**Section 365.100 Record Maintenance and Reporting Requirements**

a) Grantees will be required to submit the following reports:

1) Monthly and quarterly progress reports.

2) Final program evaluation report within 90 days after the end of the project.

b) Grantees will be required to maintain the following records:

1) a separate accounting system for the Displaced Homemakers Program funds granted by the Department of Labor;

2) a journal showing cash disbursements as cited in the budget;

3) a general ledger summarizing cash receipts and disbursements; and

4) a file for each person being paid out of the Displaced Homemakers grant to include time sheets, salary and travel vouchers.

(Source: Amended at 25 Ill. Reg. 916, effective January 5, 2001)