Instructions for Completing the ARPA Financial Final Report

Please enter the following:

**LIBRARY –** your library’s name

**PROJECT NUMBER –** the project number assigned by the state library. It will begin **ARPA21-15** and can be found in your contract.

**PROJECT TITLE** – Name you gave your project

**LOCAL CASH MATCH - OPTIONAL**

\*Note: as ARPA did not require a cash match, you may choose to leave columns 1 – 4 blank. If you did budget for a cash match, please provide the following information:

Column 1 – Budget – amount originally budgeted for a cash match

Column 2 – Disbursements – actual expenditures from match funds

Column 3 – Outstanding P.O.s – amount of any purchase orders you have yet to pay in full using match funds

Column 4 – Unencumbered Balance – difference between the budgeted cash match and actual expenditures. This is an automatic total. It can be a negative number, indicating more was spent than budgeted.

**FEDERAL ARPA FUNDS - REQUIRED**

Column 5 – Budget – amount of ARPA award as listed on your award letter and contract

Column 6 – Disbursements – actual expenditures from grant funds

Column 7 – Outstanding P.O.s – amount of any purchase orders you have yet to pay in full using ARPA funds

Column 8 – Unencumbered Balance – Unencumbered Balance – difference between the budgeted ARPA expenditures and actual expenditures. This is an automatic total. It can be a negative number, indicating more was spent than budgeted.

**TOTAL PROJECT FUNDS**

Columns 9 – 11 will automatically calculate based on data entered in previous columns.