

Government Funding Submission Financial Statement Checklist

Organization Information

Item	Details
Organization Name	
Funding Program/Grant	
Submission Period	
Contact Person	

Financial Statement Submission Checklist

Document/Requirement	Provided (Yes/No)	Notes/Comments
Audited Financial Statements (most recent fiscal year)		
Statement of Revenue and Expenditures		
Balance Sheet		
Notes to Financial Statements		
Budget Report (current year vs previous year)		
Bank Reconciliation Statements		
List of Funding Sources		
Declaration of No Outstanding Taxes or Fees		
Supporting Invoices/Receipts (if required)		
Board Approval or Signatory Page		

Important Notes

- Ensure all submitted documents are current, complete, and properly signed where required.
- Retain copies of all submitted materials for your organizational records.
- Non-compliance or incomplete documentation may delay the assessment or disbursement of funds.
- Check the specific program guidelines for any additional requirements.
- Contact your program officer if clarification on any checklist item is needed.