

Expenditure of Services to Libraries Grant Final Financial Report

Service Center Library: _____

Total Grant Amount: _____

Use of Services to Libraries Funds

Line Item	Original Budgeted Amount	Actual Expenditures	Balance
Personnel			
Books & Other Library Materials			
Selection, Acquisition, Cataloging, & Technical Services			
Continuing Education			
Interlibrary Loan			
Postage & Shipping			
Travel			
Other (Please List Below)			
Total			

Expenditures should be supported by original invoices, sales slips, cash register tapes, time sheets, etc., as well as by checks or vouchers. These items of supporting evidence shall be retained as part of the accounting records for the grant and made available, upon request, for inspection by WVLC, its designated representatives, or any applicable agency of the United States Government. This is to certify that I have reviewed the enclosed Statement of Grant Receipts and Expenditures submitted herewith and, to the best of my knowledge and belief, said statement represents all financial activities related to the receipt, use and expenditure of funds granted by the WVLC to _____ (grantee), and that the expenditures reported were for the purposes intended and in compliance with applicable laws, regulation and requirements outlined by the Library Commission Administrative rule, Title 173. The Statement of Grant Receipts and Expenditures is presented on the \$ _____ (accrual/cash), basis of accounting and is supported by our financial records and related documentation.

Service Center Director

Date

Board of Trustee

Date

State of _____ County _____

(Notary Public)

My Commission Expires: _____