



LSTA Financial Report
MakerKit Grant

Office of Commonwealth Libraries

Final due October 31

Grantee: _____
 Grant # (FC or MO): _____
 Project Title: _____
 Completed by: _____
 Telephone: _____

Total Grant Amount: _____
 Title: _____
 Email: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, debursements and csah receipts are for the propose and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Authorized Representative Signature: _____ Date: _____

Please round to the nearest whole number when completing this form.

Click the Budget Category heading below for a description of each category.

Budget Category	Current Approved Budget	Final	Balance (Unexpended Funds)
Salaries/Wages/Benefits			
Consulting Fees			
Travel (at state rate)			
Supplies/Materials			
Equipment			
Services			
Indirect Costs			
Grant Totals			
Cash Match			
In-Kind			
Project Totals			

Electronically submit LSTA Financial Report to: ra-lsta@pa.gov
 Please put LSTA Quarterly Report **OR** Final Report respectively, followed by the Grant Number in the subject line.

Mail signed LSTA Financial Reports to: Pennsylvania Department of Education
 Office of Commonwealth Libraries
 ATTN: LSTA
 Forum Building
 607 South Drive
 Harrisburg, PA 17120-0600

Failure to submit these reports timely could have an effect on the final grant payment.



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Please enter the LSTA, Cash Match and In-Kind amount for this quarter. The Total column will auto calculate.
In addition, a description for each expenditure for this quarter is required.

Budget Category	LSTA	Cash Match	In-Kind	Total
Salaries/Wages/Benefits				
<i>Description:</i>				
Consulting Fees				
<i>Description:</i>				
Travel (at state rate)				
<i>Description:</i>				
Supplies/Materials				
<i>Description:</i>				
Equipment (>\$5,000 per unit)				
<i>Description:</i>				
Services				
<i>Description:</i>				