

Financial Report Verification Review Checklist

(Name of the organization) acknowledges by checking each item below that we have performed the following steps to ensure that the financial verification submission is complete for grant number **(#-----)**:

- Submitted Excel and signed Financial Report for the period **DD/MM/YY** to **DD/MM/YY**.
- Documentation is numbered, sorted, and scanned according to the list of expenditures in the Financial Report.
- Attached copies of service contracts, time sheets, delivery acts, remuneration documents (visualizing the gross pay, deductions – tax, insurance, pension, etc., net pay), and/or any other relevant document for each expense.
- Contract indicates the name of the parties (Client & Executor), service description, date contract concluded, unit price, number of units, overall price of the contract, and duration of the contract.
- Proof of payments for all transactions declared in the Financial Report.
- All documents (contract, proof of transfer, etc.) in other languages than English contain at least annotations in English for basic information (i.e. name of parties of a contract, amount, dates, description of services, etc.).
- Submitted the currency exchange (from EUR into the local currency) forms from the bank for payments in local currency under this grant.
- VAT has not been paid from the Grant received.

Approved by:

NAME

Signature

Title

Date