Financial Closure and Budget Reconciliation Report

1. Overview  
- Summary of approved budget  
- Final financial position (over/under)

2. Budget Breakdown  
Example Table:  
| Category | Budgeted | Actual | Variance | Variance % | Notes |  
|----------|----------|--------|----------|-------------|-------|  
| Hardware | $50,000 | $48,500 | -$1,500 | -3% | Negotiated discount |  
| Labor | $120,000 | $130,000 | +$10,000 | +8% | Extra sprint required |

3. Outstanding Liabilities  
- List of unpaid invoices or pending claims  
- Accruals recorded

4. Assets & Capitalizations  
- List of capitalized software or equipment  
- Transfer to operations or asset register

5. Budget Reconciliation Summary  
- Final totals  
- Variance explanations  
- Approvals and signatures

6. Financial Audit & Compliance Status  
- Audit performed (Y/N)  
- Compliance with internal financial controls