

II. REPORTING REQUIREMENTS

Please use current year reporting forms; previous year's forms will not be accepted.

Applicant must notify the Cultural Arts Division Office of any changes in phone number, email address and contact person. For any changes in mailing address, a company profile and W-9 form are required, or notification that such change has been completed via the on-line registration site at www.cityofaustin.org, as well as any other final report information or documentation required by the Cultural Arts Division staff.

FINAL REPORT

Due within 30 days of the completion of activities funded by Cultural Contracts (30 days after the last day of funded project)

A complete final report includes:

- If applicable, pertinent publicity / programs / critical reviews or other information to document the event took place, including proper credit to the City of Austin and Texas Commission on the Arts (State) (note: Art in the Schools projects may include letters, photos, videos, teacher evaluations, etc.);
- Completed budget, program description and budget itemization that corresponds to **revised budget** and **narrative** in contract. Changes in programming or budget (exceeding 20% of total amount funded) require prior approval from Cultural Contracts staff;
- 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 fees incurred by a sponsored project(s) are the only expenditures that do not have to be verified with receipts);
- For additional requirements, See Report Financial Requirements;
- Final Report must have an original signature of the authorizing official.

REPORT FINANCIAL REQUIREMENTS

- Final Reports for Sponsored Projects must have the original signatures of an agent of the Sponsoring Organization and of the Sponsored Project. Copies will not be accepted.
- Match requirements are set at a 1:1 match (50:1 for Capacity Building II). 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 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 type corresponding to each individual budget line item used. Failure to provide such documentation constitutes default of contract. Documentation that is not clearly labeled will not be accepted.

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

Staff may, at any time, request additional documentation to substantiate expenditures. *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.