

INSTRUCTIONS

FINAL EXPENDITURE REPORT

Materials related to submitting a request for final payment on an approved Special Legislative Project.

PLEASE NOTE:

IF YOU ARE SUBMITTING THE PROPOSED BUDGET FS-10 AND FINAL EXPENDITURE REPORT FS-10-F AT THE SAME TIME, THEN YOU MUST USE THE FS-10-F LONG FORM.

PROJECTS OVER \$50,000 MUST USE THE FS-10-F LONG FORM.

1. Form FS-10-F Final Expenditure Report for a Federal or State Project:

Submit this form within 30 days following the conclusion of the project. It must be accompanied by a completed "Special Legislative Project Final Program Narrative Report." Be especially sure to complete the "Funding Source" entry on the front page and all the information requested on the last page except for the information requested in the "For Department Use Only" box.

2. Special Legislative Project Final Program Narrative Report:

This report should be completed and submitted together with Form FS-10-F within 30 days following the conclusion of the project.

Outline for Final Program Narrative Report: Referring back to the original Program Narrative completed in connection with this project, please provide the information requested below in accordance with the following outline:

a. As regards to project activities

- (1)** What planned activities were completed?
- (2)** What planned activities, if any, were not completed? Why?

b. As a result of implementing the evaluation procedures and activities described in the original program narrative, please indicate

- (1)** What project goals or objectives were achieved?
- (2)** Were any project goals or objectives not achieved? If not, how do you feel the project could be made more successful in the future, if it were to be implemented again?

- 3. Retain a photo copy of all forms for your files.**
- 4. MAIL: Four (4) completed sets** of the above-referenced materials which should include at least **two (2) FS-10-Fs with an original signature of your agency's Chief Administrator.**

Please Mail to:

**New York State Education Department
Special Legislative Projects Unit
89 Washington Avenue – Room 136 EB
Albany, N.Y. 12234**