

## Desk Audit Checklist

**Has the grant been executed?**

**Have your amendments been approved?**

**Have you met all eligibility requirements for your grant program?**

**Is your grant file maintained as required by your contract?**

**Is the project progressing as scheduled?**

**Have you progressed on your deliverables?**

**Is the Department of State being credited for grant support?**

**Have all required progress reports been submitted?**

**Will all funds be expended within the grant period?**

**Do reported expenditures only include costs incurred during the approved grant period?**

**Are in-kind contributions documented in an auditable format?**

**Does backup documentation support grant expenditures as reported by the Grantee?**

**Are all submitted documents appropriately labeled (e.g., Invoice.doc, Payroll.doc, BankRecords.doc, Receipts.doc, etc., etc.)?**