

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
MULTI-YEAR PROJECT
QUARTERLY FINANCIAL AND NARRATIVE REPORT
(Due 15 days after the end of each quarter)**

Grantee Agency/Library: _____

Project Number: _____

Project Title: _____

Date of Report: _____

| | | |
|---------------------------------|--|-----------------------|
| Quarter Covered by this Report: | <input type="checkbox"/> July 1 to September 30 (Year) _____ | Report due October 15 |
| | <input type="checkbox"/> October 1 to December 31 (Year) _____ | Report due January 15 |
| | <input type="checkbox"/> January 1 to March 31 (Year) _____ | Report due April 15 |
| | <input type="checkbox"/> April 1 to June 30 (Year) _____ | Report due July 15 |

Grantee Staff Member Preparing Report: _____

Email: _____ Telephone Number: _____

Submit reports by email. Please put Grant Report followed by your project number in the subject line and email the Quarterly Financial and Narrative Grant Report as an attachment to: isl_grants@ilsos.net.

A Quarterly Financial and Narrative Report is due at the Illinois State Library no later than 15 days after the close of each quarter. Quarters are defined as: January-March; April-June; July-September; and October-December of each calendar year. Reports must be submitted for each quarter represented within the dates of the grant agreement.

Reports demonstrate accountability for state and/or federal grant funds. Late reports can delay payments and jeopardize an agency's eligibility to receive grant funds. Per 23 Illinois Administrative Code 3035.140(d), failure of the grant recipient to file required reports on a timely basis or to expend all grant funds may result in suspension of future grant awards for the period of one year.

All grant funds must be obligated and activities must end on or before the ending date listed in the signed agreement. Funds remaining that are not encumbered (obligated) at the end date of the grant period must be refunded to the State Library within 45 days after the grant end date.

Additional Reporting Requirements May Include:

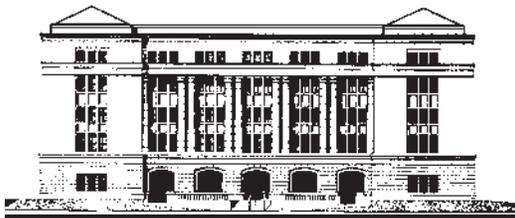
Budget Amendment: It is a grantee's responsibility to monitor activities and expenditures to ensure compliance with the approved budget. A grantee may be required to request a budget amendment if the over-expenditures¹ across all budget lines are anticipated to total more than 10 percent of the grant award. This is a significant variance from the approved budget. It is a grantee's responsibility to request a budget amendment, to align the budget and anticipated actual costs before a significant variance occurs. The Budget Amendment Request may be submitted anytime during the grant period, but no later than 60 days prior to the end of the grant period.

Encumbrance Report: This final financial report is required for all grantees with grant funds encumbered (obligated) at 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. If all grant funds are disbursed at the end date of the grant period, the Encumbrance Report is not required.

Final LSTA Post Project Report: A final report is due 60 days after the end of the grant period for all projects awarded federal Library Services and Technology Act (LSTA) funds. This report is an overview of the whole project, including statistical totals, which is shared with the Institute of Museum and Library Services.

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

¹ The amount spent within a budget line is more than the approved budget amount for that category.



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Quarterly Financial Report

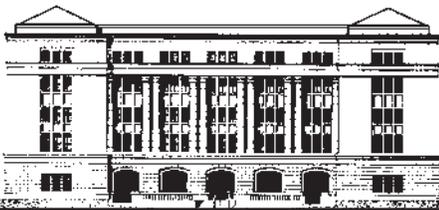
| Budget Line | Approved Budget ² | Previously Reported Disbursements | July 1–Sept. 30 Disbursements | Oct. 1–Dec. 31 Disbursements | Jan. 1–Mar. 31 Disbursements | Apr. 1–June 30 Disbursements | Total Disbursements ³ | Grant Funds Remaining ⁴ | Encumbered ⁵ at the End of the Grant Period |
|---------------------------|------------------------------|-----------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|----------------------------------|------------------------------------|--|
| Salaries, Wages, Benefits | | | | | | | | | |
| Consultant Fees | | | | | | | | | |
| Travel | | | | | | | | | |
| Supplies & Materials | | | | | | | | | |
| Equipment | | | | | | | | | |
| Services | | | | | | | | | |
| Admin. & Facilities Costs | | | | | | | | | |
| TOTAL | | | | | | | | | |

1. Amount requested for reimbursement (if applicable): \$

2. Indicate the time frame for Previously Reported Disbursements _____ to _____

²The approved budget is only modified through a Budget Amendment Request.
³If any combination of budget lines are anticipated to be overspent by more than 10 percent of the total grant award, a budget amendment must be requested before this significant variance occurs.
⁴Based on the final quarterly financial report, the total grant funds remaining that are not encumbered at the end date of the grant period must be refunded within 45 days.
⁵Encumbered represents services or goods incurred during the grant period but not paid yet, with the expectation that these expenses will be paid out over the ensuing 45 days.

ISL Staff Signature: _____ **Date:** _____



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Grants are subject to audit. The grantee must maintain evidence to document the disbursement of grant funds (e.g., invoices and vendors paid for services/goods provided, spreadsheets, profit and loss statements, financial reports).

3. Explain how grant funds were used. When appropriate, please provide the quantity and a short description (e.g., 50 children's science books; 2 educational speakers; 3 laptop computers).

4. Personnel: If employees are compensated with grant funds, payments must be based on documented payrolls for the time actually devoted to project activities.

- How many employees were compensated with grant funds this quarter? _____
- For each employee paid with grant funds, is documentation (e.g., time sheets, payroll records) maintained at your agency to substantiate time/project related activities paid with grant funds and can this documentation be provided if asked?
 Yes No Not applicable, employees were not compensated
- Employees do not earn salary and grant funds for the same hours worked. In other words, they do not "double dip."
 True False Not applicable, employees were not compensated

5. Is this project on target to fully expend the grant dollars as outlined in the approved budget?

- Yes No

6. Report any project revenue or contributions from outside agencies, including a brief statement of source.

