

COMMONWEALTH OF KENTUCKY
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
Instructions for Financial Expenditure Report

EXHIBIT E1

Shaded areas of the report are reserved for use by the Kentucky Department for Libraries and Archives.

Please complete all other areas of the form, as appropriate, based on the instructions detailed below.

- Report number: Indicate the number of the report being submitted. If this is the first report required for this subgrant, enter 1; if it is the second report, enter 2; etc.
- Final report: If this is not the final report for this subgrant, check "No". If it is the final report, check "Yes".
- Period covered by this report: For the report being submitted, enter the beginning and ending dates for the period being reported. These dates should correspond to the dates supplied on Exhibit C in the grant agreement.
- Amount spent to date: For the report being submitted, by line item category, enter the cumulative amount of funds spent by the ending date of the reporting period. Include copies of receipts for purchases made.

SUMMARY SECTION

- Total grant funds received to date: Enter the total amount of grant funds received by the end of the period covered by the current report. This should equal the total of the approved budget amount column.
- Total grant funds spent to date: Enter the total amount of grant funds paid by the end of the period covered by the current report. This should equal the total of the amount spent to date column.
- Available grant funds: Calculate this amount by taking the total grant funds received to date less the total grant funds spent to date. This will be the total amount of grant funds available at the end of the reporting period. If this is the FINAL report, this amount should be zero.
- Total interest earned: Enter the cumulative amount of interest earned on grant funds deposited in the project account from the first deposit date through the ending date of the reporting period. This is the total amount of interest that has accumulated from the beginning of the project through the ending date of the report.
Important: This is supplemental information only and should not be included in any other amount on the report.
- Signature / Title / Date: The individual certifying to the accuracy and completeness of the report must be the project director or their officially designated representative. Include the title of the signing individual and the date of signature.

The Financial Expenditure Report may be completed electronically, but must be submitted in hardcopy with original signatures. Go to www.kdla.ky.gov/information/grants.htm or contact Nicole Bryan: nicole.bryan@ky.gov, 502-564-8300, ext 304.