

Mid-South Substance Abuse Commission
Performance-Based Payable FSR Completion
FY 2006/2007

The Payable FSR must be submitted at the same time as the September, 2007 FSR which is no later than **5 p.m., Wednesday, October 3, 2007**. If you can complete and submit these reports sooner, it will be appreciated.

A payable FSR is completed when there are expenses that have been incurred during FY 2006/2007 but have not been paid for prior to September 30th. When reporting these expenditures, use the Estimated Payables FSR and indicate the expenditure under the **Current Period** column on the appropriate line item. Add the current period expense to the September 2007 **Agreement YTD** and subtract the YTD from the **Budget** to give you an ending estimated **Balance**.

Estimated Payable FSRs that are not completed as directed will be returned to be corrected. Should you have questions or need technical assistance when completing the form, please contact Jill Gawronski, Finance Assistant at 517 337-4406 ext. 115.

LIQUIDATIONS

All Liquidation FSR's must be received by the Mid-South office on or before **5:00 p.m., Friday, November 30, 2007**.

Your final Liquidation FSR report should be labeled, "**Final Liquidation Report**," in the upper right hand corner of the Estimated Payables FSR. When reporting the final expenditures, indicate the final expenditure under the **Current Period** column on the appropriate line item. Add the current period expense to the September 2007 **Agreement YTD** and subtract the YTD from the **Budget** to give you an ending estimated **Balance**.

Thank you.