

## FISCAL YEAR 2014 YEAR-END FINANCIAL REPORTING REQUIREMENTS

In a recent DHS staff meeting, SFY 2014 DHS provider end of year financial reporting was discussed. DHS Office of Contract Administration (OCA) stated notices were sent to DHS/DASA providers regarding the specifics of the financial reporting. We are communicating with you to reiterate the elements of this recent notice. The specific financial reporting items and due dates for your attention are:

### Audited Financials

- Any DHS provider who receives \$150k or more in funding from the State of Illinois must have a financial statement audit completed.
- Any DHS provider who receives \$500k or more in federal funding must have an audit performed in accordance with the Single Audit Act.
- *Due Date:* Providers are required to submit 180 days after entity's fiscal year-end.

### Grant Reporting

- DHS/DASA will supply the form for DHS/DASA manual Expenditure Based Awards for end of year reconciliation.
- Grant Report and Opinion: DASA fixed rate grants are not required to provide this. If applicable for other DASA awards, DASA will provide the form.
- *Due Date:* Providers are required to submit 180 days after entity's fiscal year-end.

### CFR (Consolidated Financial Statements) and Opinion

- All agreements – Provide actual year-end costs; if an audit is not required, financial statements must be provided and in Relation to Opinion on Schedules of Revenue and Costs (if required).
- *Due Date:* Providers are required to submit 180 days after entity's fiscal year-end.

### Federal and State Tax Forms

- *Due with Audit:* Providers are required to submit 180 days after entity's fiscal year-end.

### Agency Personnel and Administrative Form

This is available at website

<http://www.dhs.state.il.us/page.aspx?item=71665>.

DHS Office of Contract  
Administration (OCA)  
stated notices were sent to  
DHS/DASA providers  
regarding the specifics  
of the financial reporting.

Other forms that DHS OCA will provide for your completion and submission are:

- Agency Checklist
- Agency Demographic Form
- *Due Date:* Providers are required to submit 180 days after entity's fiscal year-end.

NOTE: All documents are to be posted to the Centralized Repository Vault for provider information.

Waiver and Extension Forms for providers are available on the Internet at

<http://www.dhs.state.il.us/page.aspx?item=59675>

(Request for Extension/Waiver/Modification Related to Filing Audit/Financial Reports).

If you have further questions, please visit the DHS website at <http://www.dhs.state.il.us/page.aspx?item=29741> or by calling the DHS Office of Contract Compliance at 217.524.1530. You may also submit your question via email to [DHS.FY14Reporting@Illinois.gov](mailto:DHS.FY14Reporting@Illinois.gov).

Instructions on how to complete the various forms are also found at

<http://www.dhs.state.il.us/page.aspx?item=71665>.