

**FAMILY LITERACY  
SECRETARY OF STATE GRANT PROGRAM  
ENCUMBRANCE REPORT**

Grantee: \_\_\_\_\_  
(Agency Name)

<u>BUDGET</u> <u>LINE</u>	<u>*ENCUMBERED</u> <u>AT 6/30/08</u>	<u>TOTAL EXPENDED</u> <u>AS OF 08/31/08</u>	<u>**AMOUNT REMAINING</u> <u>TO BE REFUNDED</u>
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Personnel

Fringe Benefits

Travel

Supplies

Contractual Services

Instructional Materials

Vol. Training  
& Support

Other

TOTALS:

Prepared by: \_\_\_\_\_  
(Typed name) (Phone #)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Encumbered is the amount listed in your final financial report in the column entitled "Encumbered/PSC period". Encumbered is the amount obligated at 6/30/08 and to be spent on grant activities between 7/01/08 and 8/31/08.

\*\*This amount is required to be refunded within 45 days of the end of the encumbrance period (10/15/08). The refund check should be made out to the Office of the Secretary of State and sent to the Literacy Office.

Fax, mail or email (with electronic signature) completed form to Family Literacy Program, Illinois State Library, Literacy Office, 300 South Second Street, Springfield, IL 62701, before September 15, 2006.

Fax: 217/785-6927 Email: [jhughes@ilsos.net](mailto:jhughes@ilsos.net)

09/06/07