

**ENVIRONMENTAL FOUNDATION OF JAMAICA
PROJECT FINANCIAL REVIEW CHECKLIST**

Project Number & Name _____

In order to expedite the review of your financial report, and processing of your disbursement request, we are requesting that you check the boxes below as a means of ensuring that the required documents are submitted and that the information submitted is correct.

FINANCIAL REPORT

- Is the name of the person preparing the report noted on the document? **Yes [] No []**
- Is the position of the person preparing the report on the document? **Yes [] No []**
- Are the expenditures (bills; receipts) sorted and grouped by line item? **Yes [] No []**
- Are the line items in accordance with the approved budget? **Yes [] No []**
- Are the accompanying invoices; receipts; cancelled cheques attached to verify the expenditures submitted? **Yes [] No []**

DISBURSEMENT REQUEST

- Are all sections of the forms completed? **Yes [] No []**
- Are line items in accordance with approved budget? **Yes [] No []**
- Is the disbursement request signed by authorized personnel? **Yes [] No []**
- Is the calculation of the amount requested correct? **Yes [] No []**
- Is the carried forward figure correct? **Yes [] No []**
- If requesting contingency, has approval been requested from Projects? **Yes [] No []**
- If requesting change in line item, has approval been requested? **Yes [] No []**

OUTSTANDING DOCUMENTS TO BE SUBMITTED _____

NOTE: If for any reason, your response to any of the questions above is "No", please ensure you call and discuss the problem before submitting the request.

Please check here: For Documents submitted:

- Implementation Schedule
- Progress Report (eg: January - March 2001)
- Financial Report (with relevant supporting documents)
- Disbursement Request (all sections completed)

Please attach this list when submitting your reports and retain a copy for your files.

**THIS SECTION FOR EFJ USE ONLY
PROJECTS:**

Received by _____ Date received _____

FINANCE:

Date received _____ Date reviewed _____

Date of Final check _____ Snr. Accounting Clerk _____