



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

# ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: July 12, 2022

SUBJECT: File Only Grants Quarterly Reports – Public Act 102-0783

NUMBER: 261

Accounting Bulletin 251 detailed the requirement of a quarterly report submission for file-only contracts. At that Bulletin’s publishing, the requirement was applicable to file-only contracts.

Public Act 102-0783 further amended Section 20-80(b) of the Illinois Procurement Code (30 ILCS 500) to include grants exceeding \$20,000 that are funded with monies held outside the State treasury in the quarterly report submission.

The [File Only Agreements Report \(IOC Form SCO-980\)](#) has been updated to document the inclusion of grants. The prescribed form shall be submitted as an Excel worksheet with the following fields:

<b>FIELD NAME:</b>	<b>CONTENT REQUIREMENT:</b>
<b>Agency Number</b>	The three-digit agency number contained in the organizational unit segment of the appropriation account code.
<b>Agency Name</b>	Agency’s full name - no acronyms
<b>Agency Contact Information</b> <b>This information will be available to the public on the website.</b>	Person/Department Individual or business unit that may be contacted for additional information regarding the report or contracts on the report. Phone Number Phone number for the person/department identified above. Email Address Email address for the person/department identified above.

<b>Reporting Quarter</b>	The beginning and ending date of the quarter for which the report is submitted.
<b>Fiscal Year</b>	The four-digit fiscal year the contract belongs to.
<b>Agreement Number</b>	The number assigned by the agency which identifies the contract within the agency. All contracts must have a unique number and that unique number cannot be used again in any future year. However, the same number must be used for the entire life of a multiple-year contract.
<b>Action</b>	Indicate the type of action: <b>N(ew)</b> – establish an agreement for the current fiscal year <b>R(e-establishment)</b> – re-establishment of a multi-year agreement in the current fiscal year <b>C(hange)</b> – any subsequent action, which took place during the reporting quarter, to an agreement already on file for the current fiscal year, i.e., increasing/decreasing the amount, changing the term, vendor change, etc.
<b>Vendor Name</b>	The vendor name should be the same as the vendor name on an invoice and/or voucher.
<b>Current Fiscal Year Amount</b>	The amount payable under this agreement for the current fiscal year. If a change is reflected, this field will reflect the original amount plus any increases or decreases reported during the reporting quarter.
<b>Term</b>	Enter the beginning and ending dates of the agreement in MM/DD/CCYY format. <ul style="list-style-type: none"> <li>▪ From - The start date of the agreement.</li> <li>▪ To - The ending date of the agreement.</li> </ul> The dates reflect the full term of the agreement, not just the current fiscal year dates.
<b>Description of Goods/Services</b>	A brief description of the type of goods/services to be provided by the vendor, i.e., copy paper, lease of building for student housing, motor fuel, retainer for legal services, etc.

The quarterly report will include all contract and/or grant activity during the reporting period.

Do not include any proprietary information or Personal Identifying Information (PII). Content of reports will be posted on the Comptroller's website as received.

Additionally, the Illinois Office of Comptroller has revised the due dates for the filing of the quarterly report. Reports will be due on the last day of the 2<sup>nd</sup> month following the close of the reporting period with the first report due October 30, 2021.

<u>Reporting Quarter</u>	<u>Report Due Date</u>
July 1 – September 30	November 30
October 1 – December 31	February 28
January 1 – March 31	May 31
April 1 – June 30	August 31

Completed reports are to be emailed to [FileOnlyReports@illinoiscomptroller.gov](mailto:FileOnlyReports@illinoiscomptroller.gov) and will be posted to the Comptroller's website.

If you have any questions concerning this Accounting Bulletin, please contact:

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