

Project Financial Closure Statement

Project Information

Project Name	
Project Code	
Project Manager	
Project Start Date	
Project End Date	

Financial Summary

Description	Budgeted Amount	Actual Amount	Variance
Total Approved Budget			
Total Costs Incurred			
Outstanding Commitments			
Funds Returned/Carry Forward*			

* If applicable

Closure Checklist

Item	Status	Comments
All invoices received and paid		
Final financial report completed		
Outstanding advances settled		
Unspent funds returned		
Accounts closed		

Remarks/Notes

Prepared by

Date:

Reviewed/Approved by

Date: