

## **2021-2022 CSGP FINAL REPORT – FORM E**

**DEADLINE: Tuesday, November 1, 2022**

The Annual Financial Report for Grants Less than \$100,000 (referred hereinafter as the “Final Report” or FORM E) is submitted annually to the City of Jacksonville’s Office of the Council Auditor for its review. The purpose of the Final Report is to show how CSGP funds were used. FORM E, which is used for the final report, requires more detail than is provided on FORM D of your quarterly reports.

### **Step by Step Instructions for Completing Final Report -FORM E:**

Provide information relating to your 2021-2022 Cultural Service Grant.

Fill in information and columns as indicated below.

#### **Top of Form:**

- Complete contact information for your agency:
  - Name of Agency
  - Program Title (please put “2021-2022 CSGP”)
  - Contact Name
  - Title
  - Address
  - City, State, Zip
  - Phone
  - Email
  - Fax
- Be sure to include fiscal year of your organization.

#### **PART I: REVENUES**

##### **Balance from previous year’s Final Report (if any):**

- Returning Grantees
  - **Remaining balance** - Fill in “Account Balance for End of Year” from your 2020-2021 Final Report. Refer to the approved Final Report FORM E from 2020-2021. If there were any required corrections, the correct version was uploaded into Foundant for you by Cultural Council staff following its approval by the Council Auditor last year. Council Auditor has this in their records, too, and will compare.
- First-year Grantees
  - **Remaining balance** should be ZERO (-0-)

##### **Cultural Service Grant Funds:**

**Approved Budget** - This is your grant award amount. If in doubt, please refer to your contract (also in Foundant, in the “Documents” section for the 2021-2022 process).

**Actual Receipts This Year** - This is the total amount of funding you received from the Cultural Council during 2021-2022 via four grant payments. This amount should match the approved budget amount (unless there is an unusual circumstance of which you will be made aware).

**Bank interest earned in past fiscal year** - Note any interest earned during the grant period (Oct. 1, 2021-Sept. 30, 2022).

## **PART II: EXPENDITURES**

This is how you spent your CSGP grant award. List all transactions in detail:

**Check or Transaction Number** - Please list transactions in chronological order. If there is a number for a direct deposit, indicate that, as well.

**Date** - List the date for each transaction. All transactions should take place within the fiscal year of October 1, 2021-September 30, 2022.

**Payee** - Who received payment

**Purpose** - Briefly describe what expenditure was for (i.e. salary, payroll taxes, artist fee, etc. Please be specific. "Program Expense" is too vague.) Be sure to breakdown expenses exactly as they appear in the line items on CSGP budget REVISED FORM B and FORM D. Please do not combine expense line items.

**Amount** - List exact amount of expenditure.

The balance and total will auto-fill in the column on the far right as expenditures are listed.

### **PAGE TWO**

- If you need more transaction lines, continue to list expenditures on "Page Two" of the FORM E Excel spread sheet. The total of expenditures listed on page two will automatically carry over onto the first page of FORM E for you.
- Be sure to complete name of agency and program title (2021-2022 CSGP) at the top of Page Two.
- Only provide FORM E. Do not attach additional pages. These will be rejected by Council Auditor.

### **PAGE THREE**

- If there are too many expenses to fit the two pages that make up FORM E, the suggested solution is to:
- Create your own supplemental page 3 with the same headers as the existing page two.
- Then on Line 60 of Page Two in the description line put: See supplemental sheet page 3

- And put the total from page 3 in Line 60. That way the existing formulas on page 1 and 2 will calculate the total for your page 3.

**Return to FORM E Page One:**

**Bank Charges for Fiscal Year** - Add bank charges paid during the fiscal year (Oct. 1, 2021-Sept. 30, 2022) below the Totals columns. If any of these charges were reimbursed during the fiscal year, do not include them.

**Account Balance for End of Year:**

- Amount must be \$500 or less.
- Any amount remaining in your CSGP segregated account over \$500 after Sept. 30, 2022 must be returned to the City of Jacksonville via check or money order written from the CSGP account.
- The amount should match your segregated CSGP account bank statement as of Sept. 30, 2022 or bank account reconciliation.

**SIGNATURES:**

- Complete the two signature blocks at the bottom of FORM E.
- The preparer of the form must sign AND the organization's treasurer must sign.
- Council Auditor will only accept the signature of the treasurer so please make arrangements now to coordinate obtaining that signature.
- The Council Auditor also wants to see two different people signing the form.
- If the preparer and the treasurer are the same person, then a third person may sign next to the signature blocks. Please include the person's name, title, and date signed.

**SEPT. 30, 2022 BANK STATEMENT**

- Provide a copy of the Sept. 30, 2022 bank statement.
- The name of the account should indicate that it is the segregated account for your CSGP grant award funds. No other funds should be commingled with the funds in this account.
- The balance should match your "Account balance for End of Year" indicated on FORM E.
- If necessary, attach a copy of the corresponding bank account reconciliation.

**PROVIDE SIGNED COPY OF FORM E AND COPY OF THE BANK STATEMENT/RECONCILIATION TO THE CULTURAL COUNCIL BY TUESDAY, NOVEMBER 1, 2022 IN FOUNDANT.**

**FOUNDANT** – In the past, we have asked organizations to provide hard copies of FORM E and the bank statement to the Cultural Council. This year, you may upload FORM E and the bank statement into a Foundant follow-up.

Per usual, once your Final Report has been approved by the Council Auditor, Cultural Council staff will scan and upload the approved version into Foundant for you to reference when preparing your 2022-2023 CSGP final report.

**CAUTION:**

Timeliness is very important. Reports submitted late to the Council Auditor's Office will result in the organization being put on the Council Auditor's Non-compliance List. Organizations may not receive grant payments while on the non-compliance list.

Council Auditor will return a final report for the slightest error. Taking your time the first time will save much time and effort for all concerned.

Thanks for your assistance in completing this report. Should you have any questions, please contact Amy Palmer ([apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org)).