | | |
| **V. AUDITS –** ***Subrecipients who have current audit reports, which have been performed by an independent auditor, do not have to complete Section V and instead may enclose the last two years’ audit reports.*** If organization does not have audited financial statements, please submit a copy of the organization’s Balance Sheet and Revenue and Expense Statement for the current fiscal or calendar year.  Harvard University may require an audit of the subrecipient organization’s accounting records. An audit is a review of accounting records by an independent accountant/firm to assess whether the financial information is correct and free of material misstatements. | | | |
| Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit? If yes, please explain | YES | NO | N/A |
| **ADDITIONAL COMMENTS & SPECIAL CONSIDERATIONS** | | | |
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I certify that the information provided herein is true and correct to the best of my knowledge.

**COMPLETED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**