

# Payroll Audit Certification Statement

Project/Grant Name: \_\_\_\_\_  
Project/Grant Number: \_\_\_\_\_  
Report Period: \_\_\_\_\_  
Date: \_\_\_\_\_

I hereby certify that I have reviewed the payroll records for the employees charged to the above project/grant during the specified period and confirm the following:

- All payroll costs are accurate, allowable, and properly allocated to the project/grant.
- Effort and time records accurately reflect work performed related to the project/grant.
- Any corrections or adjustments have been made in compliance with relevant policies and regulations.

## Payroll Summary for Audit Period

Employee Name	Employee ID	Position	Total Hours	Amount Charged
Jane Doe	12345	Project Manager	160	\$8,000.00
John Smith	23456	Research Assistant	120	\$3,600.00
Emily Taylor	34567	Data Analyst	140	\$4,900.00

### Certification:

I certify that the payroll charges listed above and all accompanying documentation are, to the best of my knowledge and belief, true and correct, and in accordance with the governing rules and regulations.

Certified by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by (if applicable):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Important Notes:

- This document serves as evidence of compliance for payroll charges to grants or specific funding sources.
- Certification should be completed by authorized personnel with knowledge of project payroll.
- Maintain supporting timesheets and payroll records for audit and verification purposes.
- Timely and accurate certifications help prevent audit findings and financial disallowances.
- Altered or falsified certifications may result in disciplinary action or funding revocation.