

ASCHEDULE OF REPORTS DUE
INDEPENDENT LIVING PROGRAM

	Quarterly Service Report	SPIL Reporting	Annual CPA Audit	Quarterly Financial Report	IL Outcome Survey	Sect. 704 Report	Consumer Needs Assessment
<u>Date Due</u>							
Sept. 30							Extended
October 3				X			
October 31	X	Survey Due					X
November 15					X	X	
November 29			X				
January 1				X			
January 31	X						
February 28			X				
April 1				X			
April 30	X						
July 1		Survey Open		X			
July 31	X						

Quarterly Service Reports: Send electronically to your IL Liaison

Emily Borgel: (314-587-4877) Emily.borgel@vr.dese.mo.gov (DRA, DCIL, NEILS, Paraquad, TCIL)

Barry Elbasani: (816-743-8751) Barry.elbasani@vr.dese.mo.gov (ACCESS II, MERIL, OMO, TILC, TWP, WILS)

Patty Halter: (573-290-5191) Patty.halter@vr.dese.mo.gov (BAILS, DCAI, ILCSEMO, LIFE, OIL, SADI)

Lisa Meisenheimer: (660-530-5566) lisa.meisenheimer@vr.dese.mo.gov (HILC, ILRC, RAIL, EA, SIL)

Quarterly Financial Reports: Send electronically to Elizabeth Smith at Elizabeth.Smith@vr.dese.mo.gov

Annual CPA Audit Report: The audit report is due 150 days after the end of the Center's fiscal year. Send to **Elizabeth Smith** at 3024 Dupont Circle, Jefferson City, MO 65109 or by email to Elizabeth.Smith@vr.dese.mo.gov

SPIL Annual Report, IL Outcome Survey & Needs Assessment: Submit using the Survey Monkey links

704 Report: Send electronically to Elizabeth Smith at Elizabeth.Smith@vr.dese.mo.gov

Other Required Reports to Elizabeth Smith at Elizabeth.Smith@vr.dese.mo.gov:

Request to Transfer Grant Funds --- The requests are required to be submitted to the Office of Adult Learning and Rehabilitation Services and approved **prior** to grant funds being expended for purposes other than noted in the approved grant application.

Interest Earned on Federal Funds --- This report is due 30 days after the end of the quarter in which a Center has earned interest income on federal funds or Title VII - Part B funds (regardless of the amount). This report does not apply to state funds.

Audit Report --- The audit report is due 150 days after the end of the Center's fiscal year.

NOTE: If the audit report, IL Outcomes Survey, 704 performance report, service reports and/or financial reports are not submitted on a timely basis to the Office of Adult Learning and Rehabilitation Services, the **Center's future funding may be withheld until the appropriate reports are filed.**