

Local Agency Information

Funding Source: ARRA Funds: Broadbandexpress@yourlibrary project _____

Report Prepared By: _____

Agency Name: _____

Mailing Address: _____

Street		
City	State	Zip Code

Telephone # of Report Preparer: _____ County: _____

E-Mail Address: _____

INSTRUCTIONS

- ❖ Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- ❖ Submit one report with original signature and one copy directly to Mary Linda Todd, NY State Library, 10B41 CEC, Albany, NY 12230
- ❖ For Special Legislative Projects, submit one report with original signature and **two** copies, along with a final program narrative report.
- ❖ All encumbrances must have taken place within the approved funding dates of the project.
- ❖ Use whole dollar amounts.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or designee.
- ❖ High-quality computer generated reproductions of this form may be used.
- ❖ For further information about completing the final expenditure report, please refer to the Fiscal Guidelines for Federal and State Aided Grants at www.oms.nysed.gov/cafe/ or contact Grants Finance at grantsweb@mail.nysed.gov or (518) 474-4815.

SALARIES FOR PROFESSIONAL STAFF: Code 15

Include all salaries for professional staff approved for reimbursement in budget.

Name	Position Title	Beginning and Ending Dates of Employment	Salary Paid
Subtotal - Code 15			

SALARIES FOR SUPPORT STAFF: Code 16

Include all salaries for support staff approved for reimbursement in budget.

Name	Position Title	Beginning and Ending Dates of Employment	Salary Paid
Subtotal - Code 16			

PURCHASED SERVICES: Code 40

Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
Subtotal - Code 40			

SUPPLIES AND MATERIALS: Code 45

Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
Subtotal - Code 45			

TRAVEL EXPENSES: Code 46

Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry	Amount Expended
Subtotal - Code 46				

EMPLOYEE BENEFITS: Code 80

List only the total project salary amount for each benefit category. Benefits may only be claimed for salaries reported in Code 15 or Code 16. Rates used for project personnel must be the same as those used for other agency personnel.

Benefit	Project Salaries	Rate	Amount Expended
Teacher Retirement			
Employee Retirement			
Other Retirement			
Social Security			
Worker's Compensation			
Unemployment Insurance			
Health Insurance			
Other (Identify)			
Subtotal – Code 80			

INDIRECT COST: Code 90

A. Modified Direct Cost Base – Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds)	\$ XXXXXXXXX	(A)
B. Approved Restricted Indirect Cost Rate	%	(B)
C. (A) x (B) = Total Indirect Cost	\$ XXXXXXXXX	(C)
Subtotal – Code 90		

PURCHASED SERVICES WITH BOCES: Code 49

Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
Subtotal – Code 49			

MINOR REMODELING: Code 30

Include expenditures for salaries, associated employee benefits, purchased services and supplies and materials related to alterations to existing sites.

Purchase Order Date Or Dates of Service	Provider of Service	Check or Journal Entry #	Amount Expended
Subtotal – Code 30			

EQUIPMENT: Code 20

Items of equipment purchased must agree in type and number with the equipment approved in the project budget.

Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
		Subtotal - Code 20	

REMINDERS

- ❖ Be sure to submit one report with original signature and one copy directly to Mary Linda Todd, NY State Library, Division of Library Development, 10 B 41 CEC, Albany, NY 12230
- ❖ Agencies should use the FS-10-F **Long Form** unless the report is being submitted beyond the report due date or if they were directed otherwise in the grant application/RFP or by Department staff.
- ❖ Final expenditure reports are due within 30 days after the project end date.
- ❖ After review by Grants Finance, a copy of the FS-10-F will be sent to the contact person at the address on Page 1. A window envelope will be used for the return mailing; please be sure that the contact information is accurate, legible and confined to the address field.
- ❖ All encumbrances must be made within the approved project funding dates, which are indicated on the approved FS-10 as well as on the Grant Award Notice. See the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/> for a detailed explanation of the review process.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact the local agency, resulting in unnecessary delays in closeout and final payment. Use whole dollars only.
- ❖ The modified direct cost used in the calculation of indirect cost cannot include equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow-through funds.
- ❖ Be sure to complete the agency code and project # on Page 8. For Special Legislative Projects and grant contracts, also enter the contract #.
- ❖ Please make sure that Page 8 faces out.

