

FINAL CASH REQUEST & FINAL REPORT FORMS & INSTRUCTIONS

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

- A. *Final Cash Request Form*
- B. *Final Narrative Report (Pages 1 and 2)*
- C. *Supplement to Final Narrative Report (Page 3)*
- D. *Final Fiscal Report (Page 4)*

Instructions

The completed Final Report packet, accompanied by the *Final Cash Request*, must be received by New Mexico Arts **NO LATER THAN JULY 6, 2009**. 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, 2009. Keep a copy of these completed documents for your files.

Failure to submit the *Final Cash Request* and Final Report by July 6, 2009, may deem the contractor ineligible to apply for funding in the following application fiscal year and could result in the loss of remaining funds from the current 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.

3.a Current Cash Request is the amount of New Mexico Arts funds you are currently requesting. (Refer to the form for the minimum 20% for the *Final Cash Request*.)

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 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 (legible handwriting is fine)

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 #09-xxx) and the question/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 (ARTISTS). Remember to complete and sign the bottom of Page 2.

C. SUPPLEMENT TO FINAL NARRATIVE REPORT (legible handwriting is fine)

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 as a total for all arts organizations funded by NMA during the contract period.

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 rounded numbers. 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 your programming - during the contract period.

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

Questions or problems with these forms? Call 827-6490 or 800-879-4278 (outside Santa Fe).