Sample fund closing checklist

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| **Key area** | **Action** | **Done?** |
| Timetable of activities | Inform funder of closure plans |  |
| Closure of bank account (if just for funder) |  |
| Staff redundancy arrangements |  |
| Fund Agreement and Amendments | Copy of original fund agreement filed |  |
| Copy of amendments filed |  |
| Correspondence about fund agreement and amendments filed |  |
| Reporting | Follow up final reports (including financial reporting) due from any sub-grantee |  |
| Narrative Funder Report Submitted |  |
| Financial Funder Report Submitted |  |
| Communications with stakeholders | Hold final meeting with funders and partner (minutes filed) |  |
| Event to formally close project |  |
| Handover to Ministry or local administration |  |
| Organise visibility event |  |
| Project Assets | Verification of Fixed Asset Register at end of project |  |
| Assets disposed of according to conditions |  |
| Inventory/stock check at end of project |  |
| Accounting | Check that the project cash books and commitments register reconcile with the amounts included in the funder report |  |
| Check that all expenses are included in the final fund claim (i.e. no commitments outstanding) |  |
| Check all invoice dates are within the grant/contract dates |  |
| Prepare final invoice for funder |  |
| Closure of fund code in finance systems |  |
| Funder Audits | Fund files finalised ready for a funder audit |  |
| Inform project team of date of audit (if known) |  |
| External fund audit conducted and any adjustments performed in Finance system |  |
| Learning | Any internal learnings arising from monitoring and evaluation, the project itself and/or the internal or external fund audit(s) shared appropriately with other staff |  |