**Section 2670.50 Responsibilities and Reporting Requirements**

a) Once the Director and each designated community non-profit agency or organization have agreed upon the amount necessary to operate the multi-purpose service center and signed the grant agreement, the Director will make available ten percent (10%) of that amount to start up and begin operations. Subsequent to that, the local agency will submit to the Director at the end of the month a complete accounting of all expenses incurred in that month. The Department will reimburse budgeted expenses as incurred.

b) Allowable start-up costs will be those for: personal and fringe benefits; travel; office equipment and supplies; office rent; postage; telephone; printing; and contractual expenses for professional services. Procurement of supplies and equipment with State funds must be done in accordance with the State statutes and the rules of the Department of Central Management Services. Unspent State funds shall be maintained in accounts covered under Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation agreements.

c) Travel expenses will be reimbursed in accordance with the latest Department of Central Management Services Travel Regulations (80 Ill. Adm. Code 2800).

d) The grantee shall keep records which detail the grantee's expenditure summaries submitted pursuant to subsection (a). All financial records must be kept according to the Accounting Standards of the Financial Accounting Standards Board of the American Institute of Certified Public Accountants, 1211 Avenue of the Americas, New York, NY 10036 (June 1984), and no subsequent dates or editions are operative. An annual audit of grant funds shall be conducted by the Department. All grantee records which reflect the actual activities conducted and the actual costs and expenses incurred by the grantees will be subject to an audit at any time by the Department's internal auditor.

e) *Each local agency will also submit an annual report to the Director following completion of the fiscal year, June 30. This report shall include evaluations of the effectiveness of the job training, placement and service programs to veterans including the number of persons served by the various service programs, and estimates of the cost effectiveness of the various components of the center. This report must be submitted no later than July 31 of each year.* [330 ILCS 25/7(b)]