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**Quarterly Financial and Narrative Report for LLSAP Membership Grant
(Due 30 days after the end of each quarter)**

Grantee Agency/Library:

Project Number:

Project Title:

Date of Report:

Quarter Covered by this Report:

July 1 to September 30	Report due October 30
October 1 to December 31	Report due January 30
January 1 to March 31	Report due April 30
April 1 to June 30	Report due July 30

Grantee Staff Member Preparing Report

Name:

Email:

Telephone Number:

A quarterly financial and narrative report is due to RAILS no later than 30 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 grant funds. Late reports can delay payments and jeopardize an agency's eligibility to receive grant funds.

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 RAILS within 45 days after the grant end date.

Budget Amendment: It is the grantee's responsibility to monitor activities and expenditures to ensure compliance with the approved budget for each grant. 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% of the grant award. This is considered a significant variance from the approved budget. It is the 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: A 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.

Submission: Submission of reports by email is preferred. Please put Grant Reports followed by your library name and project number in the subject line and email the report as an attachment to anne.slaughter@railslibraries.info.

For questions, contact the RAILS Director, Technology Services at anne.slaughter@railslibraries.info.

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

Quarterly Financial Report

Budget Line	Previous Fiscal Year Disbursements	Approved Budget ²	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 End of the Grant Period
Vendor and LLSAP Fees									
Data Export									
Data Load									
Retrospective Conversion									
Equipment and Supplies									
Other Costs									
TOTAL									

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

1. The approved budget is only modified through a Budget Amendment Request.
2. If any combination of budget lines are anticipated to be overspent by more than 10% of the total grant award, a budget amendment must be requested before this significant variance occurs.
3. Based 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.
4. Encumbered 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.

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 and goods provided, spreadsheets, profit and loss statements, financial reports).

2. Itemize what was actually purchased with grant funds. As appropriate, provide the quantity and a short descriptor (e.g., 1000 barcode stickers; 1 receipt printer; 2 staff workstations).

3. 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., timesheets, 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.”

Yes No Not applicable, employees were not compensated

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

Yes No

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

6. Has there been, or do you anticipate any deviation to the approved target audience and need?

No

Yes, explain:

7. Has there been, or do you anticipate any deviation to the approved project schedule?

No

Yes, explain:

8. Describe methods, activities, or services and evaluations utilized during the reporting period towards achieving outcomes. Include any results to date: