

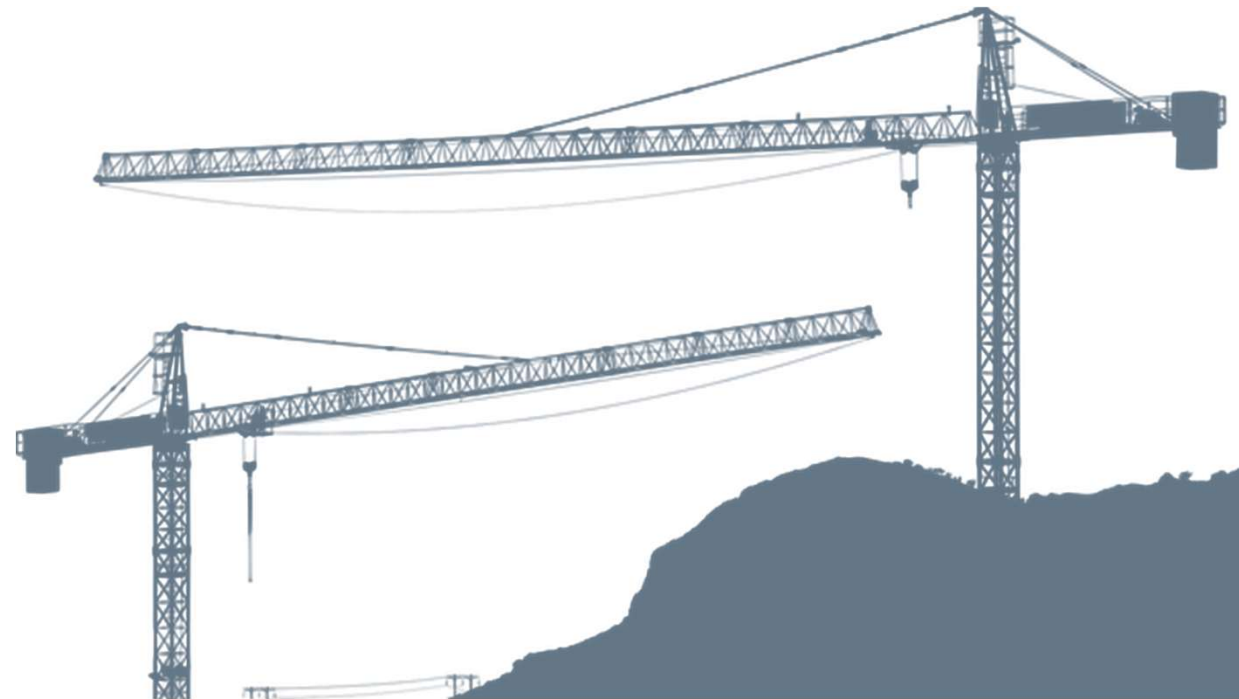


Illinois
Department of Commerce
& Economic Opportunity



2026 Financial Reporting Workshop

4/22/2026





Facilitator Introductions



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Illinois Works Pre-apprenticeship Program

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Overview



This training provides Illinois Works Pre-Apprenticeship Program (ILWPP) grantees with clear guidance and practical strategies for completing required Financial Reporting accurately, consistently, and on time.

Participants will learn how the Periodic Performance Report (PPR), Periodic Financial Report (PFR), Ledger, and Supporting Documentation work together to demonstrate allowable use of grant funds and support timely payment approvals. The session emphasizes ILW's standardized financial reporting expectations and highlights common documentation issues that lead to review delays or follow-up requests.

This course is designed as a working session and encourages active participation, discussion, and real-time problem-solving to support compliance, reduce rework, and improve reimbursement processing timelines.

Objectives

By the end of this training, participants will be able to:

- Understand how PPRs, PFRs, Ledgers, and Supporting Documentation work together to support ILW financial compliance and reimbursement.
- Identify required documentation for each expense category and recognize what constitutes acceptable proof.
- Complete Ledger entries accurately and consistently to align with supporting documentation and payment records.
- Recognize common reviewer flags and documentation issues that lead to delays or follow-up requests.
- Apply best practices for organizing, packaging, and submitting financial documentation in a clear, reviewer-friendly format.





Standardizing Financial Reporting



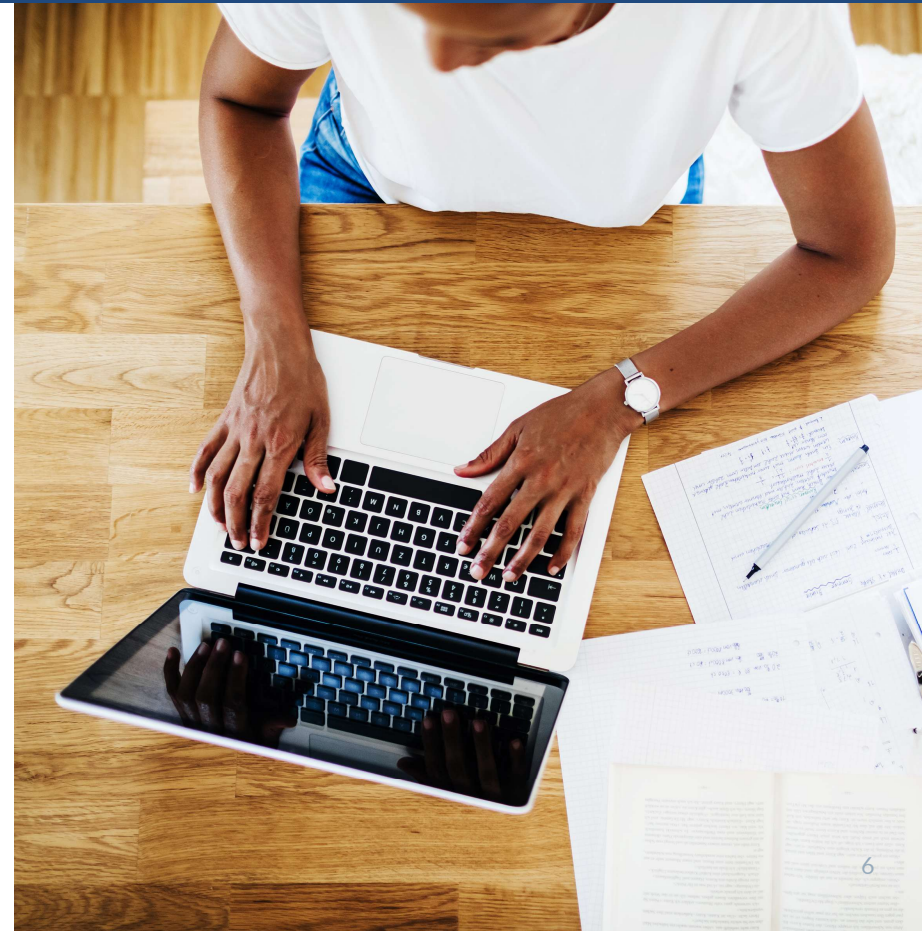
- Uniform guidelines across all grantees
- Reduces review time and follow-ups
- Protects grantees and the State
- DCEO Policy



What Makes Up Financial Reporting



- Periodic Performance Report (PPR)
- Periodic Financial Report (PFR)
- Ledger
- Supporting Documentation





PPR – Periodic Performance Report

- What activities occurred
- Aligned to the approved work plan
- Explains program performance



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Report Transmittal				
1. Grantee Name (per UGA):		2. Grant Number:		3. Grantee UEI:
		4. CSFA Number: 420-30-2614		5. Grantee FEIN:
6. Program Name (per UGA): Illinois Works Pre-apprenticeship Program			7. CFDA Number(s): n/a	
8. State Agency (Grantor): State of Illinois Department of Commerce and Economic Opportunity				
9. Agreement Period:				
Start Date (Month/Day/Year): 1/1/2025		End Date (Month/Day/Year): 12/31/2025		10. Report Period End Date: (Month/Day/Year): 6/30/2025
11. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Report Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):		13. Prepared Date:
<p>Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.</p> <p><input checked="" type="checkbox"/> Alternative file or database used.</p>				
File Name or Database Source: IL Works Reporting System (IWRs)				
14. Deliverable (if applicable): (Separate line for each based on UGA)		15. Due Date (based on UGA)		16. Date Completed
Report program activities, real-time, using the Illinois Works Reporting System (IWRs).		12/31/2025		
Comply with the current Illinois Works Pre-Apprenticeship Grantee Manual guidance on the delivery of all required services.		12/31/2025		
17. Deliverable Explanation:				Add - Delete
				ADD DEL
				ADD DEL



PFR – Periodic Financial Report

- Summary of spending
- Organized by budget category
- Financial snapshot of the period



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

(a) Grantee Name		(b) Grant Number	(c) CSFA 420-30-2614	(d) CFDA(s) n/a	(e) Appropriation Number(s) (State Agency Use Only)	
(f) FEIN Number	(g) UEI	(h) Program Name and/or Code State of Illinois Department of Commerce and Economic Opportunity Illinois Works Pre-apprenticeship Program			(i) Date Prepared	
(j) Agreement Period 1/1/2025 thru 12/31/2025		(k) Report Period thru		(l) Final Report for Award Period <input type="checkbox"/>	(m) No changes from prior reporting period and/or No new expenses <input type="checkbox"/>	
(n) Indirect Cost Rate: %		(o) Approved Indirect Cost Base:				
(p) Program Restrictions: Yes <input type="checkbox"/> No <input type="checkbox"/>		(q) List of Restrictions:				
(r) Mandatory Match %: Yes <input type="checkbox"/> No <input type="checkbox"/>		(s) Specify Match:				
(t) Program Income (Award to Date)		(u) Program Income (In current reporting period)		(v) Interest earned (Award to Date)		(w) Interest earned (In current reporting period)

(x) Category/Program Expenses	(y) Current Approved Budget			(z) Grant Expenditures				(aa) Current Period Match			(bb) Total Match (Award to Date)	Add/ Delete Row	
	Approved Budget	Remaining Balance Available	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (award to date)	Cash	In-kind	Total			
			0.00										
(cc) TOTAL DIRECT EXPENSES			0.00										
(dd) Indirect Costs			0.00										
(cc) TOTAL EXPENDITURES			0.00										

<https://www.illinoisworknet.com/partners/Pages/ILWorks.aspx>



Ledger – The Backbone

- What activities occurred
- Aligned to the approved work plan
- Explains program performance

Grantee XYZ		
Grant# 26-8610XX	Grant Term: 1/1/2026 to 12/31/2026	
Category/Program Expenses	Approved Budget	Total Reported
1001 - Personnel	\$125,000.00	\$0.00
1002 - Fringe Benefits	\$15,000.00	\$0.00
1003 - Travel	\$4,000.00	\$0.00
1004 - Equipment - non construction	\$5,000.00	\$0.00
1005 - Supplies	\$20,000.00	\$0.00
1006 - Contractual & Subawards	\$40,000.00	\$0.00
1007 - Consultant	\$0.00	\$0.00
1009 - Occupancy (Rent/Utilities)	\$27,000.00	\$0.00
1011 - Telecommunications	\$0.00	\$0.00
1012 - Training & Education	\$4,000.00	\$0.00
1013 - Direct Administrative Costs	\$0.00	\$0.00
1014 - Miscellaneous Costs	\$200,000.00	\$0.00
1017 - Indirect	\$60,000.00	\$0.00
Total Expenses	\$500,000.00	\$0.00



Example Ledger – The Backbone

1016- Consultants: costs associated with monthly accounting and payroll services for one year.

Invoice No.	Date of Invoice	Amount Charged to the Grant	Vendor	Detailed Description of Work	Check #	Check Date	Check Amount	Report Period -will be the same as the PFR
70696	12/20/2023	\$41.25	Kelly's Accounting Service	Accounting and administrative services provided in November 2023 for DCEO - Street College grant.	1087	1/19/2024	\$41.25	July 1, 2023 - January 31, 2024

- **Invoice number-** If there is not an invoice number, use an account number on the corresponding document or 1,2,3 etc... If payroll is applicable, this will be the pay period. Blank cells or N/A are not permitted.
- **Check number-** Invoices can be paid by check as well as via card or online. The ACH/ETF number from the corresponding bank account statement to show the funds cleared the account are required. Blank cells or N/A are not permitted.

- **Check date-** This will be the date funds cleared the bank account or the date of the check if within a similar time frame. Blank cells or N/A are not permitted.
- **Check amount-** This will be the amount of the check, ACH payment, or wire transfer that the transaction was cleared for. Blanks or N/A are not permitted.



Why Supporting Documentation Matters



- Required for every expense
- Primary source of compliance review
- Most common reason for delays





Supporting Documentation Categories

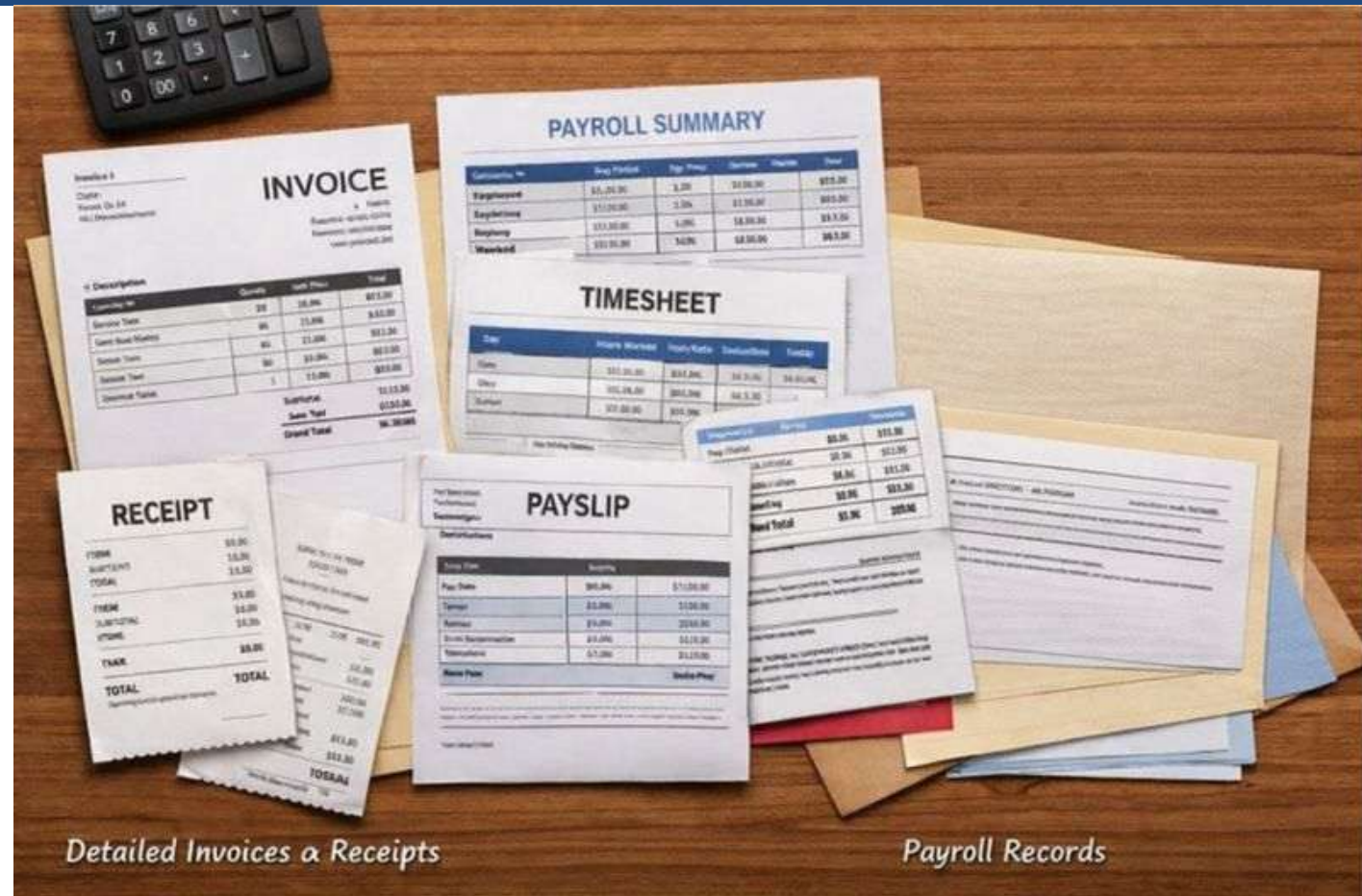
- Required for every expense
- Primary source of compliance review
- Most common reason for delays





Proof of Expense

- Detailed invoices and receipts
- Payroll records





Proof of Payment

- Bank statements
- Credit card statements
- Highlighted or annotated transactions

Bank Statement Account Number: XXXX-XXXX-1234

Transaction Summary		
Previous Balance		\$6,211.50
Deposits/Credits		-\$1,500.00
Withdrawals		-1,403.65
Ending Balance		\$6,307.85

Date	Description	Withdrawals	Deposits/Credits	Balance
02/20	Paphooe	\$1,30.00	\$1,30.00	\$300.00
02/20	City Supply & Services	\$1,30.00	\$1,30.00	\$300.00
02/28	Harlem's Igornis Penstis	55.7%	-	\$300.00
02/14	Mama & Crents	58.7%	\$1,30.00	\$300.00
02/17	Fat Gloyee			\$300.00
02/35	Bachout			\$300.00
02/30	Taposits/Services			\$1,13.07
02/17	Barccosita Fartout			\$1,00.00
02/38	Deposits/Credits			

Credit Statement Account Number: XXXX-XXXX-9876

Transaction Summary		
Previous Balance		\$2,142.00
Payments/Credits		-\$2,000.00
Purchases		\$1,162.47
Fees		\$0.00
Interest Charged		\$23.14
New Balance		\$1,327.61

Date	Description	Payments/Credits	Purchases
02/20	Cafe & Takeout	\$2,190.00	\$0.00
02/23	Cafe & takeout	\$30.00	\$1,132.47
02/24	Cafe & takeout	\$300.00	\$1,181.44
02/26	Cafe & takeout	\$00.00	\$30.00
02/27	Genlits Facosue	\$300.00	\$3.00
02/08	Bank Coosus		\$1.1
02/10	Bank Darnos		\$1,100.00
02/21	Bank Reconus		\$30.00

Annotations:

- Bank Statement: "City Supply & Services" transaction highlighted in yellow. An arrow points to a yellow box labeled "APPROVED EXPENSE". Below it, another arrow points to a yellow box labeled "Office Supplies Purchase."
- Credit Statement: "Cafe & takeout" transaction on 02/24 highlighted in yellow. An arrow points to a yellow box labeled "APPROVED EXPENSE". Below it, another arrow points to a yellow box labeled "PPE".



Additional Documentation – Employee Reimbursements

- Purpose of expense
- Dates and locations
- Receipts attached



Purpose of expense

Dates and locations

Receipts attached



Additional Documentation – Barrier Reduction

- Participant acknowledgment
- Itemized expense support
- Pre-approval required if not in manual
- Alignment with IWRS (Dollar Value of Service)

Grantee XYZ

BARRIER REDUCTION ACKNOWLEDGEMENT FORM

Program: Illinois Works Pre-Apprenticeship Program

Participant Name: Sarah Johnson

Cohort: Cohort 1, 2026

Type: Bus Card

Value: \$20.00

Date: 1/5/2026



Participant Signature: _____

Date: _____

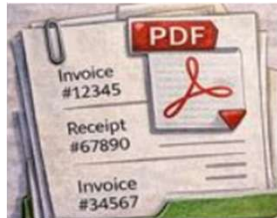
Staff Signature: _____

Date: _____



Organizing Supporting Documentation

1



One PDF per category

2



Chronological order

3

Invoice No.	Date of Invoice	Amount Charged to	Detailed Description of Work	Check #	Check Date	Check Amount
70696	12/20/2023	\$41.25	Accounting Services - payroll and stipend processing.	1087	1/19/2024	\$41.25

Matches Ledger line order



Submission & Timing

- Due per Grant Agreement (monthly, quarterly, etc.)
- **Submitted via OneDrive**
- Instructions emailed directly to grantees

SUBMISSION & TIMING



Due per Grant Agreement



Submitted via OneDrive



Instructions emailed directly to grantees

Submission Mechanics Not Covered Today

Financial Reporting Made Easy – Key Takeaways

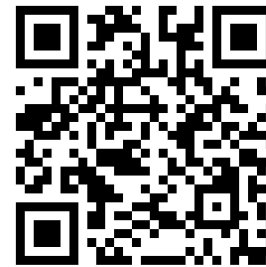
- ✓ Financial reporting is a system, not a single form.
- ✓ The Ledger is the backbone.
- ✓ Every expense requires Proof of Payment and Proof of Expense.
- ✓ All reporting documents must be in alignment.
- ✓ Clear organization speeds approval.
- ✓ Most delays come from small misalignments—not ineligible costs.



Resources & Support

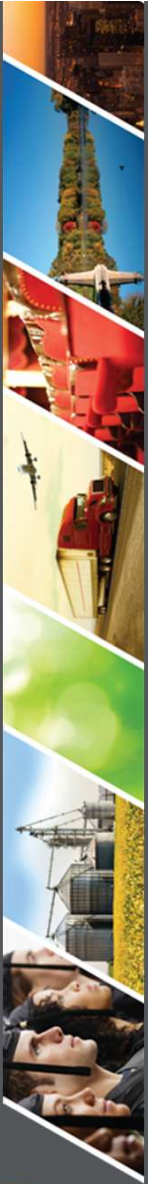
- **DCEO Grantee Training**
(<https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>)
- **ILW Grantee Training**
(<https://www.illinoisworknet.com/partners/Pages/ILWorks.aspx>)
- **ILWPP Financial Grant Management Technical Assistance**

DCEO Grantee Training



ILW Grantee Training





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Thank You!



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

