EXTERNAL CONTRACTOR PAYROLL RECONCILIATION

Freelance Agreement Compliance & Payment Verification

Company Name	
Reconciliation Period	
Date Prepared	
Prepared By	

TOTAL APPROVED BUDGET

TOTAL INVOICED AMOUNT

TOTAL APPROVED FOR PAYMENT

VARIANCE / DISCREPANCY

Contractor Name	Agreement Ref #	Billing Basis (Hourly/Flat)	Rate ($)	Hours/Units Deliverable	Invoiced Amt ($)	Approved Amt ($)	Variance ($)	Invoice Status	Reconciliation Notes / Resolve Action
				Total:					

Prepared By (Finance/HR Operations)

Date:

Authorized Approver (Management/Controller)

Date: