



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

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Illinois State Library
ENCUMBRANCE REPORT

(Due 45 days after the end of the grant period.)

The Encumbrance Report documents the liquidation of obligated grant funds during the 45 days after the end of the grant period. This final financial report is required for all grantees with grant funds encumbered (obligated) at the end of the grant period.

If all grant funds are disbursed at the end date of the grant period, the Encumbrance Report is not required.

Grantee Agency/Library: _____

Project Number: _____

Project Title: _____

Date of Report: _____

Grantee Staff Member Preparing Report: _____

Email: _____ Telephone Number: _____

Budget Line	Encumbered at the end date of the grant period ¹	Disbursed within the 45 days after the end of the grant period	Grant Funds Remaining
Salaries, Wages, Benefits			
Consultant Fees			
Travel			
Materials, Supplies			
Equipment			
Services			
Administrative/Facilities Costs			
TOTAL			

Explanation:

Email this report as an attachment to: isl_grants@ilsos.net or fax to 217-782-1877. In the subject line indicate Encumbrance Report followed by your Project Number.

Any grant funds not liquidated by the 45th day after the end of the grant period must be refunded to the Illinois State Library. Please make refund check payable to Office of the Secretary of State, include identifying information, and mail the refund check within 45 days to: Illinois State Library, Grants, Rm. 410, 300 S. Second St., Springfield, IL 62701.

For questions, contact the Library Development Group at 1-800-665-5576, ext. 2, or isl_grants@ilsos.net.

¹Amounts encumbered at the end date of the grant period mirror this column from the Final Quarterly Financial Report.

ISL Staff Signature and Date: _____