

OREGON STATE LIBRARY

Library Services and Technology Act Financial Status Report Instructions

General Instructions

The reporting form is designed to indicate quarterly and accumulated LSTA expenditures over the life of the project. This report may be used in auditing the grant project.

The reports will be due in accordance with your grant contract. The Financial Status Reports should be prepared by the Fiscal Officer, as designated in the grant application. Completed reports with signature can be scanned, faxed or emailed to ferol.veyand@state.or.us, or mailed to Library Support and Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950. FAX 503-378-6439.

For assistance in completing the Financial Status Report, please contact the Federal Programs Coordinator at the State Library (503-378-5027).

Line-By-Line Instructions

Quarter of Report

Check the applicable box for which grant quarter the report is covering. The final report should not be filled out until all expenditures against the grant have been made. These final expenditures should be completed by the month indicated for materials or services that were ordered or contracted before the grant expired.

LSTA Contract Number

Fill in the LSTA contract number as documented in the upper right hand corner of the first page of the grant contract.

Grantee

Fill in the name of the organization that had the legal standing to sign the grant contract.

Project Title

Fill in the grant project title as documented in the grant contract.

Budget Table

Approved Budget

Fill down in this column with the amount approved to be expended in each budget category as documented in the **grant contract** in **Appendix A**. This column will only change if you do an official grant modification form.

Total Outlays This Report

Fill down in this column with the amount of funds actually expended, or paid out, in each budget category in the quarter for which the report is being submitted.

LSTA Financial Status Report Instructions

Total Outlays to Date

Fill down in this column with the total amount of funds actually expended, or paid out, in each budget category since the grant began. The amount in "Total Outlays This Report" on the current quarterly report added to the amount in "Total Outlays to Date" from the last report should be added together to come up with the amount to be reported on the current quarterly report.

Unliquidated Obligations

Fill down in this column with the amount of funds encumbered (that is a firm commitment to spend was made) in each budget category during the quarter. Please note that personnel costs, contractual or otherwise, may not be encumbered.

Unobligated Grant Balance

Fill down in this column with amount of funds remaining to be spent in each budget category. This amount results from subtracting the sum of "Total Outlays to Date" and "Unliquidated Obligations" from the "Approved Budget". A negative number may result in this column if funds were transferred among the budget categories. Such transfers are allowable so long as cumulative transfers among the categories do not exceed ten percent (10%) of the total approved budget. We want to work with you to have the whole award spent out – please contact us if you have a positive unobligated grant balance in the last quarter of the grant.

Program Income Received to Date

Program income is to be reported **only** if selling something as an activity of the grant was approved after being proposed in the grant application. It is very rare that LSTA grants yield program income. If program income was approved, the receipts must be reported quarterly.

Program Income Expended to Date

See above. If program income was approved, the expenditures must be reported quarterly. Program income must be spent on grant activities.

Interest Accrued on Federal Funds Advanced During This Quarter

An accounting of interest accrued must be kept and reported if federal funds are retained by a subgrantee over 29 days.

Certification

The authorized fiscal officer signs to certify that the financial data is correct and complete, and that expenditures made were for authorized purposes of the grant.