QUICK REFERENCE
FINANCIAL REPORTING

Follow these steps to successfully prepare for your USAID post-award orientation conference.

1 UNDERSTAND ROLES AND RESPONSIBILITIES

Read the relevant parts of your award agreement or contract that describe financial reporting requirements, including when and how often to submit reports, what forms to use, and how and to whom you must submit reports.

2 REVIEW THE REGULATIONS

Familiarize yourself with the U.S. Government and USAID rules that govern the type of award—assistance or acquisition—you will be reporting on.

3 MAINTAIN COMMUNICATION

Seek guidance from your primary USAID point of contact—your Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR)—throughout the reporting process, and inform them early of any challenges you face. Do not wait to file a report to alert them to reporting or budget issues.

4 MEET THE CRITERIA FOR SUCCESS

Before you submit any reports or requests, double-check to ensure:

- All required information is included and accurate;
- Calculations are correct;
- Costs are actually incurred and paid; and
- Advances are not overestimated.

If USAID has to return an incomplete form, your organization may face a delay in receiving funds.

5 PROVIDE DETAILS

USAID staff will reconcile your reports and requests with their records to ensure accuracy in financial reporting and oversight. Your organization should be prepared to provide any supporting documentation the Agency requests.

6 MEET DEADLINES

Submit SF-425s and SF-270s on schedule so the Agency can process payments in a timely manner. Remember to notify USAID when you have spent 75 percent of your obligated funds.

7 SUPPORT A TEAM EFFORT

Engage any sub-partners and subcontractors early in the reporting process, since many reports require information from them. Coordinate all of your efforts so funding requests and spending are managed efficiently.

RESOURCES:

- SF-425: ''Federal Financial Report''
- SF-270: ''Request for Advance or Reimbursement''
- ''Implementation Tips for USAID Partners: Foreign Tax (VAT) Reporting''
- ''Preparing Budgets for USAID Assistance Awards'' training module
- ''Preparing Budgets for USAID Acquisition Solicitations'' training module
- ''Monitoring, Evaluation, and Learning'' training module

For questions related to this resource, contact USAID's Industry Liaison at **IndustryLiaison@usaid.gov**.