

# Step-by-step instructions for completing the IMLS State Program Financial Status Report (FSR) for 2008

In completing the online form, you will only need to make entries in the cells that are shaded in **Light Green**; all the other cells are locked. The cells shaded in **Yellow** have formulas built-in and will make the necessary calculations for you. The cells shaded in **Gray** do not need your input. You may make your entries in the **Light Green** cells in any order you like; the formulas will take care of the rest.

If you have trouble using the form, or if it does not seem to meet your unique needs, you may ask for a similar form that does not have any formulas; this is a form that can be completed on a computer and printed out for the Authorized Official's signature, or that can be printed out so that all of the data can be completed by some other means.

Upper right corner of form: "State" Enter the complete name of your state.

Item 2 – Federal Grant: Enter the ten-digit Grant Award Number for your state's FY-2008 Award. (The calculating version of the form will format raw numbers)

Item 3 – Recipient Organization: Enter the name of your State Library Administrative Agency (a.k.a., the SLAA) along with the complete address.

Item 4 – Employer Identification Number: Enter the EIN for your SLAA.

Item 5 – Recipient Account Number: Enter the applicable number, if you use one.

Item 6 – Final Report: After printing the form, check "Yes" if this is your "Final" FSR for FY-2008; check "No" if this is an "Interim" FSR. You cannot submit an Interim Report unless you have received approval from IMLS and a Final submission date has been approved.

Item 10 a – Total SLAA funds: Enter the total State funds that were appropriated to and expended by your SLAA to support the purposes of LSTA, including SLAA funds to support the Five-Year Plan. These funds must be in the SLAA Budget. This figure will represent your **MOE**.

Item 10 b (1) – SLAA funds – Five-Year Plan: Enter the state funds that the SLAA expended to specifically support your state's current Five-Year Plan.

Item 10 b (2) – Local or private funds – Five-Year Plan: Enter the funds that local governments, corporations, and foundations expended to specifically support your state's current Five-Year Plan.

Item 10 b (3) – Total of (1) and (2) above (Match): Enter the total of 10 b (1) and 10 b (2) above. The figure that you enter must meet or exceed the amount of "State Matching Funds" listed for your state on the FY-2008 LSTA Allotment Table.

Item 10 c – All other recipient outlays: Enter the amount of any other funds that were used to support library development, but that are not reported in lines a and b (1-3).

Item 10 d – Total recipient share of net outlays: Enter the sum of lines a, b (2) and c).

Item 10 e – Total Federal funds authorized (Allotment): Enter the amount of the federal award (the state's Allotment) applicable to this FSR.

Item 10 f – Total unliquidated obligations: Enter the amount of any FY-2008 LSTA funds that you have obligated by Sep. 30 but will not have liquidated by Dec. 30. (You can only do this if you have received prior approval from State Programs staff to go beyond the 90-day liquidation period) These are funds that you fully expect will be spent.

Item 10 g – Unobligated balance of Federal funds: Enter the amount of FY-2008 LSTA funds that were not obligated before Sep. 30 or that your SLAA will not be able to liquidate within the Grant Award Period, including any extensions provided by State Programs staff. These are funds that you know will not be spent and will have to be written off.

Item 10 h – Federal share of net outlays: Enter the total of e minus f and g.

Item 10 i – TOTAL OUTLAYS: Enter the total of d and h.

Item 11 a – LSTA Administration Costs claimed by the SLAA: Enter the amount of the FY-2008 Allotment (a.k.a., Grant Award) that your SLAA received.

Item 11 a – Allowable: Enter 4% of the FY-2008 Allotment (a.k.a., Grant Award) that your SLAA received.

Item 11 a – Actual: Enter the amount (if any) of FY-2008 LSTA funds your SLAA spent to administer the program. This figure cannot exceed amount shown in "Allowable" which represents 4% of your Allotment.

Item 11 a – Difference: Enter the difference between the amount Allowable and your Actual federal expenses to administer the program.

Item 11 b – IMLS-approved date obligations expected to liquidate: Enter the date that has been agreed-to by State Programs staff for you to extend your liquidation period. On or before that date you must submit a Final FSR to reflect any changes. This refers to item 10 f above.

Bottom left of page – Name and Title: Enter the name and title of the SLAA's current "Authorized Official" as reflected on the form entitled "State Legal Officer's Certification of Authorized Certifying Official" that has been submitted by the SLAA and is on file at the State Programs office.

Bottom right of page –Telephone: Enter the telephone number for the "Authorized Official".

Bottom left of page – Signature of Authorizing Certifying Official: The "Authorized Official" should sign the form here in Blue ink.

Bottom right of page – Date Report Submitted: Enter the date the form is being submitted to the State Programs office. In the case of a re-submission of the form, enter the new date of submission along with the word "Revised".