

## Office of Commonwealth Libraries

The contents of the “Budget Categories” in the PA LSTA Grant Application and Financial Report are explained in the table below. Use this list to help you understand what line, of the reports, your expenditures should be recorded in.

### Budget Categories

These are IMLS identified required budget categories for organizations who receive LSTA State grants.

| Category                                | Description   |
|---|---|
| Salaries/Wages/Benefits                 | Includes people in the position(s) directly involved in the project paid through LSTA, Cash Match or In-Kind (funding for staff can be included but only for the duration of the project).  |
| Consulting Fees                         | Includes all expenses related to acquiring the services of a consultant for a specific activity within the project. The expenses include consultant fees, travel, accommodations and support services.  |
| Travel (at State rates)                 | Includes travel costs for project staff and/or participants. Travel must be related to project activities and considered educational, not entertainment. This includes transportation as well as costs and fees for educational sites, meetings or programs if appropriate.<br><br>Please Note: Travel must be the most economical mode of transportation, considering travel time, costs and purpose for travel. |
| Supplies/Materials                      | Includes costs for supplies and materials purchased specifically for the project. This includes: books, non-print resources, software, virtual or tangible materials, and computing devices if the acquisition cost per unit is less than \$5,000.<br><br>Also includes, office and library supplies such as books, periodicals, audiovisual formats, microforms, and other library materials                     |
| Equipment (Items over \$5,000 per unit) | Equipment has an acquisition cost that equals or exceeds \$5,000 per unit and is an article of nonexpendable, tangible property having a useful life of more than one year.   |
| Services                                | Services may include, but are not limited to, hiring a firm to provide instruction and training as well as technical assistance, outsourcing, databases, reference services, publicity and maintenance of equipment.  |



# LSTA Quarterly Fiscal Report

Office of Commonwealth Libraries

1st Quarter (October 1 - December 31) - Due January 15  
 2nd Quarter (January 1 - March 31) - Due April 15  
 3rd Quarter (April 1 - June 30) - Due July 15  
 Final (July 1 - September 30) - Due October 31

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

Grantee: \_\_\_\_\_  
 Grant # (FC or MO): \_\_\_\_\_ Total Grant Amount: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Completed by: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Budget Category         | Current Approved Budget | First Quarter<br>(Actual Expenditures) | Second Quarter<br>(Actual Expenditures) | Third Quarter<br>(Actual Expenditures) | Final | Balance<br>(Unexpended Funds) |
|-------------------------|-------------------------|--|---|--|-------|-------------------------------|
| Salaries/Wages/Benefits |                         |  |   |  |       |                               |
| Consulting Fees         |                         |  |   |  |       |                               |
| Travel (at state rate)  |                         |  |   |  |       |                               |
| Supplies/Materials      |                         |  |   |  |       |                               |
| Equipment               |                         |  |   |  |       |                               |
| Services                |                         |  |   |  |       |                               |
| Indirect Costs          |                         |  |   |  |       |                               |
| <b>Grant Totals</b>     |                         |  |   |  |       |                               |
| Cash Match              |                         |  |   |  |       |                               |
| In-Kind                 |                         |  |   |  |       |                               |
| <b>Project Totals</b>   |                         |  |   |  |       |                               |

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

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

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