

Local Agency Information

Funding Source: IMLS Making It REAL! Grant Project _____

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 one signed original and one copy of the FS-10-F Short Form as a two page form (not back-to-back on a single sheet) directly to Grants Finance (address above).**
- ❖ For **State** projects the final expenditure reports are due within **30** days after the project end dates. Reports for **Federal** projects are due within **90** days after the project end dates, although for certain programs, the State Education Department program manager may impose earlier due dates. See the Grant Award Notice for your project to verify the due date.
- ❖ 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](http://www.oms.nysed.gov/cafe/) at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.
- ❖ For Special Legislative Projects only, submit one signed original report and three copies. A final narrative report must be submitted with this report.

