

Checklist of Materials Needed for Financial Reconciliation

Do You Have This?	Required Documentation/Data
	Number of speakers
	Actual number of participants (by primary target audience type/specialty) and rationale for underperformance, if applicable
	Actual detailed budget
	Final agenda
	Documentation of any activity changes (if applicable)
	Total funding dollars received for activity (if additional grants were funded)
	Open Payments data (if applicable)