

Sample Financial Reports

Please use the following samples as a reference when completing each quarterly fiscal report.

(See “LSTA 8 Instructions” in reporting packet for details on how to complete each report)

Quarterly Financial Report

Grant Award I.D.: _____

Sample 1 – First Quarter

Fiscal Year: _____

Quarter		
1 st	July - September	<input checked="" type="checkbox"/>
2 nd	October - December	<input type="checkbox"/>
3 rd	January - March	<input type="checkbox"/>
4 th	Apr – Project End Date	<input type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

Send ORIGINAL (please sign in blue ink) and two copies to:

California State Library
Fiscal Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

	(1) Current Approved Budget	(2) 1 st Quarter	(3) 2 nd Quarter	(4) 3 rd Quarter	(5) 4 th Quarter	(6) Total Expended/ Encumbered	(7) Outstanding Encumbrances at Close of 4 th Qtr.	(8) Liquidation of Outstanding Project End Encumbrances	(9) Unexpended/ Unencumbered Balance
(a)	\$47,000	\$9,825	\$0	\$0	\$0	\$9,825	\$0	\$0	\$37,175
(b)	\$2,550	\$180	\$0	\$0	\$0	\$180	\$0	\$0	\$2,370
(c)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(d)	\$13,000	\$2,190	\$0	\$0	\$0	\$2,190	\$0	\$0	\$10,810
(e)	\$6,950	\$1,737	\$0	\$0	\$0	\$1,737	\$0	\$0	\$5,213
(f)	\$69,500	\$13,932	\$0	\$0	\$0	\$13,932	\$0	\$0	\$55,568

(a) Salaries and Benefits

(c) Equipment

(e) Indirect Costs

(b) Materials

(d) Operating Expenses

(f) Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Financial Report

Grant Award I.D.: _____

Sample 2 – Second Quarter

Fiscal Year: _____

Quarter	
1 st July - September	<input type="checkbox"/>
2 nd October - December	<input checked="" type="checkbox"/>
3 rd January - March	<input type="checkbox"/>
4 th Apr - Project End Date	<input type="checkbox"/>
Liquidation	<input type="checkbox"/>

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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Fiscal Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

	(1) Current Approved Budget	(2) 1 st Quarter	(3) 2 nd Quarter	(4) 3 rd Quarter	(5) 4 th Quarter	(6) Total Expended/ Encumbered	(7) Outstanding Encumbrances at Close of 4 th Qtr.	(8) Liquidation of Outstanding Project End Encumbrances	(9) Unexpended/ Unencumbered Balance
(a)	\$47,000	\$9,825	\$10,790	\$0	\$0	\$20,615	\$0	\$0	\$26,385
(b)	\$2,550	\$180	\$845	\$0	\$0	\$1,025	\$0	\$0	\$1,525
(c)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(d)	\$13,000	\$2,190	\$3,979	\$0	\$0	\$6,169	\$0	\$0	\$6,831
(e)	\$6,950	\$1,737	\$1,737	\$0	\$0	\$3,474	\$0	\$0	\$3,476
(f)	\$69,500	\$13,932	\$17,351	\$0	\$0	\$31,283	\$0	\$0	\$38,217

- | | | |
|---------------------------|------------------------|--------------------|
| (a) Salaries and Benefits | (c) Equipment | (e) Indirect Costs |
| (b) Materials | (d) Operating Expenses | (f) Total |

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Financial Report

Grant Award I.D.: _____

Fiscal Year: _____

Sample 3 – Third Quarter

Quarter	
1 st July - September	<input type="checkbox"/>
2 nd October - December	<input type="checkbox"/>
3 rd January - March	<input checked="" type="checkbox"/>
4 th Apr - Project End Date	<input type="checkbox"/>
Liquidation	<input type="checkbox"/>

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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California State Library
Fiscal Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

	(1) Current Approved Budget	(2) 1 st Quarter	(3) 2 nd Quarter	(4) 3 rd Quarter	(5) 4 th Quarter	(6) Total Expended/ Encumbered	(7) Outstanding Encumbrances at Close of 4 th Qtr.	(8) Liquidation of Outstanding Project End Encumbrances	(9) Unexpended/ Unencumbered Balance
(a)	\$47,000	\$9,825	\$10,790	\$18,265	\$0	\$38,880	\$0	\$0	\$8,120
(b)	\$2,550	\$180	\$845	\$728	\$0	\$1,753	\$0	\$0	\$797
(c)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(d)	\$13,000	\$2,190	\$3,979	\$4,132	\$0	\$10,301	\$0	\$0	\$2,699
(e)	\$6,950	\$1,737	\$1,737	\$1,737	\$0	\$5,211	\$0	\$0	\$1,739
(f)	\$69,500	\$13,932	\$17,351	\$24,862	\$0	\$56,145	\$0	\$0	\$13,355

(a) Salaries and Benefits

(c) Equipment

(e) Indirect Costs

(b) Materials

(d) Operating Expenses

(f) Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Financial Report

Grant Award I.D.: _____

Sample 4 – Fourth Quarter

Fiscal Year: _____

Quarter	
1 st July - September	<input type="checkbox"/>
2 nd October - December	<input type="checkbox"/>
3 rd January - March	<input type="checkbox"/>
4 th Apr - Project End Date	<input checked="" type="checkbox"/>
Liquidation	<input type="checkbox"/>

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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	(1) Current Approved Budget	(2) 1 st Quarter	(3) 2 nd Quarter	(4) 3 rd Quarter	(5) 4 th Quarter	(6) Total Expended/ Encumbered	(7) Outstanding Encumbrances at Close of 4 th Qtr.	(8) Liquidation of Outstanding Project End Encumbrances	(9) Unexpended/ Unencumbered Balance
(a)	\$47,000	\$9,825	\$10,790	\$18,265	\$8,120	\$47,000	\$2,150	\$0	\$2,150
(b)	\$2,550	\$180	\$845	\$728	\$797	\$2,550	\$455	\$0	\$455
(c)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(d)	\$13,000	\$2,190	\$3,979	\$4,132	\$2,699	\$13,000	\$1,922	\$0	\$1,922
(e)	\$6,950	\$1,737	\$1,737	\$1,737	\$1,739	\$6,950	\$0	\$0	\$0
(f)	\$69,500	\$13,932	\$17,351	\$24,862	\$13,355	\$69,500	\$4,527	\$0	\$4,527

(a) Salaries and Benefits

(c) Equipment

(e) Indirect Costs

(b) Materials

(d) Operating Expenses

(f) Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Quarterly Financial Report

Grant Award I.D.: _____

Sample 5 – Liquidation

Fiscal Year: _____

Quarter	
1 st July - September	<input type="checkbox"/>
2 nd October - December	<input type="checkbox"/>
3 rd January - March	<input type="checkbox"/>
4 th Apr - Project End Date	<input type="checkbox"/>
Liquidation	<input checked="" type="checkbox"/>

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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Fiscal Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

	(1) Current Approved Budget	(2) 1 st Quarter	(3) 2 nd Quarter	(4) 3 rd Quarter	(5) 4 th Quarter	(6) Total Expended/ Encumbered	(7) Outstanding Encumbrances at Close of 4 th Qtr.	(8) Liquidation of Outstanding Project End Encumbrances	(9) Unexpended/ Unencumbered Balance
(a)	\$47,000	\$9,825	\$10,790	\$18,265	\$8,120	\$47,000	\$2,150	\$2,150	\$0
(b)	\$2,550	\$180	\$845	\$728	\$797	\$2,550	\$455	\$455	\$0
(c)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(d)	\$13,000	\$2,190	\$3,979	\$4,132	\$2,699	\$13,000	\$1,922	\$1,922	\$0
(e)	\$6,950	\$1,737	\$1,737	\$1,737	\$1,739	\$6,950	\$0	\$0	\$0
(f)	\$69,500	\$13,932	\$17,351	\$24,862	\$13,355	\$69,500	\$4,527	\$4,527	\$0

(a) Salaries and Benefits

(c) Equipment

(e) Indirect Costs

(b) Materials

(d) Operating Expenses

(f) Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.