

Check List for Financial Review - Initial

- Detailed Revenue and expenditure report Monthly / Quarterly / Yearly
- Access to claims and backup documentation for random sampling
- Internal reconciliation reports

- Payroll
- Signed Timesheets (signed by employees and supervisors)

List of employees paid by grant

FY _____	FY _____
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
*use additional sheets if necessary	*use additional sheets if necessary

- If any monies are held in a checking account by a private institution -
 - Check register
 - Bank statements
 - Cancelled checks

- Any other documents that will expedite the review