

FINAL CASH REQUEST & FINAL REPORT FORMS & INSTRUCTIONS

Contents (all items listed here must be returned to NMA as one packet)

- A. ***Final* Cash Request Form** (must be typed – see section A for more details)
- B. **Final Narrative Report** (Pages 1 and 2)
- C. **Supplement to Final Narrative Report** (Page 3)
- D. **Final Fiscal Report** (Page 4)
- E. **Arts Enterprise Partnerships only – two additional AEP reporting forms**

Instructions

The completed Final Report packet, accompanied by the *Final* Cash Request, must be received by New Mexico Arts **NO LATER THAN JULY 6, 2010**. You may submit your final packet earlier if your services are completed at an earlier date. In fact, if at all possible, we would like to receive your final report by May 1, 2010. However, if you have programs in May and June, we don't expect to receive your final paperwork until they are completed. Keep a copy of these completed documents for your files.

Failure to submit the *Final* Cash Request and Final Report by July 6, 2010, will result in the loss of remaining funds from the current fiscal year and will deem the contractor ineligible to apply for funding in the next application fiscal year.

A. FINAL CASH REQUEST FORM is a minimum of 20% of the total contract amount, as pre-printed on this form. **A four-page Final Report (B, C, and D above) must accompany this form** in order for it to be processed. The Cash Request Form must be typed in order to be processed. You can download the Word file onto your computer, then type in the information, save the file, and print then sign the completed form.

3.a Current Cash Request is the amount of New Mexico Arts funds you are currently requesting. The minimum request is 20% of your contract amount; this amount is indicated on the Interim Cash Request Form in your contract packet.

3.b Total Previous Cash Requested is the total of ALL previous cash requests.

3.c Contract Balance Remaining will show **\$0.00** remaining in your contract after the current and previous cash requests are subtracted from the total New Mexico Arts award. Only the *Final* Cash Request form, submitted with the Final Report packet, may show a balance of \$0.00.

4. REQUEST ITEMIZED section is to be used to itemize the current New Mexico Arts cash request, referencing only the balance of the approved budget line items on your most recent Revised Budget. DO NOT attach or include receipts, copies of receipts, or copies of checks; keep these in your files for at least three years. Keep a copy of the final report packet for your files.

Each *Final* Cash Request MUST BEAR THE ORIGINAL SIGNATURE OF THE PROJECT DIRECTOR, preferably in blue ink. **FAXES, COPIES, or EMAIL FORMS CANNOT BE PROCESSED.**

B. FINAL NARRATIVE REPORT (this form may be handwritten)

Respond to the questions on Page 1 and Page 2 of these forms. You may submit your own form for one or both of these two pages. Please list the organization's name and contract number (category code plus #10-xxx) and the question or subheading for each item to which you are responding on each page. Please be as accurate as possible on Page 2 in reporting the number of individuals benefiting (AUDIENCE) and the number of artists participating in the New Mexico Arts-funded programs (ARTISTS). These numbers are important to us for our reporting purposes. Remember to complete and sign the bottom of Page 2.

C. SUPPLEMENT TO FINAL NARRATIVE REPORT (this form may be handwritten)

Use only this form; please do not generate the form electronically. Estimate, to the best of your knowledge, the audiences, artists, and participants in each of the categories listed. This information is required by and reported annually to the National Endowment for the Arts.

D. FINAL FISCAL REPORT (legible handwriting is fine)

The Final Fiscal Report requests actual figures and in most cases, actual cash expenses will not equal actual cash income. Use numbers rounded to the nearest dollar. Expenses reported on the Final Fiscal Report should be referenced to all submitted Cash Requests. In other words, indicate on this form what actually *did transpire* for income and expense - in all categories listed on the form that apply to the New Mexico Arts-funded programming - during the contract period.

DO NOT include In-Kind in the Total Cash Income or Total Cash Expenses columns.

E. Arts Enterprise Projects Reports

Contact Carol Cooper, Program Coordinator, if you have questions.

Questions about the Final Report Forms? Call 827-6490 or 800-879-4278 (outside Santa Fe).