LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
Summary Financial Report Instructions

This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project.

Awardees complete the financial report on a quarterly basis, unless otherwise specified (please refer to the Award Agreement and Certification of Compliance document for reporting schedule).

The purpose of this report is to capture quarterly expenditures, allowing the awardee, project advisors, and State Library staff to ensure project spending remains on track.

Completing the Financial Report

All required LSTA reports including the Financial Report will be completed in the State Library's online grants management system, Zengine. Please visit the Manage Your Current Grant webpage to locate the Zengine portal link for your grant opportunity.

In consultation with your project support team, complete all applicable fields in the report.

- Once you are logged into Zengine, click the blue Open button next to the Financial Report. Then, click the green New Item button.
- For each budget category, fill in the dollar amount of LSTA funding expended during the project period.
- When complete, select the blue "Mark Complete" button.
- Once the report has been submitted, the Grant Monitor will review your report.

Upon review, you will receive an email from your grant monitor notifying you that the report has been approved or revisions are needed. If revisions are needed, please make the requested revisions to the report in Zengine and resubmit.

Once the report is approved, the grant monitor will send the report for signature via DocuSign. An email notification from DocuSign will be sent requesting the authorized representative's signature. Follow the DocuSign instructions to complete the electronic signature process. The report is not considered complete until the DocuSign signature process is complete.

Outstanding encumbrances at project end and liquidation

Once the project period has ended, no new expenditures may be generated, nor may any additional project activities occur.

If unexpended funds are encumbered prior to the project end date, awardees are allowed **45 days** to liquidate those encumbrances and must submit a **liquidation report** showing this **within 60 days** following the project end date.
Outstanding encumbrances must align with all LSTA rules, regulations, and allowable cost requirements. These encumbrances must support allowable project costs and activities that were incurred/took place during the project period.

All grant funds should be expended in full in support of approved project activities and goals. If your project plans change during the year and you anticipate not spending your grant funds in full, contact your project support team as soon as possible so that the funds can be returned to the State Library and re-awarded to support another project.

If any funds do remain unexpended at the end of the project period, they must be returned following the project end date and submission of final reports. These funds cannot be re-awarded to another project and must be returned by the State Library to the Institute of Museum and Library Services.

Any funds not liquidated are to be captured on the liquidation report which is to be returned within **60 days** of the project end date. The State Library's Fiscal team will contact you following the submission of liquidation reports that involve unexpended funds and provide instructions for returning project funds to the State Library.

Further Assistance

Your project support team is available to provide support to you while you complete your reports.

If you need additional assistance completing this report or for questions regarding Zengine, please contact your Grant Monitor.

If you are not sure who your Grant Monitor is, please refer to your project's award letter included in your award packet or contact LSTAGrants@library.ca.gov.