

Final Report Check List

- Are the income and expenses totals equal? - **YES**
- If another organization contributed to the total cost of the project and the receipts include that contribution be sure to list that in the final report. - **YES**
- Are there receipts or invoices for all items? - **YES**
- Are the receipts for the items listed in the final report? (Does the project description match the receipts?) - **YES**
- Is there proof of payment? - **YES**

One or more of the following:

Checks – copies of the front and back

Credit Card statements

PayPal receipts

Bank statement showing check to the organization having cleared