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Illinois State Library Literacy Office
ADULT VOLUNTEER LITERACY GRANT PROGRAM
PENNY SEVERNS FAMILY LITERACY GRANT PROGRAM
Quarterly Financial Report

Project Number: _____

Grantee Agency: _____

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:							

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.**