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## Quarterly Financial and Narrative Report for Catalog Membership Grant

(Due 30 days after the end of each quarter)

Grantee Agency/Library:

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:

Phone 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, beginning when funds are received and ending when all funds are expended and project activities are complete.

All grant funds must be obligated and activities must end on or before the ending date listed in the signed agreement. If the project cannot be completed before the ending date, an extension request must be submitted and approved. 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.

Submission: Submission of reports by email is preferred. Please put Grant Reports followed by your library name in the subject line and email the report as an attachment to [anne.slaughter@railslibraries.org](mailto:anne.slaughter@railslibraries.org).

For questions, contact the RAILS Director of Technology Services at [anne.slaughter@railslibraries.org](mailto:anne.slaughter@railslibraries.org).

## Quarterly Financial Report

Budget Line	Approved Budget <sup>1</sup>	Previous Fiscal Year Disbursements	July 1–Sept 30 Disbursements	Oct 1–Dec 31 Disbursements	Jan 1–Mar 31 Disbursements	Apr 1–June 30 Disbursements	Total Disbursements	Grant Funds Remaining <sup>2</sup>	Encumbered at End of the Grant Period <sup>3</sup>
Vendor and LLSAP Fees									
Retrospective Conversion									
Equipment and Supplies									
Other Costs									
TOTAL									

1. Enter approved funding from grant application and/or final award letter.
2. 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 to RAILS within 45 days.
3. 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, financial reports).**

1. 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).

2. Describe project activities undertaken during the quarter covered by this report.

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

No

Yes, explain: