**I.3 Foreign Subrecipient Questionnaire**

**How to use:** Accepting an award from Aspen Institute creates a legal duty for the subrecipient to use funds according to the award agreement and US Federal regulations. This questionnaire is used to help determine a subrecipient’s financial and management strength which help assess risks and dictates the monitoring plan for foreign subrecipients. It also provides Aspen Institute with information needed to assess the adequacy of financial and accounting systems of your organization and to assess the need for assistance to ensure accountability of the subaward. The questionnaire can be completed at program’s discretion during any phase of the subaward.

*Each question should be answered as completely as possible, using extra pages if necessary.*

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| Subrecipient Legal Name: Click here to enter text.  Mailing Address (include country code where located): Click here to enter text.  Country: Click here to enter text.  Office Phone and Fax Numbers: Click here to enter text.  Tax ID No. Click here to enter text.  Name of Main Point of Contact: Click here to enter text.  Telephone Number (include country code): Click here to enter text.  Email address: Click here to enter text. |

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| **I. General Information** | | | |
| What type of organization are you?  Non-Profit  For-Profit  University  Academic Research Center  Other, please explain Click here to enter text. | | | |
| What year was your organization established? Click here to enter text. | | | |
| Organizations Fiscal Year (month to month): Click here to enter text. | | | |
| Is your organization incorporated or legally registered within the country of operations?  If no, please explain Click here to enter text.  If yes, please provide a copy of your registration certificate with this questionnaire. | Yes | No | N/A |
| Please provide copies of any materials that describe your organization, its mission and history.  If this information is on a website, please provide link Click here to enter text.  If this information is not available, please explain Click here to enter text. | | | |
| Please list the names of the executive officers or its equivalent position title. This may include, but not limited to, the following positions.  President/Director:  Chief Financial Officer:  Chief Legal Officer: | | | |
| List the number of employees your organization has:  Full-time Employees:  Part-time Employees:  Other type of employment status (hourly, etc.): | | | |
| Did your organization have other sources of U.S. Government funds (U.S. Agency for International Development, National Institutes of Health, Department of State, etc.) in the past two years?  Yes  No  If yes, please provide the following information  Name of Federal agency: Click here to enter text.  Period of Performance: Click here to enter text.  Amount of Funds: Click here to enter text.  Award Type: Click here to enter text. | | | |
| Does your organization meet the Department of State’s definition of local?  Yes  No  *To be considered a “local” organization, an entity must meet all of the following criteria:*   * *Be organized under the laws of the recipient country;* * *Have its principal place of business in the recipient country;* * *Be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and* * *Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.* | | | |

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| 1. **II. Internal Controls**   Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and follow 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 your organization's internal controls: |
| Are timesheets kept for each paid employee?  Yes  No |
| Is each employee's salary stated in an employment letter or contract?  Yes  No |
| Do your organization’s financial controls include a segregation of responsibilities so that no single individual has complete authority over an entire transaction?  Yes  Usually Rarely  No |
| How often do you compare inventory records to the actual equipment?  Annually  Monthly  Weekly  Other, please explain Click here to enter text. |

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| 1. **III. Accounting System**   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, subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and consistent manner. | | | |
| Does your organization have written **accounting** policies and procedures?  If yes, please enclose a copy with the questionnaire.  If no, please explain how transactions are recorded, cash disbursements are made, and the account system is managed.  Click here to enter text. | Yes | No | N/A |
| Does your organization have written **procurement** policies and procedures?  If yes, please enclose a copy with the questionnaire.  If no, please explain how procurement acquisitions are recorded and what criteria are followed.  Click here to enter text. | Yes | No | N/A |
| Are your financial reports prepared on a cash basis or accrual basis? | Yes | No | N/A |
| Can your accounting records separate the receipts and payments of an award from the receipts and payments of your organization's other activities? | Yes | No | N/A |
| Can your accounting system record expenditures on the award according to budget categories such as salaries, supplies, travel and equipment?  If no, please explain Click here to enter text. | Yes | No | N/A |
| Do you keep invoices, vouchers and timesheets for all payments made from award funds?  If there are circumstances where these documents cannot be or will not be obtained, please explain.  Click here to enter text. | Yes | No | N/A |

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| **IV. Funds Control and Cash Management** | | | |
| Aspen Institute normally pays subaward recipients by wire transfer of US dollars to the award recipient’s bank account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. If cash cannot be kept in a bank, it is very important to keep the cash in a strong safe and have strict controls over cash maintenance and disbursement. | | | |
| Will any cash from grant 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 |
| How are payments made to employees and vendors?  Bank (Direct Deposits/Check) PayPal  Cash  Other, please explain Click here to enter text. | | | |
| Provide the banking information below:   * Name of Bank: * International Routing Number: * Wire ABA Number: * ACH AB Number: * Swift Code Number: * Subrecipient’s authorized Signatories: | | | |

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| **V. Audits**  Aspen Institute may require an audit of your organization's accounting records. An audit is a review of your accounting records by an independent accountant who works for an accounting firm as to whether the information presented including your financial statements is correct and free of material misstatements. Please provide the following information on prior audits of your organization. If your organization does not have audited financial statements please submit a copy of your organization’s “Balance Sheet” and “Revenue and Expense Statement” for the current fiscal or calendar year. | | | |
| Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?  If yes, please explain Click here to enter text. | Yes | No | N/A |

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| **VI. Subrecipient Monitoring**  A Subrecipient administering Aspen Institute funds and paying funds to other organizations must have the ability to monitor the other organization’s activities. Monitoring may include reviewing expenditure documentation, reviewing and/or compiling financial and narrative reports, providing advice and assistance, performing site visits, and consulting with the Aspen Institute when problems are found. | | | |
| Do you have written procedures for monitoring your own subrecipients?  If yes, please attach a copy to this questionnaire.  If no, please describe how your organization will monitor the subrecipients, including: checking their costs, and preparing or reviewing their financial and narrative reports. Also, discuss how often you will monitor the organizations.  Click here to enter text. | Yes | No | N/A |
| Are there any circumstances, which may keep your organization from monitoring your subrecipient’s financial and project activities (for example, communication difficulties, lack of personnel, unfamiliarity with university award requirements, etc.)? If yes, please explain. | Yes | No | N/A |
| Is your subrecipient responsible for preparing reports (both financial and programmatic) of their award activities? | Yes | No | N/A |

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| **VII. Other** |
| Is your organization’s work conducted in a location with reliable power and communication capacity?  Yes  Usually  Rarely  No  Is your organization’s work conducted using safe and secure technologies?  Yes  Usually  Rarely  No  Does your organization retain talent for specialized technology support or maintain in-house technology staff?  Yes  No  If no, please explain Click here to enter text.  Describe overall program staff level of English proficiency?  No Proficiency Limited  Professional-Working  Full-Professional  Native or Bi-Lingual  Describe your understanding of the United States Foreign Corrupt Practices Act of 1977?  Click here to enter text.  Does your country have an anti-bribery/anti-corruption law?  Yes, please provide the name of the law Click here to enter text.  No  Not sure |

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| **VIII. Additional Comments & Special Considerations** |
| Note below: |

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| **Certification**  *I hereby certify under penalty of perjury that the foregoing is true and correct.*  Name & Signature  Date:  Position/Title:  Phone Number & Email: |