



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library Literacy Office
WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM
Quarterly Financial Report

Project Number: _____

Grantee: _____

Partner (Business or Educational Provider): _____

REPORT DUE: BUDGET LINE	BUDGET* AMOUNT	October 15 EXPENDED FIRST QUARTER 7/1 - 9/30	January 15 EXPENDED SECOND QUARTER 10/1 - 12/31	April 15 EXPENDED THIRD QUARTER 1/1 - 3/31	July 15 EXPENDED FOURTH QUARTER 4/1 - 6/30	August 15 CONTRACT EXTENSION ** PERIOD 7/1 - 8/15	TOTAL EXPENDED TO DATE
Personnel Contractual Travel Materials, Supplies Other Costs Administrative/ Facilities Costs							
TOTALS:							

Business Match:							
Personnel Contractual Travel Materials, Supplies, Equipment Other Costs Administrative/ Facilities Costs							
TOTALS:							

Submit via email to literacy@ilsos.net.

Person Preparing Report: _____

Email: _____ Telephone Number: _____

*The budget amounts are the approved budget amounts listed in your grant contract. Do not amend these amounts on your own.

**This column refers to grant funds to be spent through the period of 7/1 to 8/15. A contract extension must have been submitted by April 30 and approved before June 30 to report funds in this column.