



Illinois Department of Commerce & Economic Opportunity

Consolidated Year-End Financial Report (CYEFR)

Summary

All grantees are required to complete and submit a CYEFR through the GATA Grantee Portal for each fiscal year the grant agreement covers.

- The Grantee Portal is located at <https://grants.illinois.gov/portal/>
- Instructions regarding the completion and submission of the report is located at <https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/Audit-Report-Review-Manual-August-2018-Revision.pdf>.

Due Dates

If a single audit is required for the Grantee (expending Federal funds of \$750,000 or more) the CYEFR is due either the earlier of 9 months after the end of the Grantee's fiscal year or 30 days after the completion of the audit. For all other Grantees, the CYEFR is due within 180 days after the end of the Grantee's fiscal year. Due dates can also be located on the Grantee Portal.

Past Due CYEFRs

Reports are considered late if more than 15 calendar days past the due date identified in the Grantee Portal and a written notice regarding the late report will be provided to the Grantee. If the report is not submitted within 30 days after the original or extended due date, the Department of Commerce & Economic Opportunity will place the Grantee on the Illinois Stop Payment List. The Grantee is then unable to receive grant funds from the State of Illinois.

Tips to Remain in Compliance

- Access the Portal within 60 days after the fiscal year to identify the type of audit that will be required for the organization.
- Review the grant awards to verify that all grants from State agencies are properly included. Add the ones from State agencies not pre-populated in the report.
- Include any grants received directly from Federal agencies or other organizations in the Other Grant Programs and Activities line in the appropriate column.
- All Other Costs Not Allocated line should be used for all remaining monies received by the organization to agree the Total amount from the CYEFR to the audited financial statements.
- Amounts reported in the CYEFR should agree to the audited financial statements. If financial statements are reported on an accrual basis and grant reports are reported on a cash basis, you may have questions from the granting State agency and a reconciliation between the reporting types will need to be provided.

- Questions regarding the completion of the CYEFR can be submitted to the Cognizant Agency and questions regarding specific program reporting can be submitted to the Granting Agency. The Cognizant Agency is listed in the Grantee Portal.
- Once all information has been submitted, periodically review the Portal to determine status of the review process and any additional information or corrections that need to be provided.