Instructions for Completing the LSTA Financial Final Report

Please enter the following:

**LIBRARY –** your library’s name

**PROJECT NUMBER –** the project number assigned by the state library. It will begin with either **T21-2-2** (technology) or **D21-1-3** (digitization) and can be found in your contract.

**PROJECT TITLE** – Name you gave your project

**LOCAL CASH MATCH**

Column 1 – Budget – amount originally budgeted for matching/in-kind funds

Column 2 – Disbursements – actual expenditures from match funds

Column 3 – Outstanding P.O.s – amount of any purchase orders you have yet to pay in full using match funds

Column 4 – Unencumbered Balance – difference between the budgeted cash match and actual expenditures. This is an automatic total. It can be a negative number, indicating more was spent than budgeted.

**FEDERAL LSTA FUNDS**

Column 5 – Budget – amount of LSTA award as listed on your award letter and contract

Column 6 – Disbursements – actual expenditures from grant funds

Column 7 – Outstanding P.O.s – amount of any purchase orders you have yet to pay in full using LSTA funds

Column 8 – Unencumbered Balance – Unencumbered Balance – difference between the budgeted LSTA expenditures and actual expenditures. This is an automatic total. It can be a negative number, indicating more was spent than budgeted.

**TOTAL PROJECT FUNDS**

Columns 9 – 11 will automatically calculate based on data entered in previous columns.