

Project Reconciliation Audit Form

Date:

Month/s Reviewed:

Project Number:

Project Name:

Reconciled By:

Reviewed By:

1. Was the project being reconciled?

Yes No

2. Was support documentation available for the project?

Yes No

If no, what information was missing?

3. Were all required signatures present?

Yes No

4. Was information organized in an acceptable format?

Yes No

5. Will follow up audit be required?

Yes No

Recommended Actions:

Comments on findings: