**FINANCIAL REPORT: BEST PRACTICES CHECKLIST FOR GRANTEES**

(The following checklist will provide guidance for financial reporting. Please refer to the following before submitting all financial reports.)

* Ensure expenditures are reported against the most **RECENTLY** approved Carnegie budget.
* Provide detailed explanations for any variances between expenditures and the approved Carnegie budget.
* International Grantees **MUST** report all expenditures in USD.
* For **general support grants** provide expenditures against your organizational budget. Please be certain to confirm, in total, how much of Carnegie funds were spent.
* All financial reports **MUST** be signed by the Financial Officer on the grant or an Authorized Official of the organization.