

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).

REPORT FINANCIAL REQUIREMENTS

- 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%) 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 for. 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 donor's signature and must reflect the date of service(s), donor 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. Documentation that is not clearly labeled will not be accepted.

ACCEPTABLE DOCUMENTATION

1. QuickBooks (or similar software) reports which indicate the date paid, amount paid, method of payment (i.e. check, credit card, electronic funds transfer, etc.), and the payee.
2. Vendor invoices or receipts for goods or services provided for the specific project with full payment indicated.
3. Canceled check copies.
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
8. QuickBooks (or similar software) reports for cash expenses