

Finance Evidence File

Purpose: An evidence outline for funding assumptions, invoices, variances, and reconciliation.

At a glance

- Resource type: Evidence File
- Resource category: Evidence Files
- Review sensitivity: review-sensitive

Finance evidence file

Record	Include	Use
Funding assumptions	Contribution, timing, population, effective dates	Budget support
Invoices	Vendor, period, amount, population	Payment support
Reconciliation	Expected vs actual, variance reason	Closeout evidence
Variance notes	Issue, owner lane, resolution	Reviewer support
Approval record	Approver and date	Decision evidence

Checklist

- Retain funding assumptions and approval record.
- Match invoices to population and period.
- Document variances and resolution notes.
- Route payroll, tax, or funding treatment questions.

Review triggers

- Mismatched counts, stale premiums, or unreconciled reimbursements.

Evidence examples

- Funding assumptions
- Invoices
- Reconciliation records
- Variance notes

Reminder

This toolkit provides educational and operating-model resources. It does not assign responsibility, manage implementation tasks, replace plan documents, or provide legal, tax, payroll, Medicare, carrier, or individualized benefits advice.

Use this when

- Funding or invoice records need an external evidence trail.

Watch for

- Mismatched counts, stale premiums, or unreconciled reimbursements.

Evidence to retain

- Funding assumptions
- Invoices
- Reconciliation records
- Variance notes

Related resources

- Five Duty Paths Overview
- Employer Decision Log
- Renewal Checklist
- Audit Folder Structure
- Affordability Review File

Educational disclaimer

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