



# END OF YEAR REPORT ESSENTIALS

- Based on project carried forward/created in the Performance Report
- Ensure that all invoicing is up to date through December 31st (including an invoice with an ending billing period date of 12/31)
- Verify your ending budget totals for each title with your business manager and the Reimbursement System

Any invoices for expenses after January 1<sup>st</sup> will not be approved until this has been completed

