



**Extension Request Form for
Audited Financial Statements (AFS)
Submission**

Date:

Recipient Information	
Recipient Name:	
RNO:	
Executive Director:	
Address:	
Telephone:	
Email:	

IPA Contact Information	
Audit Firm:	
Submitted by:	
Auditor:	
Address:	
Telephone:	
Email:	

AFS Report Information	
*Extensions, if granted, are generally limited to 20 business days from the original due date. In exceptional circumstances, an extension of additional time may be granted, but not to exceed 60 business days from the original due date.	
Fiscal Year End:	
Original Due Date:	
Requested Extension Date:	

Good Cause Reason for Extensions			
Unexpected Changes in Accounting and/or Finance Management	<input type="checkbox"/>	Sudden Accounting System Implementation Issues	<input type="checkbox"/>
Unforeseen Regulatory Delay	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>

Detailed Explanation of Circumstances
<i>*Provide a clear and detailed description of the reasons leading to the request for an extension.</i>

Supporting Documentation		
Selection		Comment
Letter from Management	<input type="checkbox"/>	
Proof of Good Cause	<input type="checkbox"/>	
Other Relevant Documents (Please list)	<input type="checkbox"/>	

To be completed by LSC OIG Official			
Extension Request Approved	<input type="checkbox"/>	LSC OIG finds good cause to extend the deadline by _____ days and approves this request to extend the deadline for submission of the audited financial statements to (date) _____ 	
Extension Request Denied	<input type="checkbox"/>	LSC OIG finds no good cause to extend the deadline for submission of the audited financial statements.	
Signature			Date