

# FY25 ORC Reporting Requirements

## Reporting Expenses

Grantees must submit one (1) expenditure report each quarter for any expenses that occurred within the quarter and corresponds to an approved budget line item(s).

### Expense and Performance Report Due Dates:

#### 1<sup>st</sup> Quarter Report due October 15<sup>th</sup>

July 1, 2024 – September 30, 2024

#### 2<sup>nd</sup> Quarter Report due January 15<sup>th</sup>

October 1, 2024 – December 31, 2024

#### 3<sup>rd</sup> Quarter Report due April 15<sup>th</sup>

January 1, 2025 – March 31, 2025

#### 4<sup>th</sup> Quarter Report due July 15<sup>th</sup>

April 1, 2025 – June 30, 2025

### All quarterly expenditure reports must be submitted through AmpliFund as follows:

1. Open Grant Management>Grants>All Grants>FY25 ORC
2. Open Post-Award > Financial > Expenses
3. Click the + (Create icon) located under *Actions*
4. Enter in the Direct Cost
5. Enter in the Expense Date; date that expense was incurred
6. Select the Expense Status >Reviewed; expenses **must** be marked “Reviewed”
7. Attach documentation for approved expense line items (invoices, timesheets, etc.)
8. Click “Save”

Repeat steps for each line item that has a reportable expense.

## Creating and Closing a Quarterly Expense Reporting Period

After quarterly expenses are entered, reviewed and saved, grantees must create and close the reporting period.

1. Open Grant Management>Grants>All Grants> FY25 ORC Grant
2. Open Post-Award>Management>Reporting Period
3. Click + (Create)> Select Expenses
4. Select Reporting Period from the dropdown menu:

Q1: 7/1/2024 - 9/30/2024

Q2: 10/1/2024 - 12/31/2024

Q3: 1/1/2025 - 3/31/2025

Q4: 4/1/2025 - 6/30/2025

5. Click Save> Select saved reporting period. Review the report to ensure all information is entered in correctly
6. Close the reporting period
7. A confirmation of submission window will appear indicating that you have successfully submitted the Quarterly Expense Report

## Reporting Performance Outcomes

A performance outcome narrative highlights the quantitative results/outcomes (#'s, \$'s, etc.) of ORC-related activities during the reporting quarter. **Of note: Purchases and/or patrols are not considered performance outcomes, but the actions resulting from these activities should be included in your narrative.**

1. For each quarterly due date, download the FY25 Performance Narrative template from the ORC webpage: <https://illinoisattorneygeneral.gov/Safer-Communities/organized-retail-crime/index>
2. Email the completed Narrative document to [andrea.haltzman@ilag.gov](mailto:andrea.haltzman@ilag.gov).