

# Not for Profit Organization "Report Submission Form"

Form Revised Oct 2005

Complete this form, as required by the Official Code of Georgia Annotated Section 50-20, → <b>"Relations with Nonprofit Contractors"</b>	<b>RETURN TO</b> 	<b>Georgia Department of Audits</b> <b>Nonprofit and Local Government Audit Division - NPO Review</b> <b>270 Washington Street, Suite 1-156</b> <b>Atlanta, Georgia 30334-8400</b>
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## PART I GENERAL INFORMATION

Not for Profit Organization			
Street Address			
City, State Zip Code			
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Contact Name and Title			
	<i>Contact Name</i>		<i>Contact Title</i>
Contact Information			
	<i>Phone</i>	<i>FAX</i>	<i>E-Mail Address</i>

## PART II EMPLOYER IDENTIFICATION NUMBER

Not for Profit Organization (FEI #) Federal Employer Identification Number	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/>
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## PART III FISCAL YEAR END

Fiscal Year Ending Date	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	Reporting packages or financial statements shall be forwarded to the state auditor and each contracting state organization within 180 days after the close of the nonprofit organization's fiscal year.
	<i>Month Day Year</i>	

## PART IV AUDITOR INFORMATION

Auditing Firm / Organization			
Contact Name			
Contact Information			
	<i>Phone</i>	<i>FAX</i>	<i>E-Mail Address</i>

## PART V EXTENSION REQUEST

Extension requested for Audit Requirements Through: → <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> (Not to Exceed 270 days from FYE)	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	The state auditor, for good cause, may waive the requirement for completion of an audit within 180 days. Such waiver shall be for an additional period of not more than 90 days, and no such waiver shall be granted for more than two successive years to the same nonprofit organization.
	<i>Month Day Year</i>	

## PART VI AUDIT REPORT / UNAUDITED FINANCIAL STATEMENT INFORMATION

Indicate the Type of Report Submitted "Unaudited Financial Statements" or "Audit Report"  (Place a Check Mark in the Correct Box/es)	UNAUDITED FINANCIAL STATEMENTS  GAAS  GAGAS A-133	A nonprofit organization which has expended \$25,000.00 or more but less than \$100,000.00 in a fiscal year in state funds shall forward to the state auditor and each contracting state organization a copy of the nonprofit organization's financial statements. If annual financial statements are reported upon by a public accountant, the accountant's report must accompany them. If not, the annual financial statements must be accompanied by the statement of the president or person responsible for the nonprofit organization's financial statements  A nonprofit organization which has expended \$100,000.00 or more during its fiscal year in state funds shall provide for and cause to be made annual audit of the financial affairs and transactions of all the nonprofit organization's funds and activities. The audit shall be performed in accordance with generally accepted auditing standards; "Generally Accepted Auditing Standards" means auditing standards issued by the American Institute of Certified Public Accountants for the conduct and reporting of financial audits.  A nonprofit organization which receives funds from a state organization and which meets the federal audit requirements of the Single Audit Act Amendments of 1996 shall submit audit reports and reporting packages performed in accordance with Office of Management and Budget regulations. Audits meeting this criteria will follow "Generally Accepted Government Auditing Standards" meaning generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.	<input type="checkbox"/>	<input type="checkbox"/>
			<i>YES</i>	<i>NO</i>
			<input type="checkbox"/>	<input type="checkbox"/>
			<i>YES</i>	<i>NO</i>
			<input type="checkbox"/>	<input type="checkbox"/>
			<i>YES</i>	<i>NO</i>

Indicate the Type Audit Report Issued (Circle One for each Type Report Issued)	Financial Statements  Federal Programs Compliance	<input style="width: 50px; height: 20px;" type="text"/>			
		<i>Unqualified Opinion</i>	<i>Qualified Opinion</i>	<i>Adverse Opinion</i>	<i>Disclaimer of Opinion</i>
		<input style="width: 50px; height: 20px;" type="text"/>			
		<i>Unqualified Opinion</i>	<i>Qualified Opinion</i>	<i>Adverse Opinion</i>	<i>Disclaimer of Opinion</i>