

High Point University

Final Financial Reconciliation Report

This report reconciles all project costs on a sponsored project account. This report must be returned to the Office of Business Affairs by the deadline noted below. Attach the Cost Sharing Report (even if zero dollars are cost shared) and all subrecipient, consultant, and/or third party documentation. The Office of Business Affairs will complete Sections I and II.

I. Report Information

1. Return Deadline: _____
2. Iteration: Original Report or Revised Report #: _____
3. Type: Final, Interim/Annual

II. Project Identification

1. Business Affairs Account Number: _____
2. PI: _____
3. Sponsor: _____
4. Start Date: ___/___/_____ - End Date: ___/___/_____

Financial expenditures reported should include only cash outlays, all transactions related to the project should be reflected in Unimarket/payroll prior to the report return date. If this is not possible, all reconciling items must be listed on this report.

III. Certifications

1. All expenses were incurred within the period of performance. Yes or No
2. All expenses have been reviewed for allowability/allocability. Yes or No
3. Subawards were executed against the project. Yes or No
If Yes, final invoices have been received from each Subawardee. Yes or No
4. All technical reports have been completed and sent to Sponsor. Yes or No
Sent technical reports to rasp@highpoint.edu
5. Has an invention been made using funds from this grant/contract. Yes or No
If Yes, has an invention disclosure been submitted to RASP? Yes or No
RASP Disclosure #: _____
If No, you are certifying that no invention was made using these funds.

IV. Equipment (>\$5,000 and more than one year of useful life)

1. Was equipment purchased on this award? Yes or No
RASP Equipment ID #: _____
2. Sponsored-furnished or donated equipment is present. Yes or No
RASP Equipment ID #: _____
3. Fabricated equipment is present and costs are documented properly. Yes or No
RASP Equipment ID #: _____

V. Unused Supplies Inventory (Federal and Federal Flow-through)

1. What is the total value of all unused supplies? \$ _____
2. What is the intended use of these supplies in the future?

High Point University

Final Financial Reconciliation Report

VI. Reconciling Items/Trailing Charges

Record below all reasonable, allowable, and allocable costs incurred during the project period of performance that have not been posted to Budget Tracker. Please use actual amounts and do not round.

Description of Charge	Account Code	Actual Amount (+,-)
Total		

VII. Representation

I represent that the financial information and certifications on this report as well as the accompanying Cost Sharing Report are presented completely and accurately to the best of my knowledge. Additional costs that are *not* listed as reconciling items or are in excess of the budget amount are the department/college or school's responsibility for payment and will be removed from the account.

Principal Investigator: _____ Date: _____

Completed by: _____ Date: _____ (if other than the PI)

Project Costs (Business Office Use Only)

- | | | |
|---|----|--|
| 1. Total Direct Costs in Budget Tracker (Use most recent month end) | \$ | |
| 2. Net amount of reconciling items/trailing expenses (Above) | \$ | |
| 3. F&A Costs | \$ | |
| 4. Total Project Costs | \$ | |

Business Affairs: _____ Date: _____