



## PARTNERSHIP PROGRAM

### BUDGET RECONCILIATION MEMO

To: OPSI Fiscal Specialist

Through: \_\_\_\_\_ (Country Director's Name)

From: \_\_\_\_\_ (Administrative Officer's Name)

Subject: Budget Reconciliation

The total amount of Peace Corps Partnership Program funding received from the Office of Private Sector Initiatives for project number      was not used. Peace Corps (Country)      has collected and returned the unused portion of these funds to the Office of Private Sector Initiatives.

Please collect the returned funds and reconcile the approved cost and revenue budgets for this project using the following accounting summary in USD:

Total Amount of PCPP Funding Received from OPSI \$ \_\_\_\_\_

Total Amount Spent on Project \$ \_\_\_\_\_

Total Amount to be Returned to OPSI \$ \_\_\_\_\_

\_\_\_\_\_  
*Administrative Officer's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Peace Corps Country Director's Signature*

\_\_\_\_\_  
*Date*