

The licensed, chartered or certified accountant must confirm that the following reviews have taken place. If there is a 'No' response to any item provide an explanation in the comments box below or on a separate sheet.

Independent annual reviews must be carried out by an appropriately licensed, chartered, or certified "accountant" or "accounting firm" which has no direct linkages with the project to be examined. The appointment of such an independent accounting firm or accountant must be made by the District Governor of the project district (where the funds were sent). TRF reserves the right to appoint the independent annual reviewer as necessary.

	Yes or no
1. An examination and certification of the opening and closing balances of all project funds.	
2. A determination of whether the funds received for the project were expended for the intended purpose and, if not, why not.	
3. An examination of the accounts for all funds received and expended to determine if they were maintained according to standard business practices, including a standard set of accounts which records all receipts and disbursements by date, amounts, and purpose as well as a determination to ensure funds were expended in a manner consistent with the Terms and Conditions of the grant award.	
4. A determination of whether an inventory of all assets has been maintained.	
5. An examination of expenditures to ensure funds used for intended purpose, proper records maintained and a system of controls over expenditure is in place i.e., whether there are at least two signatories on each account; receipts are maintained for all expenditures over US\$25; identify purchasing procedure used (competitive bidding is encouraged where appropriate); and that all project activities, including the conversion of funds, are in accordance with local laws and regulations.	
6. A determination of whether the accounts were reconciled in a timely manner and certification of the opening and closing balances of all project funds and bank statements.	

If the project is not yet complete, indicate how much of the total project cost has been spent and how much of the funds are remaining:

Comments:

Licensed, chartered, or certified accountant or accounting firm:

Accountant Certification:

Name: _____ Signature: _____ Date: _____