



CHECKLIST FOR GRANT AUDIT CERTIFICATION REQUEST

Please forward completed form, plus supporting documentation, attached to a 'Request for Project Financial Statement' form, to:

Finance Officer, Financial Administration
Financial Services, 126 Margaret Street

Fax: 85064

Project Details

Project Name			
Project Number			
Statement Contact	Finance Officer, ext. 81067, Financial Administration Unit		
Researcher Contact			
Certification Period	Start Date		End Date

Checklist

Nr.	Description	Check / Initials
1	<p>i. Review the signed agreement to determine that QUT Internal Audit can perform the audit. If not, discuss with Director, Efficiency & Audit for guidance (ext 84366 or email: s2.patel@qut.edu.au). At least two weeks notice should be provided for an audit certification request.</p> <p>ii. Ensure there is a written confirmation from the officer in charge of the project (regarding acquittal of the grants funds on project work) and also a statement confirming accuracy and completeness of the financial statement from Accounting Services or appropriate section within the Division of Research & Advancement.</p>	<p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
2	<p>i. If a grant budget for the period applies, ensure details are available.</p> <p>ii. Major deviations from budget (where applicable) should be explained.</p>	<p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
3	<p>i. Contact responsible person, in grant area, to provide list of authorised staff that should be charged against the grant (use Internal Audit Template where appropriate).</p> <p>ii. Provide Concept salary and related cost data for personnel actually charged to the project for the certification period.</p>	<p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

Nr.	Description	Check / Initials
4	i. Work paper supporting General Ledger reconciliation with Financial Statement figures, including explanations for any adjustments, should be provided. ii. Adequate work paper to be provided for details unavailable on Oracle Financials eg Interest Income Calculations and major journal adjustments.	<input type="checkbox"/> _____ <input type="checkbox"/> _____
5	i. Ensure that Non Salary (NS) expenditure incurred, if any, is in accordance with the conditions of the grant.	<input type="checkbox"/> _____
6	i. Ensure all conditions of the grant have been complied with. ii. Pay particular attention to the following (where applicable): <ul style="list-style-type: none"> • Intellectual Property rights, including commercialisation and sharing of income. • Confidentiality statements. • Interest income. • Assets and equipment (purchase and disposal). • Return of unused funds. • Project start / end period, including requirement for extension. • University contributions / obligations have been met (Financial / in-kind input). 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Additional Comments / Notes	

Requestor Details	
Requested By	
Department	
Phone Number	
Email Address	
Date	