

## Financial Reports

*Typically, you will need to submit an interim financial report after each year of your grant, and a final, cumulative financial report at the end of your grant period. Reporting requirements vary from agency to agency, from program to program, and from year to year. Always refer to the Terms and Conditions provided to you by your grant agency for specific requirements, regulations, and deadlines!*

### INTERIM FINANCIAL REPORTS

Your first interim report is likely to be due 90 days after the one-year mark in your grant. Keep in mind that you're reporting on the expenditures from the first full year of your grant, not everything up to the date you submit the report. For example, if your grant period started September 1, your first interim report will be due no later than November 30; the reporting period would cover September 1 through August 31.

Submit your interim financial report through eGMS Reach using the Forms & Reports Tab.

10a. Cash Receipts	Total amount received from IMLS during reporting period.
10b. Cash Disbursements	Total amount of federal funds you've spent during reporting period, including indirect costs.
10c. Cash on Hand	Auto-calculated. For interim reports, this will be a negative number if you have spent funds that have not been reimbursed yet.
10d. Total Federal funds authorized	Total grant award amount (labeled "outright amount" in eGMS Reach).
10e. Federal share of expenditures	Total amount of federal funds you've spent during reporting period, including indirect costs. Should be equal to 10b.
10f. Federal share of unliquidated obligations	Total amount of federal funds you've received but haven't spent yet.
10g. Total Federal share	Auto-calculated

10h. Unobligated balance of Federal funds	Auto-calculated
10i. Total recipient share required	Total cost share amount you committed
10j. Recipient share of expenditures	Cost sharing amount you contributed for the reporting period
10k. Remaining recipient share to be provided	Auto-calculated
<b>11. Indirect Expense</b>	<b>*Complete this section only if you requested reimbursement or advance payment for indirect costs in Year 1.</b>
11a. Type	Choose from dropdown - De Minimis or most appropriate option
11b. Rate	10.00 or other rate you're using
11d. Base	Total amount used to calculate indirect cost amount
11e. Amount Charged	Total amount of indirect costs claimed during reporting period

**FINAL FINANCIAL REPORTS**

Your final financial report is likely to be due 90 days after your grant’s official end date. The final performance report is similar to the interim reports, but you’ll be reporting on your full grant period, not just one year. IMLS-provided instructions:

<https://www.imls.gov/sites/default/files/2021-04/sf425-imls-instructions.pdf>

10a. Cash Receipts	Total amount received from IMLS during grant period
10b. Cash Disbursements	Total amount of federal funds you’ve spent during grant period, including indirect costs <b>[should be less than or equal to 10a, unless you are waiting on a final reimbursement payment from IMLS]</b>
10c. Cash on Hand	Auto-calculated

10d. Total Federal funds authorized	Original grant award amount
10e. Federal share of expenditures	Total amount of federal funds you've spent during grant period, including indirect costs <b>[should equal the amount in 10b]</b>
10f. Federal share of unliquidated obligations	Total amount of federal funds you've received but haven't spent yet <b>[should be zero]</b>
10g. Total Federal share	Auto-calculated
10h. Unobligated balance of Federal funds	Auto-calculated
10i. Total recipient share required	Total cost share amount you committed in your grant budget
10j. Recipient share of expenditures	Cost sharing amount you actually contributed for the grant period <b>[should equal the amount in 10i; if not, provide an explanation in 12]</b>
10k. Remaining recipient share to be provided	Auto-calculated
<b>11. Indirect Expense</b>	<b>*Complete only if indirect costs were part of your IMLS-approved budget.</b>
11a. Type	Choose from dropdown - De Minimis or most appropriate option
11b. Rate	10.00 or other rate you're using
11d. Base	Total amount used to calculate indirect cost amount
11e. Amount Charged	Total amount of indirect costs claimed during grant period <b>[percentage of 11d]</b>
11f. Federal Share	Total amount of indirect costs covered by federal funds <b>[likely equal to 11e]</b>