**California State Library – Stronger Together**

**Financial Expenditure Detail Report**

This report is due on the date listed in the Grant Agreement and Certification of Compliance for this project. This document was part of your grant award packet.

Work with your assigned Library Programs Consultant or Project Advisor to complete this report. Once complete, attach the **unsigned** form to your report in the report portal. **The grant monitor will review all reports at a set date and time following the report deadline.** Upon review, you will receive an email from your grant monitor notifying you that your report has either been approved or a revision is needed. If a revision is needed, resubmit the report to your grant monitor for approval after you have made the requested revision. Once approved the report document will be sent to you via DocuSign for signature.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant Award #: | |  | | | Fiscal Year: | 2021-2022 | | | Grantee Organization: |  | | | |
| Project Title: |  | | | | | | | | Project Coordinator: |  | | Telephone: |  |
| Organization Director: | | |  | | | | Title: |  | | | Telephone: |  | |
| Signature of Director: | | | |  | | | | | | | | | |

Expenditures reported are for the full project period. The total for each category in the State Funds column will equal column (8) on the January – March Financial Report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXPENDITURE DETAIL | State Funds | Cash Match | In-Kind | Description |
| (a) Salaries/Wages/Benefits (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Salaries/Wages/Benefits | $0 | $0 | $0 |  |
| (b) Consultant Fees (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Consultant Fees | $0 | $0 | $0 |  |
| (c) Travel (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Travel | $0 | $0 | $0 |  |
| (d) Supplies/Materials (see instructions for definition) | |  |  |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Supplies/Materials | $0 | $0 | $0 |  |
| EXPENDITURE DETAIL (continued) | State Funds | Cash Match | In-Kind | Description |
| (e) Equipment (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Equipment | $0 | $0 | $0 |  |
| (f) Services (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
|  | $0 | $0 | $0 |  |
| Total Services | $0 | $0 | $0 |  |
| (h) Indirect Costs (see instructions for definition) | | | | |
|  | $0 | $0 | $0 |  |
| Total Indirect | $0 | $0 | $0 |  |
| Grand Total | $0 | $0 | $0 |  |

# General Reporting Guidance

* Descriptions should be brief and concise while providing enough detail to:
  + Justify the cost by showing how it supported the project
  + Demonstrate that the cost is reasonable
* Pay attention to the funding source categories on the form and ensure you entering costs into the appropriate columns.
* For expenditures that were paid for using a combination of State funds and matching funds or in-kind contributions, please distinguish between the two funding sources in the description.

### Salaries/Wages/Benefits

* Position title(s) and full time equivalent (FTE) and a description of the staff member’s contribution to the project must be included for each line item in Salaries/Wages and Benefits including positions funded with grant funds and positions funded with Match funds. Interns receiving an hourly wage for time spent directly on project-related activities should be listed here with their title.

### Consultant Fees

* For each consultant who contributed to the project, include: their name(s)/firm name(s), a description of their expertise, and a description of their contribution to the project

### Travel

* For travel costs, state what the travel was for, the number of travelers and who traveled, and describe the costs included (airfare, lodging, mileage at approved State rate, etc.). The current state rate for mileage reimbursement, lodging, and meals can be found here: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

### Supplies

* Include the types and quantities of supplies/materials purchased specifically for the project.
* Note: some items, such as program supplies, can be “bundled.” For example, 50 early literacy kits, each containing five picture books, one character puppet, and a tip sheet.
* If you have a line item for a purchase relating to a kit, include the number of kits and/or supplies.

### Equipment

* Include the types and quantities of equipment acquired.
* The equipment category should only be used for single items/units costing $5,000 or more.

### Services

* Subscriptions, licenses (including eBooks), and registration fees are Services, not Supplies
* Include here the cost of services provided by contractors, including interns working under contract, and the services provided.
* Interns receiving a scholarship for education and workforce development activities should be included here.

### Indirect Costs

* Include here costs for items and activities that contributed indirectly to the project.
* Indirect costs description must:
  + Describe the expenses (e.g. office space, rent, utilities, indirect staffing costs, equipment, etc.)
  + Show how the indirect was calculated