

ARTS COUNCIL OF NEW ORLEANS
S. Walter Stern, Jr. Artists Residency Grant
Instructions for Final Report Expenditure Form

- 1 To show proof that all grant funds were spent appropriately, grantees are required to submit the Final Report Expenditure Form with supporting documentation. Please review the attached sample Final Report Expenditure Form and read these instructions before completing the Expenditure Form and compiling the documentation.
- 2 For each grant expenditure, (including artist fees) you are required to submit a **provider document (invoice, contract or receipt)** ALONG WITH **eligible payment documentation (copy of cancelled check, bank statement showing cancelled check, credit card statement, or evidence of receipt for a cash expenditure)**. Documentation is only required for the Stern grant funds and not other cash used. Allowable expenditure documentation should equal (or be slightly greater than) the grant award to receive the final payment amount due.
- 3 First, group all provider documents (invoices, contracts, receipts) and payment documentation (images of cancelled checks, copies of bank statements showing cancelled checks, credit card statements, or evidence of receipt) for each relevant budget category (Artist Fees, Supplies and Materials, etc.). Checks should note what the payment was for i.e., “art supplies”, “printing”, “artist fee”, etc. Please tape small receipts onto a piece of paper to keep them in order.
- 4 Write the check number and date of each payment on the Expenditure Form and put to whom the check was written under “Payee.” If the payment documentation is a credit card statement, indicate that in the “Check No.” column. In the case of a grant expenditure made in cash, assign an item number to the expenditure and write that in the “Check No.” column. Put the amount of each expenditure in the appropriate budget column. Payment to a staff member of a grantee organization should go in either the “Personnel Admin.” column or the “Personnel Artistic” column. All other fees paid to artists or other providers of services should go in the appropriate “Outside Fee” column.
- 5 On each provider document (invoice/receipt), write “paid check # _____” or “paid credit card.” Attach a copy of the cancelled check, credit card statement, etc. to the respective invoice, receipt or contract. Please circle or highlight cancelled checks on bank statements that pertain to grant expenditures. For any cash expenditure, write on the corresponding receipt “paid item # _____” (the # you gave it on the Expenditure Form).
- 6 If grant expenditures don't fit on one form, make additional copies of the form as needed.
- 7 Total the budget columns vertically to get the amount spent in each category. Put subtotals for each page (if there is more than one page) and totals on the last page.
- 8 **Compile the documentation in the order it appears on the Expenditure Form before sending in the Final Report – documentation not submitted in reviewable order may not be accepted.**

Proof of expenditure documentation as described is needed for final payment reimbursement. If you have questions about how to fill out the Expenditure Form or how to comply with the financial documentation requirements, please contact either Karen Kern (595-8461) or Joycelyn Reynolds (595-8461) of the Grants staff.