



**PERSONAL SERVICES REPORT INSTRUCTIONS
SOUTH CAROLINA STATE LIBRARY
LSTA – PL 108-81, As Amended**

Submit one (1) original signature paper copy to the LSTA Coordinator

When LSTA reimbursement requests involve personal services expenses, the “Personal Services Report” form must accompany reimbursement payment requests. The project administrator, fiscal officer, or the director of the library or organization must sign the form. Enclose copies of corresponding financial documentation that confirms actual payout of the amount requested for reimbursement.

Sub Grant Project Title. Indicate the title you have given to your project.

- I. **Sub grantee Name:** Entity receiving the sub grant. **Date:** Date of the sub grant award (*See award notice/contract*).
- II. **Project Administrator, Phone, E-mail:** Staff member responsible for managing the LSTA project on a day-to-day basis.
- III. **Fiscal Officer, Phone, E-mail:** Staff member responsible for management of financial records for the project.
- IV. **Employee data:** For each employee covered by grant funds, provide the employee’s name, title, and the beginning date of employment. (***Submit a separate form for each staff position.***)

Financial Information:

Personal Services Budget: Enter the amount of LSTA funds approved for this budget category.

Time Period of Expended Funds: Enter the beginning date (month, day, year) of the first payroll and the ending date (month, day, year) of the last payroll for the time covered by this report.

Cash on Hand at the Beginning of the Period: Enter the amount of cash on hand from the previous period. This may be a positive or negative number.

Capital Advance Received During Period: Enter the amount of funds received through a capital advance request during the time covered by this report.

Funds Expended During Period: Enter the total amount of funds expended for the payrolls during the time period.

Cash on Hand at the End of the Period: Enter the amounts of any fund balance at the end of period. This will be “Cash on Hand at Beginning Period” plus “Capital Advance Received During the Period” (minus) “Funds Expended During the Period.”