

Local Agency Information

Funding Source: _____ Family Literacy Library Services _____

Report Prepared By:	_____		
Agency Name:	_____		
Mailing Address:	_____		
	Street		
	City	State	Zip Code

Telephone # of Report Preparer: _____ County: _____

E-Mail Address: _____

INSTRUCTIONS

- ❖ Upon audit, you may be requested to provide additional detail to support the reported expenditures or to complete the Full FS-10-F Form.
- ❖ **Submit 3 signed originals (in blue ink) as a two page form (not back-to-back on a single sheet) directly to Tiffany H. Allen (Address Above).**
- ❖ For **State** projects the final expenditure reports are due within **30** days after the project end dates.
- ❖ Category subtotals must be reported in whole dollar amounts.
- ❖ To be in compliance with applicable audit requirements, complete and accurate records must be maintained at the local level.
- ❖ All encumbrances must have taken place within the approved funding dates of the project.
- ❖ Certification must be signed by Chief Administrative Officer or designee.
- ❖ High quality computer generated reproductions of this form may be used.
- ❖ **Beginning with the 2005-06 year, there are changes to the reporting requirements for Supplies and Materials (Code 45) and Equipment (Code 20). For further information on these changes and completing the final expenditure report, please refer to the Fiscal Guidelines for Federal and State Aided Grants at www.oms.nysed.gov/cafe/ or call Tiffany H. Allen at (518) 486-4863.**

