

**Local Agency Information**

Funding Source: **LSTA Service Improvement Invitational Grant Program: FY 2012**

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 two copies of the FS-10-F Short Form as a two page form**
- ❖ 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. The due date for this grant program is April 30, 2012.** 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/](http://www.oms.nysed.gov/cafe/) or call Grants Finance at (518) 474-4815.

