

**FINAL REPORT INSTRUCTIONS**  
**for**  
**Legislative Initiative Grants**  
**administered through the**  
**Office of Parks, Recreation and Historic Preservation**

Unless otherwise specified in the Master Contract, the Final Report is due within 60 days after grant funds have been spent, or 60 days after the contract end date, whichever comes first.

A Final Report consists of:

1. A detailed line-by-line list of grant expenses corresponding to budget lines set forth in Attachment B (Budget) and work elements in Attachment C (Work Plan) of the Master Contract for Grants. Use the EXPENSE SUMMARY format; see example.
2. A signed GRANTEE CERTIFICATION form.
3. A brief narrative summarizing the project. Include photographic documentation of the completed project, if it involved any type of work on buildings or grounds. Any change in project scope from that described in Attachment C (Work Plan), **MUST** be approved by the State; contact your Regional Grants Administrator to discuss before submitting the Final Report.

**FAILURE TO SUBMIT FINAL REPORTS MAY JEOPARDIZE FUTURE GRANT  
PAYMENTS.**



**EXPENSE SUMMARY for Grant #PKS-11-NY-001**

**EXAMPLE**

Grantee/Contractor: The Art Place

Contract Period From: April 1, 2011

Payment Request 1

Project Name: MAYFEST

To: June 30, 2011

Page # 1 of 1

Work Element from contract Appendix B	Description of work, materials, services	Contractor / Vendor / Employee	Invoice / Bill # and/or Date of Services	Check # and Date	\$ Amount
<b>Salaries</b>	<b>Executive Director</b>	<b>Judith Smith</b>	<b>4/15/11-4/30/11</b>	<b>#562 5/20/11</b>	<b>\$900</b>
	<b>Art Director</b>	<b>George Jones</b>	<b>4/15/11-4/30/11</b>	<b>5/20/11 Dir.Dep.</b>	<b>\$600</b>
<b>Salaries Subtotal</b>					<b>\$1,500</b>
<b>Operating Expenses</b>	<b>Office Rental</b>	<b>GM Real Estate</b>	<b>4/1/11 - 4/30/11</b>	<b>#550 4/29/11</b>	<b>\$1,200</b>
<b>Consultant Services</b>	<b>Computer Tech</b>	<b>ABC Co.</b>	<b>4/15/11, 6/15/11</b>	<b>#648 7/10/11</b>	<b>\$1,000</b>
<b>Performance Fees</b>	<b>Music</b>	<b>New City Quintet</b>	<b>5/14/11</b>	<b>#548 4/29/11</b>	<b>\$1,500</b>
	<b>Dancers</b>	<b>Latin Group</b>	<b>5/15/11</b>	<b>#549 4/29/11</b>	<b>\$1,500</b>
<b>Fees Subtotal</b>					<b>\$3,000</b>
<b>Purchases</b>	<b>Computer</b>	<b>Best Buy</b>	<b>#1299a 4/10/11</b>	<b>#602 5/20/11</b>	<b>\$1,200</b>
<b>Rentals</b>	<b>Tent</b>	<b>XYZ Rentals</b>	<b>5/14-15/11</b>	<b>#551 5/1/11</b>	<b>\$800</b>
	<b>Sound equipment</b>	<b>Hi-Fi Sound</b>	<b>5/14-15/11</b>	<b>#552 5/14/11</b>	<b>\$900</b>
<b>Rental Subtotal</b>					<b>\$1,700</b>
<b>Printing</b>	<b>Flyers</b>	<b>PIP</b>	<b>4/15/11</b>	<b>#553 4/29/11</b>	<b>\$400</b>
<b>TOTAL</b>					<b>\$10,000</b>