

# Financial Closure and Budget Reconciliation

## Project Information

**Project Name:** ABC Community Development

**Project Code:** 2024-DEV-045

**Prepared by:** Jane Doe

**Date:** 15 June 2024

## Budget Reconciliation Summary

Category	Budgeted Amount	Actual Expenditure	Variance	Remarks
Personnel	\$20,000	\$19,800	\$200	Within budget
Supplies & Materials	\$5,500	\$6,050	-\$550	Over budget (exchange rate fluctuation)
Travel	\$2,000	\$1,750	\$250	Savings due to remote meetings
Other/Miscellaneous	\$1,500	\$1,320	\$180	Under budget
<b>Total</b>	<b>\$29,000</b>	<b>\$28,920</b>	<b>\$80</b>	

## Supporting Documents

- Signed invoices and receipts
- Bank statements
- Payroll summaries
- Travel reports

## Certification

I hereby certify that the financial information presented in this report is accurate and complete, and all expenditures have been reviewed in accordance with organizational policies and applicable regulations.

**Prepared by:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Approved by:** \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- Ensure all expenses are supported by valid documentation.
- Reconcile actual expenditures against the original budget to identify variances.
- Obtain required approvals and signatures before final submission.
- Retain all financial records according to organizational retention policies.
- Review policy changes that may affect future financial closures or reporting.