



Date:

To:

From:

Subject: Grant Reimbursement Financial Reconciliation for **[list grant information]**

We recently received and processed your grant reimbursement request for **[list amount here]** for **[list grant information here]** for the period of **[list dates of grant reimbursement request]**

This communication is to inform you that this grant reimbursement will be reconciled as required per State Policy 08-10 on Grant Monitoring. The purpose of financial reconciliation is to ensure that expenditures meet the terms and conditions of the grant contract agreement and that adequate source documentation is in place for the expenses claimed for the grant.

Examples of source documents include (but are not limited to) items such as:

- Bills or invoices accompanied by cancelled checks
- Accounts payable/general ledger detail or receipts
- Payroll records
- Time and attendance records (if you are requesting reimbursement for only a portion of the employee's costs)
- Employee expense reimbursement requests
- Subcontract award documents

Your organization may have additional or other documentation which is applicable for this request.

Please submit source documents for this financial reconciliation by **[list date]**.

Here are instructions on how to submit the documents:

- Please label the source documents according to the grant budget line item they are applied to— i.e., Salaries and Fringe, Office Expenses, Contracted Services, **[customize or add additional information here]**, etc.
  - If a piece of the documentation contains an amount that was not charged to the grant, please make sure that the portion charged to the grant is clearly indicated
  - **[Customize here]**
- Please send or upload readable copies and **do not** send original documents
  - In order to keep not public data protected, please redact the following from backup documents submitted:
    - Employee last names, addresses, and social security numbers
    - Bank account numbers
  - **[Customize here]**

- If you find that it would be helpful to explain any of the materials you are submitting, please feel free to include accompanying notes on the documents
- **[Customize or add additional instructions for the agency/division/unit process here]**
- Thank you! We appreciate your cooperation and time with this process. Please feel free to contact **[Customize here]** with any questions.

SAMPLE