

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

Sample 1 – First Quarter

Quarter		
1 st	Jul, Aug, Sep	<input checked="" type="checkbox"/>
2 nd	Oct, Nov, Dec	<input type="checkbox"/>
3 rd	Jan, Feb, Mar	<input type="checkbox"/>
4 th	Apr, May, Jun	<input type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: _____

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

	Current Approved Budget (1)	1 st Quarter (2)	2 nd Quarter (3)	3 rd Quarter (4)	4 th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
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.	\$13,000	\$2,190	\$0	\$0	\$0	\$2,190	\$0	\$0	\$10,810
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
b. Materials

c. Operating Expenses
d. Equipment

e. Indirect Costs
f. Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

Quarterly Financial Report

Sample 2 – Second Quarter

Quarter		
1 st	Jul, Aug, Sep	<input type="checkbox"/>
2 nd	Oct, Nov, Dec	<input checked="" type="checkbox"/>
3 rd	Jan, Feb, Mar	<input type="checkbox"/>
4 th	Apr, May, Jun	<input type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: _____

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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

	Current Approved Budget (1)	1 st Quarter (2)	2 nd Quarter (3)	3 rd Quarter (4)	4 th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
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.	\$13,000	\$2,190	\$3,979	\$0	\$0	\$6,169	\$0	\$0	\$6,831
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
b. Materials

c. Operating Expenses
d. Equipment

e. Indirect Costs
f. Total

NOTE: Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment. Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

Quarterly Financial Report

Sample 3 – Third Quarter

Quarter		
1 st	Jul, Aug, Sep	<input type="checkbox"/>
2 nd	Oct, Nov, Dec	<input type="checkbox"/>
3 rd	Jan, Feb, Mar	<input checked="" type="checkbox"/>
4 th	Apr, May, Jun	<input type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: _____

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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P.O. Box 942837
Sacramento, CA 94237-0001

	Current Approved Budget (1)	1 st Quarter (2)	2 nd Quarter (3)	3 rd Quarter (4)	4 th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
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.	\$13,000	\$2,190	\$3,979	\$4,132	\$0	\$10,301	\$0	\$0	\$2,699
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
- b. Materials

- c. Operating Expenses
- d. Equipment

- e. Indirect Costs
- f. Total

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Quarterly Financial Report

Sample 4 – Fourth Quarter

Quarter		
1 st	Jul, Aug, Sep	<input type="checkbox"/>
2 nd	Oct, Nov, Dec	<input type="checkbox"/>
3 rd	Jan, Feb, Mar	<input type="checkbox"/>
4 th	Apr, May, Jun	<input checked="" type="checkbox"/>
	Liquidation	<input type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: _____

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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Sacramento, CA 94237-0001

	Current Approved Budget (1)	1 st Quarter (2)	2 nd Quarter (3)	3 rd Quarter (4)	4 th Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 th Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
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.	\$13,000	\$2,190	\$3,979	\$4,132	\$2,699	\$13,000	\$1,922	\$0	\$1,922
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	\$0	\$4,527

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

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Quarterly Financial Report

Sample 5 – Liquidation

Quarter		
1 st	Jul, Aug, Sep	<input type="checkbox"/>
2 nd	Oct, Nov, Dec	<input type="checkbox"/>
3 rd	Jan, Feb, Mar	<input type="checkbox"/>
4 th	Apr, May, Jun	<input type="checkbox"/>
	Liquidation	<input checked="" type="checkbox"/>

Grant Award I.D.: _____

Fiscal Year: _____

Project title: _____

Grantee: _____

Telephone: _____ E-mail: _____

Completed by: _____ Title: _____

Signature: _____ Date: _____

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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.	\$13,000	\$2,190	\$3,979	\$4,132	\$2,699	\$13,000	\$1,922	\$1,922	\$0
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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
- b. Materials
- c. Operating Expenses
- d. Equipment
- e. Indirect Costs
- f. Total

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