

### III. REPORTING REQUIREMENTS

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- Please use current year reporting forms; previous year's forms will not be accepted.
  - Contractor must notify the Cultural Arts Division Office of any changes in project or budget scope
  - Contractor must notify the Cultural Arts Division Office of any change in contact information, i.e., phone number, email, mailing address and/or contact person. Changes in mailing address or legal name require completion of a company profile and W-9 form and/or updates via the City of Austin's Purchasing Departments on-line registration site at [https://www.ci.austin.tx.us/financeonline/vendor\\_connection/index.cfm](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm)
  - Failure to submit and have approved the required final report materials will result in your current contract being rescinded. Any outstanding payments will be forfeited with current contracts and you may be asked to refund monies previously received associated with the funded activity. Further, your organization as well as any sponsored organization/individual artist may not be eligible for further funding or to request funds from the Cultural Arts Funding Programs in the future.
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#### FINAL REPORT

Due within 30 days of the completion of the project narrative/activities funded by Cultural Contracts (rounded to the end of the month to which the final narrative project/activities fall).

A complete final report includes:

- Pertinent publicity / programs / critical reviews or other information to document the event took place, including proper credit to the City of Austin, Texas as well as Texas Commission on the Arts if so designated in Attachment "C" or "C1" of your contract; and,
- Completed program description, budget and budget itemization that corresponds to **revised narrative** and **budget** in contract;
- Project Data (Audience/Participant Demographics) and/or Activity Information;
- Receipts documenting the expenditure of **ALL** City and matching funds equal to minimum required level (sponsorship and insurance fees incurred by a sponsored project(s) are the only expenditures that do not have to be verified by receipts);
- Final Report must have an original signature of the authorizing official and sponsored project if applicable.

#### REPORT FINANCIAL REQUIREMENTS

- Final Reports for all contractors must have the original signature of that organization's authorized agent. Final Reports for Sponsored Projects must have the **original** signature of the authorized agent of the Sponsoring Organization and of the Sponsored Project. **Copies will not be accepted.**
- Significant changes in programming or budget (varying 20% of total amount funded) require prior approval from Cultural Contracts staff. This applies to the funding award only (cash column)—not the match or in-kind funds;
- If funded in more than one Cultural Funding Program, receipts may not be duplicated between those programs;
- Match requirements are set at a 1:1 match (one-half match for Cultural Expansion). Matching funds and in-kind resources must pertain to the contract year and approved project to which they are being applied. Up to fifty percent (50%) (25% for Cultural Expansion) of the match from documented in-kind donations is permitted in all core programs (except Organizational Support, which requires a 1:1 cash match), but a minimum of fifty percent (50%) of the overall 1:1 match **must** be cash.
- Expenditure documentation of **ALL City and minimum matching** Funds. The total amount of **ALL** City and minimum matching monies used to fund a project must be properly accounted. Expenditure documentation must be submitted organized by the Financial Form budget line item name and number. Receipts must clearly display the date of purchase, items purchased, amount per item and total. In-Kind expense documentation requires the donator's original signature and must reflect the date of service(s), donator name, project for which services were rendered, type of service rendered, hourly rate, hours donated, total amount of hours and dollar amount donated. The date and total amount on all expenditure documentation is to be highlighted. Failure to provide such documentation constitutes default of contract.

### III. REPORTING REQUIREMENTS (Continued)

#### ACCEPTABLE DOCUMENTATION

1. Vendor invoices or receipts for goods or services provided for the specific project with full payment indicated.
2. Canceled check copies.
3. Canceled check copies over \$200 (except to contractor) must be accompanied by a signed invoice or receipt.
4. Copy of a check with a corresponding and clearly labeled bank statement that indicates checks paid.
5. Retail receipts.
6. Signed statements of payments received.

#### UNACCEPTABLE DOCUMENTATION

1. \*Any in-house financial statements including check registers
2. Carbon copies of checks written or carbons of checks written
3. Receipts not marked paid in full
4. Invoices that do not show a zero balance
5. Job bids
6. Photocopies of currency
7. Unsigned In-Kind Receipts

**Staff may, at any time, request additional documentation to substantiate expenditures. Do not hesitate to contact your Contract Administrator for clarification regarding acceptable vs. unacceptable documentation.**

*\*Quick Books or similar software may be used in lieu of receipts for Organizational Support and some Project Support categories. Contact staff to verify if your organization is eligible.*

### IV. FINANCIAL STATEMENTS

#### APPLICANTS FUNDED AT OR OVER \$50,000:

An independent audit may be required at the City's request for Contractor's funded at \$50,000 or greater. Should the City request such an audit, Contractor will retain the appropriate professionals within thirty (30) days of the City's request for an audit and the audit shall be Provided to the City within a reasonable time period and without unreasonable delay. Such audit will be required to include a complete set of audited financial statements and the auditor's management letter. Audits must conform to the standards of the American Institute of Certified Public Accountants. This audit would be in addition to the required Detailed documentation of **ALL** expenditures and other required information or documentation as outlined in the Final Report forms or as required by the Cultural Arts Division staff. Organizational Support Contractor's submitted an independent Audit with the FY 2013 application.

#### APPLICANTS FUNDED UNDER \$50,000:

Detailed documentation of **ALL** expenditures and other required information or documentation as outlined in the Final Report forms or as required by the Cultural Arts Division staff.

## V. REVIEW AND COMPLIANCE

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Throughout the contract period all funded projects and organizations must be in compliance with the following requirements of the City of Austin as they pertain to the organization:

### ALL CONTRACTORS MUST PROVIDE:

- Current certificate of insurance on file with the Cultural Arts Division Office (**including Sponsored Projects**) (D/N apply to Cultural Expansion Program);
  - Current contact information with the Cultural Arts Division Office;
  - Written requests for significant program changes;
  - Notification of changes in program date(s);
  - Written requests for budget changes that are 20% of the award amount;
  - Completed in correct form final reports submitted with **original** signature(s);
  - Written requests to extend term of contract before deadline stated in contract must be submitted for staff approval.
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### CLOSING CONTRACT

- Submit required completed final report and final report financial form, budget itemization, financial and publicity documentation on or before required due date.

Serious deviations from the requirements and contractual obligations of the contractor (and sponsored projects) may require actions included, but not limited to termination of contract or reimbursement of funds to the City. For specific information regarding non-compliance, see "X. Attachment A" at the end of this document.

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### MARKETING/PUBLICITY

- Contractor shall publicize the activities conducted by the Contractor under this Agreement.
- **Contractor shall list any and all events on NowPlayingAustin.Com, including but not limited to all programs, performances, workshops, screenings, book signings, etc., as shown on the Work Statement (Revised Narrative) attached to the Contract as "Attachment A".**
- Contractor shall acknowledge the City's support in all electronic and printed materials and advertisements pertinent to City-funded programs/projects. Contractor shall also recognize the Texas Commission on the Arts in all appropriate printed materials and advertisements if specified in "Attachment C" or "Attachment C1" of the contract. Specific logo and credit line information can be found on our website at [www.austincreates.com](http://www.austincreates.com).