



Invoices & Quarterly Reports

Points to Ensure Accuracy

Monthly Invoices

- 1.** Is the name of your organization and date on the top?
- 2.** Do the top and bottom match for the blue boxes?
 - a.** Program income
 - b.** Local match
- 3.** Have you checked your categories to ensure you're within budgeted grant funds?
- 4.** Does your In-kind (if used) have a definition (Ex. In-kind: rent)
- 5.** Do your invoice and P&L match for:
 - Program income
 - NSIP expenses (if applicable)
 - In-kind (must be on P&L)
 - Total expenses
- 6.** Is the invoice signed and dated?

Quarter Reporting – Prior to sending P&L to program managers

- 1.** Have you checked the Quarter P&L against your monthly invoices for the Quarter?
- 2.** Amounts to ensure at minimum (some may not apply): Program income, In-Kind, NSIP (if applicable), & total expenses.
- 3.** If there have been revisions, have you taken these into account?
- 4.** Do you have the required Quarter and YTD A&D reports?