

# Not for Profit Organization - Report Submission Form

## Instructions:

Complete this form, as required by the Official Code of Georgia Annotated Title 50, Chapter 20 and submit with your reporting package or financial statements. Reporting packages or financial statements should be forwarded to the State Auditor and each contracting state organization within 180 days after the close of the nonprofit organization's fiscal year.

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### Section A – General Information

Not for Profit Organization Name:

Street Address:

City, State, Zip Code:

Federal Employer Identification (FEI) Number:

Fiscal Year End (MM/DD/YYYY):

Contact Name / Title:

Contact E-mail Address:

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### Section B – Auditor Information

Audit Firm Name:

Auditor Contact Name:

Auditor Contact E-mail Address:

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### Section C – Extension Request

Extension Requested Through (MM/DD/YYYY):

Extensions should not exceed 270 days past the fiscal year end. 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.

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### Section D – Type of Report Submitted

Indicate the Type of Report Submitted. Place an X in the Correct Box or Boxes.

**Unaudited Financial Statements:** A nonprofit organization that has expended \$25,000 or more but less than \$100,000 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.

**GAAS:** A nonprofit organization which has expended \$100,000 or more during its fiscal year in state funds shall provide for and cause to be made annually an 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.

**GAGAS Single Audit – Uniform Guidance:** 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.