



## Sponsored Projects Accounting Monthly Reconciliation Checklist

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

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

Project Number: \_\_\_\_\_ SpeedType: \_\_\_\_\_

Period Reconciled: \_\_\_\_\_ to \_\_\_\_\_

m-Fin Reports	Yes	No	N/A
Is the Operating Summary report attached?			
Is the Financial Detail report attached?			

Budget	Yes	No	N/A
Is the budget accurate?			
Is the budget up-to-date in m-Fin (i.e., no formal requests for budget changes outstanding)?			
Does the budget align with spending (i.e., no significant/unexpected variances between Budget/Actuals)?			

Expenses	Yes	No	N/A
Do all expenses belong on the project?			
Is there documentation of authorization from the PI for all expenses?			
Are all expenses allowable, allocable, and reasonable?			
Are all expenses applied to the correct account codes?			
Are all amounts charged correctly?			
Are all expected expenses posted (i.e., nothing is missing)?			

Personnel	Yes	No	N/A
Are salaries for staff/faculty posting as expected and in line with effort %?			
Are hours for all student employees posting as expected (i.e., no students missing) and in line with effort %?			
(Summer) Are all summer research expenses charging as expected?			



Subcontracts	Yes	No	N/A
Are all subcontracts properly encumbered?			
Do the encumbrances match the budgeted account codes?			
Are all invoices being applied to the correct account codes?			
Is the PI Approval form attached to all subcontract invoices?			
Is the subcontract spending/work progressing as expected?			

Balance	Yes	No	N/A
Are there sufficient funds to complete the objectives of the award?			
Will an NCE be necessary to complete the objectives of the award?			

Other	Yes	No	N/A

**For all items with “No” selected, please clarify below (e.g., pending cost transfers status, dates followed-up on outstanding items with OSP/SPA/PI, dates reached out to SPA for questions, date of next meeting scheduled with PI to discuss items/concerns, etc.):**

[illegible]

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_