


Appendix 1 – Checklist for Financial Reporting

Your report will only be accepted if you have included all of the necessary information listed below. Incomplete reports will be returned and payment processing will be delayed.

 **This checklist must be attached as the covering page to your financial report.** 

As you work through the steps, check  for each applicable item

- Reporting periods are clearly indicated, as stipulated in the Grant Agreement.
- Monetary amounts are in local currency.
- The report is vetted by the Project Leader and the authorized Financial Officer.
Note: the report submitted must be vetted by the Project Leader and the authorized Financial Officer so that the financial report certification by your institution (i.e. signature) can be expedited once the report is reviewed and accepted by IDRC. Please note that any delay in securing that certification will delay your next project payment.
- The report includes a forecast of planned expenditures for the next period.
Note: Forecast is required for interim periods. Remaining periods must be forecast as stipulated in the guideline.
- The budget expense line item categories match the budget submission in Part 4 (Project Budget) of the grant agreement.
- Variances in excess of 10% are fully explained.
- A list of the payments received from IDRC in local (working) currency for the period has been included.
- Where applicable, a list of transfers from a holding currency account to the working currency account by transaction, month, or quarter is included.
Note: This information confirms that the IDRC grantee has received the corresponding amount released by IDRC and should include all details of the transfers.
- All sources of project-related income have been disclosed.
Note: Other income includes, but is not limited to, interest paid on bank deposits or from the sale of publications, videos, etc. All income must be properly accounted for and reported to IDRC.
- Contributions received by other donors have been included, if applicable.
- Financial and in-kind contributions have been recorded.
Note: Please ensure that supporting documentation is maintained within your organization to support these contributions in the event that it is requested by IDRC.