

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS

VIENNA CORRECTIONAL CENTER

LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2008

Performed as Special Assistant Auditors
For the Auditor General, State of Illinois

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

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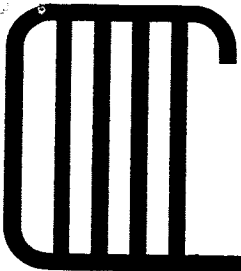
STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

CENTER OFFICIALS

Warden (Current)	Ms. Yolande Johnson
Warden (07/01/06 to 09/15/07)	Mr. Jody Hathaway
Assistant Warden - Programs (05/29/07 to 09/17/07)	Mr. Jay Merchant
Assistant Warden - Programs (07/01/06 to 03/31/07)	Ms. Yolande Johnson
Assistant Warden - Operations (Current)	Mr. John Cox
Assistant Warden - Operations (05/07/07 to 10/31/07)	Mr. Mark Dillman
Assistant Warden - Operations (04/01/07 to 05/01/07)	Mr. Dan Hartline
Assistant Warden - Operations (07/01/06 to 10/31/06)	Mr. Dan Austin
Business Office Administrator	Ms. Jeannie McCall

The Center is located at:

6695 State Route 146 East
Vienna, Illinois 62995



Illinois
Department of
Corrections

Rod R. Blagojevich
Governor

Roger E. Walker, Jr.
Director

Vienna Correctional Center / 6695 State Rt. 146 East / Vienna, IL. 62995 / Telephone: (618) 658-8371 / TDD: (800) 526-0844

STATE COMPLIANCE EXAMINATION

MANAGEMENT ASSERTION LETTER

June 10, 2009

Dycus, Bradley & Draves, p.c.
Certified Public Accountants
3401 Office Park Drive
Marion, IL 62959

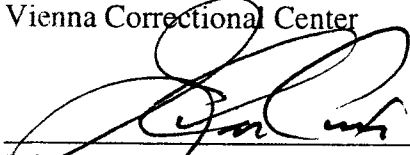
Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Center. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Center's compliance with the following assertions during the two-year period ended June 30, 2008. Based on this evaluation, we assert that during the year(s) ended June 30, 2008 and June 30, 2007, the Center has materially complied with the assertions below.

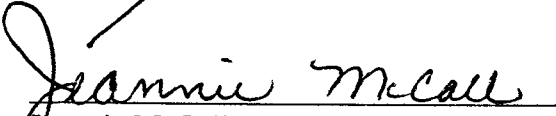
- A. The agency has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The agency has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Center are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Center on behalf of the State or held in trust by the Center have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Vienna Correctional Center

A handwritten signature in black ink, appearing to read 'John Cox', written over a horizontal line.

John Cox, Warden

A handwritten signature in black ink, appearing to read 'Jeannie McCall', written over a horizontal line.

Jeannie McCall, Business Administrator

INSERT COMPLIANCE REPORT TAB HERE

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

COMPLIANCE REPORT

SUMMARY

The limited scope compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes (Report) relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies" (*Audit Guide*) which are identified in the Report as having testing performed and contains noncompliance with laws and regulations, noncompliance with money or negotiable securities and material weaknesses in internal controls.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	19	13
Repeated findings	6	0
Prior recommendations implemented or not repeated	7	0

Details of findings are presented in a separately tabbed report section.

SCHEDULE OF FINDINGS

CURRENT FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
08-1	12	Inadequate Segregation of Duties Over Locally Held Funds	Material Weakness and Material Noncompliance
08-2	14	Lack of Reconciliations on General Ledger Accounts	Material Weakness and Material Noncompliance
08-3	16	Inadequate Computer Access Rights	Significant Deficiency and Noncompliance
08-4	18	Inadequate Controls Over Locally Held Fund Cash Disbursements	Material Weakness and Material Noncompliance
08-5	20	Lack of Review of Supporting Documentation When Signing Checks	Significant Deficiency and Noncompliance

SCHEDULE OF FINDINGS

CURRENT FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	
08-6	21	Inaccurate Reporting on the Report of Receipts and Disbursements	Material Weakness and Material Noncompliance
08-7	23	Inaccurate Reporting of Assets, Liabilities, Revenues and Expenses	Material Weakness and Material Noncompliance
08-8	26	Failure to Properly Transfer Dormant Accounts	Significant Deficiency and Noncompliance
08-9	28	Lack of Inventory Count Sheet	Material Weakness and Material Noncompliance
08-10	29	Vouchers Not Timely Submitted	Significant Deficiency and Noncompliance
08-11	30	Lack of Employee Benefit Fund Purchase Approval	Material Weakness and Material Noncompliance
08-12	31	Lack of Physical Inventory Test Counts	Significant Deficiency and Noncompliance
08-13	32	Incorrect Retail Prices	Significant Deficiency and Noncompliance
08-14	34	Inaccurate Property Control Records	Significant Deficiency and Noncompliance
08-15	36	Lack of Cash Receipt Transmittals	Significant Deficiency and Noncompliance
08-16	37	Untimely Prepared Store Receiving Reports for Employees' and Residents' Commissaries	Material Weakness and Material Noncompliance
08-17	38	Inappropriate Control Over Vending Machine Cash	Significant Deficiency and Noncompliance
08-18	39	Lack of Signatures on "Offender Authorization for Payment" Forms	Significant Deficiency and Noncompliance
08-19	40	Inadequate Documentation of Cash Receipts	Significant Deficiency and Noncompliance

PRIOR FINDINGS NOT REPEATED

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	
A	41	Inaccurate Reporting on the General Office Reporting Package	
B	41	Lack of Independent Verification of Cash	
C	41	Locally Held Bank Reconciliations Not Prepared or Approved	
D	42	Inaccurate Receiving Reports	
E	42	Lack of Inventory Recording and Physical Inventory Counts	
F	42	Employee Evaluations Not Performed	
G	43	HIV Pamphlets Not Available in English	

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on April 29, 2009. Attending were:

Department of Corrections

Tony Small	Deputy Director
MaryAnn Bohlen	Accounting Manager
Joseph Deady	PAI

Vienna Correctional Center

John Cox	Warden
Jeannie McCall	Business Administrator

Office of the Auditor General

Kathy Lovejoy	Audit Manager
---------------	---------------

Dycus Bradley & Draves, p.c.

Scott Draves	Partner
Jackie Samuel	Audit Manager
Cheryl Presswood	Audit Manager

Responses to the recommendations were provided by MaryAnn Bohlen per correspondence dated May 14, 2009.

INSERT AUDITORS' REPORT TAB HERE



DYCUS
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**INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE,
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

As Special Assistant Auditors for the Auditor General, we performed a limited scope compliance examination of the State of Illinois Department of Corrections - Vienna Correctional Center's compliance with the requirements listed below, as more fully described in the Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (*Audit Guide*) as adopted by the Auditor General, during the two years ended June 30, 2008. The management of the State of Illinois Department of Corrections - Vienna Correctional Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Corrections - Vienna Correctional Center's compliance based on our examination.

- A. The State of Illinois Department of Corrections - Vienna Correctional Center has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The State of Illinois Department of Corrections - Vienna Correctional Center has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The State of Illinois Department of Corrections - Vienna Correctional Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. For the locally held funds examined the State revenues and receipts collected by the State of Illinois Department of Corrections - Vienna Correctional Center are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

- E. Money or negotiable securities or similar assets handled by the State of Illinois Department of Corrections - Vienna Correctional Center on behalf of the State or held in trust by the State of Illinois Department of Corrections - Vienna Correctional Center have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our limited scope compliance examination of the Center was limited to the following areas of the *Audit Guide*:

- Chapter 8 – Personal Services Expenditures
- Chapter 9 – Contractual Services Expenditures
- Chapter 11 – Commodities Expenditures
- Chapter 18 – Appropriations, Transfers and Expenditures
- Chapter 22 – Review of Agency Functions and Planning Program
- Chapter 30 – Auditing Compliance with Agency Specific Statutory Mandates

The areas of the *Audit Guide* not examined at the Center have had procedures performed on a Department-wide basis through the compliance examination of the State of Illinois Department of Correction's - General Office, and accordingly, any findings from the results of those procedures have been included in the State of Illinois Department of Corrections – General Office compliance report.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the *Audit Guide* as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois Department of Corrections - Vienna Correctional Center's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois Department of Corrections - Vienna Correctional Center's compliance with specified requirements.

As described in Finding Codes 08-1, 08-2, 08-4, 08-6, 08-7, 08-9, 08-11, and 08-16 in the accompany Schedule of Findings:

- C. The State of Illinois Department of Corrections-Vienna Correctional Center has not complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- E. Money or negotiable securities or similar assets handled by the State of Illinois Department of Corrections-Vienna Correctional Center on behalf of the State or held in trust by the State of Illinois Department of Corrections-Vienna Correctional Center have not been properly and legally administered and the accounting and recordkeeping relating thereto is not proper, accurate, and in accordance with law.

Compliance with such requirements is necessary, in our opinion, for the State of Illinois Department of Corrections - Vienna Correctional Center to comply with the requirements listed in the first

In our opinion, except for the noncompliance described in the preceding paragraph, the State of Illinois Department of Corrections – Vienna Correctional Center complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2008. However, the results of our procedures disclosed other instances of noncompliance, which are required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings as Finding Code No. 08-3, 08-5, 08-8, 08-10, 08-12, 08-13, 08-14, 08-15, 08-17, 08-18, and 08-19.

Internal Control

The management of the State of Illinois Department of Corrections - Vienna Correctional Center is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Corrections - Vienna Correctional Center's internal control over compliance with the requirements listed in the first paragraph of this report in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide*, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois Department of Corrections - Vienna Correctional Center's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois Department of Corrections - Vienna Correctional Center's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies and other deficiencies that we consider to be material weaknesses.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies in internal control over compliance as described in the accompanying Schedule of Findings as Finding Code No. 08-1, 08-2, 08-3, 08-4, 08-5, 08-6, 08-7, 08-8, 08-9, 08-10, 08-11, 08-12, 08-13, 08-14, 08-15, 08-16, 08-17, 08-18, and 08-19 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity's internal control. Of the significant deficiencies in internal control over compliance described in the accompanying schedule of findings, we consider Findings Codes 08-1, 08-2, 08-4, 08-6, 08-7, 08-9, 08-11 and 08-16 to be material weaknesses.

As required by the *Audit Guide*, immaterial findings excluded from this report have been reported in a separate letter to your office.

The State of Illinois Department of Corrections - Vienna Correctional Center's response to the findings identified in our examination are described in the accompanying Schedule of Findings. We did not examine the State of Illinois Department of Corrections - Vienna Correctional Center's responses and, accordingly, we express no opinion on it.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General to the 2008 and 2007 Supplementary Information for State Compliance Purposes, except for information on the Annual Cost Statistics and Service Efforts and Accomplishments, Comparative schedule of Cash Receipts and Deposits, Employee Overtime and Shared Resources on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2006 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, Center and Department management, and is not intended to be and should not be used by anyone other than these specified parties.



Dycus, Bradley & Draves, p.c.
Certified Public Accountants

June 10, 2009

INSERT FINDINGS AND RECOMMENDATIONS TAB HERE

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-1. **FINDING:** (Inadequate Segregation of Duties Over Locally Held Funds)

The Vienna Correctional Center (Center) did not maintain adequate segregation of duties over locally held funds.

During our testing, we noted the following:

- The Accountant recorded disbursement transactions, prepared checks, received signed checks prior to mailing and reconciled transactions for the Resident Commissary Fund, Employee Commissary Fund and Employee Benefit Fund during the period July 1, 2006 to June 30, 2008.
- An Account Technician I was permitted to receive cash and sign checks for the period May 26, 2007 to July 15, 2007 and August 15, 2007 to June 30, 2008 for all locally held funds.
- An Account Technician I recorded transactions for the Resident Trust Fund during the period July 1, 2006 to June 30, 2008. Additionally, the Account Technician I received signed checks prior to checks being mailed; received checks, money orders, etc. for residents; and was Custodian of the Resident Travel and Allowance imprest cash box.

Center personnel indicated the Center did not have sufficient staff to ensure locally held fund duties were segregated.

The locally held funds received and disbursed the following during the period July 1, 2006 to June 30, 2008:

<u>Locally Held Fund</u>	<u>Total Received</u>	<u>Total Disbursed</u>
Resident Trust Fund	\$3,096,987	\$3,103,095
Employee Commissary Fund	\$256,567	\$260,666
Employee Benefit Fund	\$17,101	\$17,989
Resident Commissary Fund	\$2,408,694	\$2,423,672

Administrative Directive 02.40.101 states the Business Administrator shall designate an individual to write checks and ensure the individual does not 1.) receive or deposit cash, 2.) mail prepared checks or 3.) reconcile bank accounts for any locally held fund unless there is an exception in writing from the Chief Administrative Officer and approved by the Deputy Director of the Division of Finance.

A lack of adequate segregation of duties increases the likelihood that a loss from errors or irregularities could occur and would not be found in the normal course of employees carrying out their assigned duties. Failure to segregate these duties could allow cash to be misappropriated or a fictitious invoice to be paid and the check retained by the individual who prepared the check. (Finding Code No. 08-1, 06-1)

RECOMMENDATION

We recommend the duties of receiving cash, preparing checks, custodian of cash, receiving resident checks, etc., recording transactions, reconciling transactions and approving transactions be appropriately segregated.

CENTER RESPONSE

Recommendation implemented. The exceptions noted were errors due to staff limitations and reassignment.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-2. **FINDING:** (Lack of Reconciliations on General Ledger Accounts)

General ledger accounts in the locally held funds were not reconciled.

During our testing, we noted the following:

- The change fund general ledger account in the Employee Commissary Fund was not reconciled to actual cash on hand. This account had a balance of \$400 at June 30, 2008. Vienna Correctional Center (Center) personnel indicated that this account is composed of the cash register change fund, cash in the vault and vending machine change funds. This account was not being reconciled due to the fact that the amount of vending machine change fund was not known.
- Accounts payable to Fund 523: Fund Reimbursements in the Resident Trust Fund could not be reconciled to its supporting documentation. The account had a balance of \$16,832 at June 30, 2008. Center personnel indicated they were unaware that supporting documentation for this payable should be retained in an accessible file.
- Net Worth Transferred general ledger account for the Employee Commissary Fund and Resident Commissary Fund was not being reconciled to net income on the Employee Commissary Fund or the Resident Commissary Fund. The account on the Employee Commissary Fund was understated by \$343 at June 30, 2008. The account on the Resident Commissary Fund was understated by \$140 at June 30, 2008. Center personnel indicated that general ledger entries were posted to main control accounts (net worth) in error.

Statewide Accounting Management System (SAMS) Procedure 25.40.20 requires the Center to reconcile account balances on a monthly basis. Administrative Directive 02.40.104 states "reconciliation of the locally held fund, general ledger, and subsidiary accounts shall occur monthly after the fund checking account has been reconciled and after General Ledger posting is complete." The State Records Act (5 ILCS 160/8) requires agencies to maintain adequate and proper documentation, including essential transactions of the agency.

Failure to implement adequate internal controls over account reconciliations increases the risk that errors and irregularities could occur and not be detected and may result in inaccurate financial reporting. (Finding Code No. 08-2, 06-3)

RECOMMENDATION

We recommend the Center perform reconciliations over all general ledger accounts.

CENTER RESPONSE

Recommendation implemented. The exceptions noted were due to staff turnover and reassignment of duties.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-3. **FINDING:** (Inadequate Computer Access Rights)

Inadequate computer access rights were noted on the payroll system, property control system, The Inventory Management System (TIMS) and Accounting Information System (AIS).

During our testing, we noted the following:

- The Business Manager's computer access rights allowed entering of transactions into the computerized payroll system. This employee was also responsible for approving the accuracy of the payroll voucher. Center personnel indicated they were unaware this was a poor segregation of duties.
- The Accountant had full computer access rights to the property control system. This employee reconciles and prepares the Center's property control reports, which are submitted to the Department's Central Office. Center personnel indicated they were unaware this employee had full access to the property control system.
- Executive Secretary I and Account Technician I - Procurement had full computer access rights to the property control system. Their job responsibilities did not require access to the property control system. Center personnel indicated they were unaware these employees had full access to the property control system.
- Stores personnel had full computer access rights to TIMS. Center personnel indicated stores personnel job responsibilities required access to TIMS so store receiving reports could be changed when items are received, if necessary.
- The Business Administrator's computer access rights on AIS allowed entering and approval of invoice vouchers. Center personnel indicated they were unaware the Business Administrator had access to enter invoice vouchers on AIS.
- Two employees on loan from Shawnee Correctional Center had full computer access rights to AIS. While on loan, the employees' job responsibilities required them to have full computer access rights to AIS. These employees ceased being on loan during fiscal year 2007. Center personnel indicated they were unaware these employees still had full access to AIS.
- The Accountant had full computer access rights to AIS. Their job responsibilities did not require access to AIS. Center personnel indicated the Accountant had access due to being located in the Business Office.

The information technology guidelines (including the National Institute of Standards and Technology and Governmental Accountability Office) endorses adequate access controls and security controls to ensure the security over data.

Failure to adjust computer access rights so the same individual who approves invoice vouchers and transactions does not have computer access to enter vouchers and transactions, and so the individual who prepares and reconciles property records does not have full access to the property control system, along with failure to revoke computer access rights of those individuals whose responsibilities do not require use, increases the risk that errors and irregularities could occur and not be detected and may result in inaccurate financial reporting. (Finding Code No. 08-3, 06-4, 06-13)

RECOMMENDATION

We recommend the Center revoke computer access of recording transactions and invoice vouchers from those individuals approving transactions and invoice vouchers. Also, we recommend the Center revoke full access rights to the property control system from the individual responsible for preparation and reconciliation of property control records. Additionally, the Center should revoke computer access rights from those employees whose responsibilities do not require access.

CENTER RESPONSE

Recommendation implemented. The exceptions noted were due to a transitional period of staffing. The access rights have been adjusted as appropriate.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-4. **FINDING:** (Inadequate Controls Over Locally Held Fund Cash Disbursements)

The Vienna Correctional Center (Center) did not maintain adequate controls over locally held fund cash disbursements.

During our testing, we noted the following:

- The bank signature card indicated only one signature was required on checks for the Resident Commissary Fund.

Administrative Directive 02.40.102 states "the bank shall be notified in writing that two signatures are required on all checks. A copy of the letter of notification shall be on file in the Business Office and a copy of the bank signature cards shall become a part of the locally held fund file."

- Five former employees were listed as an authorized signer on the signature card at the bank for the Employee Commissary Fund, Employee Benefit Fund, Resident Commissary Fund and Resident Trust Fund.

Administrative Directive 02.40.102 states "the Business Administrator shall ensure the bank is notified in writing of any changes to signature authority and maintain copies of the notification and current bank signature cards in the locally held fund file."

- Seventeen of 90 (19%) cash disbursements tested had been signed by an individual not authorized.

Administrative Directive 02.40.102 states "signature authority shall be given to the Chief Administrative Officer and to the Business Administrator. These individuals may authorize other persons to sign in their absence. However, each person so authorized shall sign his or her own name and shall have a signature card on file with the financial institution." Institutional Directive 02.40.901 states who can sign for the Chief Administrative Officer and Business Administrator.

Center personnel indicated the employees in the positions authorized to sign checks changed rapidly. By the time all appropriate signatures were obtained on the signature card, different individuals were assigned to these positions so the process had to be repeated. Additionally, Center personnel thought their Institutional Directive 02.40.901 had been amended early in fiscal year 2007 to reflect the positions for employees designated on the signature card. The Institutional Directive 02.40.901 was last amended December 14, 2006.

Failure to update the signature card at the bank when an employee leaves the Center's employment could lead to misappropriation of cash. Failure to require two signatures on the signature card circumvents the internal control established by Administrative Directive 02.40.102. Failure to comply with Institutional Directive 02.40.901 circumvents the designation of authorized signers by the Chief Administrative Officer and Business Administrator. (Finding No. 08-4, 06-2)

RECOMMENDATION

We recommend the signature cards be updated immediately when a person leaves the Center's employment. Additionally, the Center should comply with Administrative Directive 02.40.102.

CENTER RESPONSE

Recommendation implemented. The signature cards have been updated and will remain updated as staff change. The Center has rescinded the Institutional Directive and will follow the Administrative Directive requirements.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-5. **FINDING:** (Lack of Review of Supporting Documentation When Signing Checks)

Check signers do not review supporting documentation when signing checks.

Individuals authorized to sign checks are provided prepared checks along with a copy of the Cash Requirements Report generated from FACTS. Vendor invoices are not provided, but are available for review in the Accountant's office upon request.

Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) states "all State agencies shall establish and maintain a system of internal, fiscal and administrative controls which shall provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use and misappropriation." Effective internal controls dictate that check signers be given supporting documentation to review when signing checks.

Center personnel indicated that supporting documentation was not attached as a past practice.

Failure to review supporting documentation when signing checks increases the risk that errors and irregularities could occur and not be detected and may result in inaccurate financial reporting (Finding Code No. 08-5)

RECOMMENDATION

We recommend check signers review supporting documentation when signing checks.

CENTER RESPONSE

Recommendation implemented. The facility now provides documentation to the check signers when forwarding checks for signatures.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-6. **FINDING:** (Inaccurate Reporting on the Report of Receipts and Disbursements Locally Held Funds)

The Report of Receipts and Disbursements Locally Held Funds (C-17) for the Employee Commissary Fund and Employee Benefit Fund were inaccurate.

During our testing, we noted the following:

- Income of \$1,614 was recorded as “Miscellaneous” receipts instead of “Auxiliary Enterprises” receipts on the June 30, 2008 Employee Benefit Fund C-17.
- Expenses of \$(168) were reported as “Cost of Sales” disbursements instead of “Commodities” disbursements on the June 30, 2008 Employee Benefit Fund C-17.
- “Equipment over \$100” of \$1,714 was reported as “Awards or Grants” disbursements instead of “Equipment” disbursements on the Employee Benefit Fund June 30, 2008 C-17.
- An expense of \$(4) was reported as a “Cost of Sales” disbursement instead of an “Awards or Grants” disbursement on the June 30, 2008 Employee Benefit Fund C-17.
- An expense of \$(40) was reported as an “Awards or Grants” disbursement instead of a “Contractual Services” disbursement on the June 30, 2008 Employee Benefit Fund C-17.
- “Equipment under \$100” of \$100 and an expense of \$213 were reported as “Awards or Grants” disbursements instead of “Commodities” disbursements on the June 30, 2008 Employee Benefit C-17.
- “Cash over/short” of \$400 and \$940 at June 30, 2008 and 2007, respectively, were reported as a reduction of “Cost of Sales” disbursements instead of an addition to “Auxiliary Enterprises” receipts on the Employee Commissary Fund C-17.
- “Equipment over \$100” of \$380 was reported as “Commodities” disbursements instead of “Equipment” disbursements on the Employee Commissary Fund June 30, 2007 C-17.
- “Fund Transfers-Out” disbursements were overstated by \$100 on the June 30, 2007 Employee Commissary Fund C-17 due to an overstatement in one account of \$2,730 and an understatement in another account of \$2,630.
- Income of \$1,774 was reported as “Miscellaneous” receipts instead of “Auxiliary Enterprises” receipts on the June 30, 2007 Employee Benefit Fund C-17.

- Expenses of \$1,452 were reported as “Cost of Sales” disbursements instead of “Commodities” disbursements on the June 30, 2007 Employee Benefit Fund C-17.
- An expense of \$70 was reported as an “Awards or Grants” disbursement instead of a “Commodities” disbursement on the June 30, 2007 Employee Benefit Fund C-17.

The Statewide Accounting Management System (SAMS) Procedure 33.13.10 requires each Agency to submit accurate quarterly reports of receipts and disbursements of all locally held funds to the Comptroller’s Office via the “Report of Receipts and Disbursements for Locally Held Funds.” Additionally, Administrative Directive 02.40.105 establishes written instructions to Center staff in regards to quarterly reports of receipts and disbursements of locally held funds.

Vienna Correctional Center (Center) personnel indicated they were unaware the Administrative Directive existed.

Failure to provide accurate quarterly reports of these funds with the Comptroller’s Office prevents the Central Office from maintaining accurate year-to-date receipts and disbursements for the Center. Failure to comply with the Administrative Directive could result in improper decisions being made due to inaccurate financial reporting. (Finding Code No. 08-6)

RECOMMENDATION

We recommend Center personnel prepare the Report of Receipts and Disbursements Locally Held Funds (C-17) in compliance with SAMS Procedure 33.13.10 and Administrative Directive 02.40.105.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure compliance.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-7. **FINDING:** (Inaccurate Reporting of Assets, Liabilities, Revenues and Expenses)

Vienna Correctional Center (Center) did not record assets, liabilities, revenues and expenses correctly on the Employee Commissary Fund, Employee Benefit Fund, Resident Commissary Fund and Resident Trust Fund.

During our testing, we noted the following:

- Accounts payable and cost of sales were understated by \$586 on the Employee Commissary Fund at June 30, 2008 due to receiving reports from Dixon Springs IIP being sent to the Business Office after June 30, 2008. These receiving reports were 42 to 100 days late due to the reports being inadvertently misplaced.

Administrative Directive 02.85.103 states "the Commissary Supervisor shall forward one copy of the Store Receiving Report to the Business Office within five working days of receipt of goods."

- "Due from Resident Trust Fund" was overstated by \$15,822 on the Resident Commissary Fund at June 30, 2008. The Resident Trust Fund paid the Resident Commissary Fund this money on June 30, 2008. The Resident Commissary Fund did not record the payment until it was deposited in the bank in July 2008. Center personnel indicated they were unaware that transactions between two funds should be recorded in the same period.

Administrative Directive 02.44.105 establishes a process in which daily receipts are deposited in the bank and posted to FACTS. Following this process would ensure transactions between two funds under the Center's control be recorded in the same accounting period.

- Accounts payable was overstated by \$165 on the Employee Commissary Fund at June 30, 2008 due to fiscal year 2009 inventory being included in the June 30 inventory count. Center personnel stated the error was due to inadvertent oversight.

Administrative Directive 02.85.110 states "inventory not already stored by type shall be segregated, by type and description, and arranged in an orderly manner before the count begins." These items could then be added to the following fiscal year's inventory.

- "Due to Employee Benefit Fund" was understated and "523-Salaries Fund" was overstated by \$139 on the Employee Commissary Fund at June 30, 2007. The Center distributed a portion of profits to "523-Salaries Fund" based on projected expectations of total profits at the end of the period. The actual profits were lower than projected causing the understatement and overstatement in the Funds.

Unified Code of Corrections (730 ILCS 5/3-4-3(c)) states forty percent of the profits on sales by the Employee Commissary shall be for the benefit of employees and the remainder shall first pay for wages and benefits of employees covered under a collective bargaining agreement who are employed by the Employee Commissary and then to pay the costs of dietary staff.

- Damaged and obsolete items totaling \$20 were included in the June 30, 2007 Employee Commissary inventory balance due to lack of communication between the Employee Commissary Supervisor and the Accountant.

Administrative Directive 02.85.110 states “damaged, spoiled, or obsolete merchandise shall be segregated and counts and values of such items shall be recorded separately.”.

- Sales of \$3 were deposited in the Employee Benefit Fund instead of the Employee Commissary Fund during fiscal year 2007 due to an inadvertent oversight.

Administrative Directive 02.43.103 states “all receipts shall be posted using the Fund Accounting and Commissary Trading System (FACTS) to the appropriate Benefit Fund, Cash Receipts Journal.”

- Accounts payable and expenses were overstated by \$1,050 on the Employee Benefit Fund at June 30, 2007 due to the Center recording expenses prior to incurring the liability. Center personnel indicated this was due to a misunderstanding of a recommendation on a prior year finding.

Administrative Directive 02.43.103 states invoices shall be matched with applicable receiving reports and then entered into FACTS as accounts payable.

- “Due to Resident Benefit Fund” was understated and “523-Salaries Fund” was overstated by \$8,018 on the Resident Commissary Fund at June 30, 2007. The Center distributed a portion of profits to “523-Salaries Fund” based on projected expectations of total profits at the end of the period. The actual profits were lower than projected causing the understatement and overstatement in the Funds.

Unified Code of Corrections (730 ILCS 5/3-4-3(c)) states forty percent of the profits on sales from the Resident Commissary shall be for the benefit of residents and the remainder shall first pay for wages and benefits of employees covered under a collective bargaining agreement who are employed by the Resident Commissary and then to pay the costs of dietary staff.

- Accounts payable and cost of sales were understated by \$154 on the Resident Commissary Fund at June 30, 2007 due to a manual receiving report dated June 21, 2007 not being recorded on FACTS until August 10, 2007. Center personnel indicated that the Resident Commissary supervisor inadvertently failed to forward this receiving report to the Business Office.

Administrative Directive 02.85.103 states "the Commissary Supervisor shall forward one copy of the Store Receiving report to the Business Office within five working days of receipt of goods."

- Contraband totaling \$67 was deposited into the Resident Commissary Fund during fiscal year 2007 instead of the General Revenue Fund. Center personnel indicated they were unaware this money had to be deposited into the General Revenue Fund.

Unified Code of Corrections (730 ILCS 5/3-4-3-(d)) states "confiscated currency shall be deposited in the General Revenue Fund."

- Accounts payable and Resident Trust Fund Imprest Box was understated by \$3,928 on the Resident Trust Fund at June 30, 2007 due to inadvertent oversight.

Administrative Directive 02.42.101 states "Trust Fund monies shall not be maintained in an imprest fund.

- At June 30, 2008, receivables and payables on the Resident Trust Fund were overstated by \$319. A receivable was established when the Center determined that money orders deposited into a resident's account were not collectible. When the Center placed a restriction on the resident's account for these uncollectible money orders, another receivable was established along with a payable to itself. Center personnel indicated that they were unsure how to handle this situation.

Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) states "all State agencies shall establish and maintain a system of internal, fiscal and administrative controls which shall provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use and misappropriation." Good fiscal and administrative controls dictate that a Fund should not record a payable to itself.

Financial reports should reflect the actual results of operations. Inaccurate financial reports may result in misstated Departmental financial statements. (Finding Code No. 08-7)

RECOMMENDATION

We recommend invoices be expensed as incurred, money be deposited into the correct fund, transactions recorded timely and in the correct period, and commissary accounts correctly identify inventory items.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure compliance with accurate and timely reporting and accrual.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-8. **FINDING:** (Failure to Properly Transfer Dormant Accounts)

The Vienna Correctional Center (Center) did not take appropriate action to ensure dormant account balances in the Resident Trust Fund were properly transferred to the General Revenue Fund (GRF).

During our review, we noted the Center's list of dormant accounts included 1,105 accounts. According to the Center's ledger of dormant accounts, 241 Resident Trust Fund accounts had cash balances of \$3,218, 815 accounts had \$0 balances but owed outstanding debts, and 49 accounts had negative cash balances totaling \$(274). The Center did not maintain documentation it notified the Department's Central Office (Department) during the examination period of its dormant accounts and had not requested the dormant accounts be transferred to the GRF when applicable.

Administrative Directive 02.42.106 states upon determination of dormant accounts, the Business Administrator shall prepare a list which includes the account numbers, residents' names, identification numbers, and account balances and a memorandum requesting permission to transfer the balances to the General Revenue Fund. In addition, the Unified Code of Corrections (730 ILCS 5/3-4-3(b)) states any money held in accounts of a committed person, upon release from the Department by death, discharge, or unauthorized absence and unclaimed for a period of one year thereafter by person or his legal representative to be transmitted to the State Treasurer who shall deposit it into the General Revenue Fund.

Center management indicated the Resident Trust Fund overall contains dormant accounts with restricted (debit) balances (deficit balances due to accounts payable) in excess of dormant accounts with credit balances (positive balances), that these funds can not be submitted to the GRF.

Failure to notify the Department and ensure dormant account balances are transferred to the General Revenue Fund is noncompliance with Administrative Directive 02.42.06 and 730 ILCS 5/3-4-3(b) and results in inaccurate financial reporting of the General Revenue Fund and the Resident Trust Fund. (Finding Code No. 08-8)

RECOMMENDATION

We recommend that the Center take appropriate action to ensure the dormant balances are transferred to the GRF.

CENTER RESPONSE

Finding not accepted. The Department has implemented policies and procedures that it feels are appropriate to the Statue and Administrative Directives. These policies and procedures are:

- The Inmate Trust Fund maintains individual accounts by inmate.
- The accounts are reviewed when designated dormant.
- The appropriate account balances are transferred to the General Revenue Fund as required.
- The statute is silent on the Department's ability to offset negative account balances with positive account balances.

The end result of the policy is not a loss of revenue to the State as all funds are deposited into a legislatively appropriated fund on deposit at the Treasurer.

AUDITOR'S COMMENT

The Unified Code of Corrections requires the transfer of dormant accounts to the GRF. The Center did not transfer accounts totaling \$2,944 to the GRF. The net negative balances are caused by improper off-setting of one inmate's positive cash balance against another inmate's negative balance in the Inmate Trust Fund.

Further, the Department's administrative rule (20 Ill. Adm. Code 535.140(a)) states unclaimed money held for a period of one year may be transferred to the Inmate Benefit Fund and be expended for the special benefit of committed persons, which is consistent with the Unified Code of Corrections.

The Center has fiduciary responsibility for inmate accounts and should be evaluating each account within the Inmate Trust individually for potential transfer to the GRF.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-9. **FINDING:** (Lack of Inventory Count Sheet)

The Inventory Count Sheet for the June 30, 2007 Resident Commissary physical inventory count could not be located.

Resident Commissary physical inventory Counts Sheet for June 30, 2007 could not be located in the Business Office or the stores. Vienna Correctional Center (Center) personnel indicated the Supply Supervisor, who retired June 30, 2008, filed these count sheets in the stores instead of forwarding them to the Business Office. Current store personnel were unable to locate the Count Sheet.

Administrative Directive 02.85.110 states, "The Inventory Supervisor shall review the adding machine tapes and inventory Count Sheets and forward the inventory Count Sheets, including those for damaged, spoiled, or obsolete goods, to the Business Administrator for preparation of the Income Statement." In addition, the State Records Act (5 ILCS 160/9) requires agencies to establish and maintain a program for agency records management, which shall include effective controls over maintenance and completeness of records.

Failure to submit inventory Count Sheets to the Business Administrator could result in inaccurate financial reporting. Inventory at June 30, 2007 was \$83,116. (Finding Code No. 08-9)

RECOMMENDATION

We recommend the Center comply with Administrative Directive 02.85.110 and forward the Inventory Count Sheet to the Business Administrator.

CENTER RESPONSE

Recommendation accepted. The issue noted was due to staffing errors and turnover.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-10. **FINDING:** (Vouchers Not Timely Submitted)

The Vienna Correctional Center (Center) did not exercise adequate control over voucher processing.

During our testing, we noted 7 of 54 (15%) vouchers tested, totaling \$48,244, were approved for payment from 2 to 101 days late. The Center paid \$656 in interest charges during the two year period ended June 30, 2008.

The Illinois Administrative Code (74 Ill. Adm. Code 900.70) requires an Agency to review a bill and either deny the bill in whole or in part, ask for more information necessary to review the bill or approve the bill in whole or in part, within 30 days of physical receipt of the bill.

Center personnel indicated the delays in processing vouchers was a result of a limitation in resources.

Failure to promptly approve vouchers could result in late payment of bills to vendors and result in interest being levied against the Center. (Finding Code No. 08-10, 06-10)

RECOMMENDATION

We recommend the Center comply with 74 Ill. Adm. Code 900.70 by having the proper review completed prior to the expiration of the thirty-day time period.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure vouchers are processed in accordance with the Prompt Payment Act.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-11. **FINDING:** (Lack of Employee Benefit Fund Purchase Approval)

The Vienna Correctional Center (Center) failed to obtain approval from the Employee Benefit Fund committee for expenditures.

During our testing, we noted the following:

- Nine of 26 (35%) expenditures tested from the Employee Benefit Fund, totaling \$2,444, lacked proof of the Employee Benefit Fund committee approval.
- Three of 26 (12%) expenditures tested from the Employee Benefit Fund, totaling \$910, were approved by the Employee Benefit Fund committee after the items had been purchased.

Administrative Directive 02.43.102 states expenditures should be reviewed and approved prior to purchase by the committee members.

Center personnel indicated the Employee Benefit Fund committee failed to approve these purchases due to inadvertent oversight and priorities of staffing.

Approval of expenditures by an appointed committee is a fundamental control over the Employee Benefit Fund expenditures. Failure to obtain committee approval increases the risk an expenditure may not comply with the restrictions of the Employee Benefit Fund. (Finding Code No. 08-11)

RECOMMENDATION

We recommend the Employee Benefit Fund committee approve all expenditures of the Fund prior to purchase.

CENTER RESPONSE

Recommendation implemented. The facility has established a process to ensure approvals are received prior to the purchase.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-12. **FINDING:** (Lack of Physical Inventory Test Counts)

The Vienna Correctional Center (Center) did not perform an independent test count of inventory.

The Center did not conduct an independent inventory test count on the Resident Commissary and general stores physical inventory. Center personnel indicated that recounting items with discrepancies between the physical inventory count and the computerized perpetual inventory was considered test counts.

Administrative Directive 02.85.110 states "the inventory supervisor in the commissary shall verify count accuracy by conducting test counts of a representative number of items." Administrative Directive 02.82.112A-J states a Business Office employee shall perform sample test counts in the stores for comparison with counts performed by the inventory team.

Performing independent inventory test counts reduces the Center's risk the Resident Commissary and general stores personnel would record inappropriate inventory transactions. Inventory at June 30, 2008 in the Resident Commissary and stores was \$8,307 and \$196,580, respectively. (Finding Code No. 08-12, 06-9)

RECOMMENDATION

We recommend the Center comply with their Administrative Directives by performing an independent inventory test count.

CENTER RESPONSE

Recommendation implemented. The facility performs test counts as part of the inventory process.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-13. **FINDING:** (Incorrect Retail Prices)

Incorrect retail prices were charged in the Employee Commissary.

During our testing of 30 items, we noted the following:

- At June 30, 2008, vending machines at Dixon Springs Impact Incarceration Program had an incorrect retail price for soft drink products due to the retail price narrowly covering the unit cost. Vienna Correctional Center (Center) personnel indicated they were unaware that the retail price had to be changed every time the unit cost changed.
- At June 30, 2008, the vending machine in the staff dining room at the Center had an incorrect retail price for water due to the retail price not covering the unit cost of the water. Center personnel indicated that due to inadequate supervision, the selling price was not changed to agree to the unit cost plus 10%.
- At June 30, 2008, seven retail prices input into the Employee Commissary cash register did not agree to the Employee Commissary Fund retail price list. Center personnel indicated that due to time constraints, the Employee Commissary supervisor did not change the selling price in the cash register to agree to the retail price list.
- At June 30, 2007, the Employee Commissary had an incorrect retail price for decaf coffee due to the retail price not covering the cost of the coffee. Center personnel indicated that due to inadequate supervision, the selling price was not changed to agree to the unit cost plus 10%.
- At June 30, 2007, all snack cakes in the Employee Commissary were grouped together and sold for the same retail price. Due to their unit costs varying, the items should have had different retail prices. Center personnel indicated that due to time constraints, the Employee Commissary Supervisor did not separately count or have the retail price be the unit cost plus 10%.

The Unified Code of Corrections (730 ILCS 5/3-7-2a) states “the selling price of all goods shall be sufficient to cover the costs of the goods and an additional charge of up to 10%.”

Failure to charge the correct retail price increases the risk the Center will not recover their cost. (Finding Code No. 08-13)

RECOMMENDATION

We recommend retail prices in the Employee Commissary be monitored to ensure the correct retail price is being charged.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure compliance with the statutes on pricing.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-14. **FINDING:** (Inaccurate Property Control Records)

Vienna Correctional Center's (Center) property control records were inaccurate.

During our testing of property, we noted the following:

- Sixteen of 16 (100%) equipment purchases tested were recorded on the property listing from 6 to 32 months after the item had been received by the Center. Property was understated by \$23,000 at June 30, 2007. Center personnel indicated the Property Control Officer had several tasks to perform and property control was assessed a low priority.

The Illinois Administrative Code (44 Ill. Adm. Code 5010.400) requires agencies to adjust property records within 30 days of acquisition, change, or deletion of equipment items.

- Ninety-eight of 112 (87%) property deletions tested did not have documentation indicating the date the Center received the "Request for Change of Status of Equipment" from the Department's Central Office. Therefore, timely removal from the property listing could not be determined. Center personnel indicated that they were unaware the date received should be indicated on the "Request for Change of Status of Equipment."

The Illinois Administrative Code (44 Ill. Adm. Code 5010.400) requires agencies to adjust property records within 30 days of acquisition, change, or deletion of equipment items.

- Thirty-eight of 112 (34%) property items tested did not have documentation the Director of the Department had approved the "Request for Change of Equipment Status." Center personnel indicated the approved "Request for Change of Equipment Status" was inadvertently misplaced.

Administrative Directive 02.70.150 states the "Request for Change of Status of Equipment" shall contain the appropriate approval signatures.

- Two of twenty-five (8%) equipment items selected for testing could not be located at the Center. Center personnel indicated the tag had fallen off these pieces of property and personnel had failed to write the tag number on the pieces of equipment.

Statewide Accounting Management System (SAMS) Procedure 29.10.10 requires an agency to maintain current property information at a summary level which includes the location of the asset. In addition, Administrative Directive 02.70.105 states the Department shall identify or tag each piece of State-owned controlled property in its possession with a unique identification number.

- Five of 25 (20%) equipment items tested were no longer being utilized. Property was overstated by \$3,256 at June 30, 2008. Center personnel indicated employees have several tasks to perform so determining if an item of property needs to be scraped or surplused had been given a low priority.

The State Property Control Act (30 ILCS 605/1.04 and 7.3) defines transferable property as property no longer needed or usable by the agency and requires agency heads to periodically report transferable property to the Director of DCMS.

- A cooling tower totaling \$30,831 was not recorded on the Center's property control system during the first quarter of fiscal year 2008. Center personnel indicated this was an inadvertent oversight.

Administrative Directive 02.70.110 states that all newly acquired property with the exception of property received on a loan or non-capitalized lease property shall be recorded on inventory.

Failure to maintain accurate property control records increases the potential for fraud and possible loss or theft of State property. Failure to inform Department of Central Management Services of excess property does not allow the state to manage State assets in the most economical manner and could lead to unnecessary purchases by other State agencies. Failure to maintain property control records in an efficient and timely manner could lead to improper decisions being made. (Finding Code No. 08-14)

RECOMMENDATION

We recommend the Center ensure property control records are maintained in an efficient and timely manner. We recommend the Center comply with 44 Ill. Adm. Code 5010.400 by making all adjustments to their property records within 30 days of acquisition, change, or deletion of the equipment items. In addition, we recommend the Center properly tag equipment items as prescribed in Administrative Directive 02.70.105. We also recommend the Center properly dispose of and remove from its records any assets that are obsolete, damaged, or no longer used in operations.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure compliance.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-15. **FINDING:** (Lack of Cash Receipt Transmittals)

The Vienna Correctional Center (Center) sent cash receipts to the Department's Central Office without the Receipts Deposit Transmittal, C-64, and the State Treasurer's Office Transmittal, DC 276.

During our testing, we noted cash receipts during the period November 1, 2006 to approximately March 2008 were sent to the Department's Central Office without proper transmittals. As of June 30, 2008, \$126.50 of cash receipts received in fiscal year 2007 had not been deposited by the Comptroller's Office.

Statewide Accounting Management System (SAMS) Procedure 25.20.10 states that Receipts Deposit Transmittal, C 64, is to be utilized to deposit all receipts into the State Treasury. Additionally, Administrative Directive 02.27.102 states upon receipt of cash, a Treasurer's Transmittal and Comptroller's Receipts Deposit Transmittal, C 64, shall be completed. These forms are to be forwarded to Division of Finance and Administration Fiscal Services Unit: Cash Receipts.

Center personnel indicated that when the cashier retired, the process was transferred to the Central Office to provide the functions in the interim. The checks were mailed to be processed.

Failure to properly submit cash receipts increases the risk that receipts will be misappropriated. (Finding Code No. 08-15)

RECOMMENDATION

We recommend the Treasurer's Transmittal and C 64 be prepared by the Center for all receipts and forwarded to the Division of Finance and Administration Fiscal Services Unit: Cash Receipts.

CENTER RESPONSE

Recommendation implemented. The facility has replaced the cashier and that person has been trained.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-16. **FINDING:** (Untimely Prepared Store Receiving Reports for Employees' and Residents' Commissaries)

The Vienna Correctional Center (Center) did not prepare Store Receiving Reports for Employees' and Residents' Commissaries timely.

Store Receiving Reports were not prepared during the period June 11, 2007 to June 22, 2007 and June 9, 2008 to June 20, 2008. Twelve receiving reports were forwarded to the Business Office between 1 to 17 days late.

Center personnel indicated that during the time period of the exceptions noted, personnel had retired and the remaining personnel were in transition. Personnel were in the process of being trained, and duties delegated.

Administrative Directive 02.85.103 states "the Commissary Supervisor shall prepare a Store Receiving Report" and "the Store Receiving Report is to be forwarded to the Business Office within five working days of receipt of the items."

Failure to timely record receiving reports could lead to incorrect prices being charged in the Resident Commissary. Additionally, this could lead to inaccurate financial reporting. (Finding Code No. 08-16)

RECOMMENDATION

We recommend the Center comply with Administrative Directive 02.85.103 by forwarding receiving reports to the Business Office within five working days.

CENTER RESPONSE

Recommendation implemented. The errors were due to staff turnover. The staff has since been trained and cross trained.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-17. **FINDING:** (Inappropriate Control Over Vending Machine Cash)

Appropriate control over vending machine cash at Dixon Springs Impact Incarceration Program was not maintained.

Two of 26 (8%) cash receipts examined indicated that only one person removed the cash from the vending machine at Dixon Springs IIP.

Vienna Correctional Center (Center) personnel indicated that due to staffing limitations, only one staff had been assigned, and were unaware of the mandate to have two staff assigned to this function.

Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) states "all State agencies shall establish and maintain a system of internal, fiscal and administrative controls which shall provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use and misappropriation." Good internal controls dictate that two people be present when removing cash from a vending machine.

Failure to have two people present when removing vending machine cash could lead to misappropriation of cash. Vending machine sales for fiscal year 2008 were \$13,034. (Finding Code No. 08-17)

RECOMMENDATION

We recommend two people be present when cash is removed from a vending machine.

CENTER RESPONSE

Recommendation implemented. Two staff have been assigned to perform the function.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-18. **FINDING:** (Lack of Signatures on "Offender Authorization for Payment" forms)

"Offender Authorization for Payment" forms did not contain signatures of an employee as witness.

Six of 94 (6%) "Offender Authorization for Payment" forms were not signed by a Vienna Correctional Center (Center) employee as witness. Center personnel indicated that this was an inadvertent oversight by the employee.

Administrative Directive 02.42.105 states a staff member of the Center is to sign the "Offender Authorization for Payment" form as witness.

Failure to witness an offender's completion and signature of an "Offender Authorization for Payment" form could result in disputed charges between the Center and the offender. (Finding Code 08-18)

RECOMMENDATION

We recommend all "Offender Authorization for Payment" forms be signed by a witness.

CENTER RESPONSE

Recommendation implemented. The errors noted were due to staff oversights.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-19. **FINDING:** (Inadequate Documentation of Cash Receipts)

Cash receipts lacked adequate supporting documentation.

During our testing, we noted the following:

- Seven out of 86 (8%) locally held fund cash receipts tested, totaling \$4,012, lacked supporting documentation.
- One out of 86 (1%) cash receipts tested, totaling \$190, did not agree to supporting documentation.

Vienna Correctional Center (Center) personnel indicated that these were inadvertent oversights.

The State Records Act (5 ILCS 160/9) requires agencies to establish and maintain a program for agency records management, which shall include effective controls over maintenance and completeness of records. In addition, the State Officers and Employees Money Disposition Act (30 ILCS 230/2 (a)) requires each State agency to keep a detailed, itemized account of money received

Failure to properly document cash receipts could result in a loss of State funds. (Finding Code No. 08-19)

RECOMMENDATION

We recommend cash receipts be verified to supporting documentation and any discrepancies be investigated and the outcome of the investigation noted on the supporting documentation.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure documentation is retained.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Prior Findings Not Repeated

A Inaccurate Reporting on the General Office Reporting Package

The Accountant should be trained in the preparation of the General Office Reporting Package. (Finding Code No. 06-5)

DISPOSITION

Recommendation not repeated. The Central Office prepared the General Office Reporting Package for fiscal year 2008 and 2007.

B Lack of Independent Verification of Cash

An independent employee should prepare the Commissary Shift Report and count the cash prior to forwarding the cash to the Business Office or Control Room. (Finding Code No. 06-6)

DISPOSITION

Recommendation not repeated. An independent employee prepares the Commissary Shift Report and counts the cash prior to forwarding the cash to the Business Office or Control Room.

C Locally Held Bank Reconciliations Not Prepared or Approved

The Center should comply with their Administrative Directive and prepare bank reconciliations for each checking account upon receipt of a bank statement. This bank reconciliation should then be signed by both the preparer and the Business Administrator. (Finding Code No. 06-7)

DISPOSITION

Recommendation not repeated. During our current examination bank reconciliations were generally prepared and approved by the Business Administrator.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Prior Findings Not Repeated

D Inaccurate Receiving Reports

Vendor invoices should be properly matched to receiving reports and any discrepancies investigated. (Finding Code No. 06-8)

DISPOSITION

Recommendation not repeated. During our current examination, we did not note any receiving reports which did not match the vendor invoice.

E Lack of Inventory Recording and Physical Inventory Counts

The Center should comply with their Administrative Directives by recording requisitions into AIMS, conducting physical inventory counts and performing an independent inventory test count. (Finding Code No. 06-9)

DISPOSITION

Recommendation not repeated. The Center has implemented recording requisitions into TIMS and conducting physical inventory counts. The Center has not implemented independent inventory test counts in the Resident Commissary and general stores. See Finding Code No. 08- 10.

F Employee Evaluations Not Performed

The Center did not perform employee evaluations or performed them late. (Finding Code No. 06-11)

DISPOSITION

Recommendation will not be repeated. The finding has been moved to the Department of Corrections Central Office compliance report.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Prior Findings Not Repeated

G HIV Pamphlets Not Available in English

The English version of the HIV pamphlet should be reordered when supplies in the visiting room are low. (Finding Code No. 06-12)

DISPOSITION

Recommendation not repeated. During our current examination, we noted the English version of the HIV pamphlet was available in the visiting room.

INSERT SUPPLEMENTARY INFORMATION TAB HERE

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES
For the Two Years Ended June 30, 2008

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

Fiscal Schedules and Analysis:

- Schedule of Appropriations, Expenditures and Lapsed Balances
- Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
- Description of Locally Held Funds
- Schedule of Locally Held Funds
- Schedule of Changes in State Property
- Comparative Schedule of Cash Receipts and Deposits (not examined)
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Inmate Commissary Operation
- Shared Resources (not examined)
- Annual Cost Statistics
 - Center Inmate Statistics (not examined)
 - Center Employee Statistics (not examined)
 - Cell Square Feet Per Inmate (not examined)
 - Food Services (not examined)
 - Medical and Clergy Service Contracts (not examined)
- Service Efforts and Accomplishments (not examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, except for information on Comparative schedule of Cash Receipts and Deposits, Employee Overtime, Shared Resources, Annual Cost Statistics, and Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

INSERT SUPPLEMENTARY INFORMATION TAB HERE

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Year Ended June 30, 2008

	EXPENDITURES THROUGH JUNE 30, 2008	LAPSE PERIOD EXPENDITURES JULY 1 TO AUGUST 31, 2008	TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2008	BALANCES LAPSED AUGUST 31, 2008
APPROPRIATIONS				
NET OF TRANSFERS				
\$ 20,645,100	\$ 19,579,078	\$ 1,062,853	\$ 20,641,931	\$ 3,169
232,400	213,687	18,653	232,340	60
3,419,100	3,241,526	176,543	3,418,069	1,031
1,530,500	1,450,911	79,557	1,530,468	32
2,897,600	2,784,509	113,002	2,897,511	89
3,900	3,409	422	3,831	69
86,400	80,086	6,251	86,337	63
2,552,600	2,438,321	113,939	2,552,260	340
4,300	1,851	2,375	4,226	74
80,000	500	79,495	79,995	5
43,900	43,880	20	43,900	-
140,000	131,914	8,086	140,000	-
\$ 31,635,800	\$ 29,969,672	\$ 1,661,196	\$ 31,630,868	\$ 4,932
Total - Fiscal Year 2008				

PUBLIC ACT 95-348

GENERAL REVENUE FUND - 001

Personal services
Student, member and inmate compensation
State contributions to State Employees' Retirement System
State contributions to Social Security
Contractual services
Travel
Travel and allowances for committed, paroled and discharged prisoners
Commodities
Printing
Equipment
Telecommunications services
Operation of automotive equipment

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Year Ended June 30, 2007

	APPROPRIATIONS NET OF TRANSFERS	LAPSE PERIOD		TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2007	BALANCES LAPSED AUGUST 31, 2007
		EXPENDITURES THROUGH JUNE 30, 2007	EXPENDITURES JULY 1 TO AUGUST 31, 2007		
PUBLIC ACT 94-798					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 19,376,200	\$ 18,352,673	\$ 1,020,554	\$ 19,373,227	\$ 2,973
Student, member and inmate compensation	245,004	222,529	22,474	245,003	1
State contributions to State Employees' Retirement System	2,233,200	2,115,142	117,967	2,233,109	91
State contributions to Social Security	1,434,800	1,358,317	76,428	1,434,745	55
Contractual services	2,894,475	2,677,955	170,262	2,848,217	46,258
Travel	6,289	5,087	-	5,087	1,202
Travel and allowances for committed, paroled and discharged prisoners	77,800	69,725	7,985	77,710	90
Commodities	2,417,266	2,108,812	304,464	2,413,276	3,990
Printing	14,900	14,893	-	14,893	7
Equipment	23,585	23,000	585	23,585	-
Telecommunications services	64,600	42,869	21,731	64,600	-
Operation of automotive equipment	122,400	86,836	35,564	122,400	-
Total - Fiscal Year 2007	\$ 28,910,519	\$ 27,077,838	\$ 1,778,014	\$ 28,855,852	\$ 54,667

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Years Ended June 30,

	FISCAL YEAR		
	2008	2007	2006
	P.A.95-348	P.A.94-798	P.A.94-0015
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 31,635,800	\$ 28,910,519	\$ 27,963,000
EXPENDITURES			
Personal services	\$ 20,641,931	\$ 19,373,227	\$ 18,881,531
Employee retirement contributions paid by employer	-	-	239,675
Student, member and inmate compensation	232,340	245,003	249,223
State contributions to State Employees' Retirement System	3,418,069	2,233,109	1,471,221
State contributions to Social Security	1,530,468	1,434,745	1,397,333
Contractual services	2,897,511	2,848,217	3,232,144
Travel	3,831	5,087	4,829
Travel and allowances for committed, paroled and discharged prisoners	86,337	77,710	67,517
Commodities	2,552,260	2,413,276	2,206,432
Printing	4,226	14,893	16,998
Equipment	79,995	23,585	30,041
Telecommunications services	43,900	64,600	33,057
Operation of automotive equipment	140,000	122,400	126,759
Total Expenditures	<u>\$ 31,630,868</u>	<u>\$ 28,855,852</u>	<u>\$ 27,956,760</u>
LAPSED BALANCES	<u>\$ 4,932</u>	<u>\$ 54,667</u>	<u>\$ 6,240</u>

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

The locally held funds of the Center are grouped into two fund categories, Governmental and Fiduciary funds. These are non-appropriated funds with the exception of the Travel and Allowance Revolving Fund which is an appropriated fund. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Revenue Fund

The Travel and Allowance Revolving Fund is a cash imprest fund located at the Center and is used to provide cash for travel and allowances for discharged inmates and to pay out inmate Trust Fund balances under \$50 upon inmates being paroled or discharged. The Travel and Allowance Revolving Fund is replenished from the Center's Inmate Benefit Fund account and the Trust Fund. The Center's Inmate Benefit Fund account is reimbursed from the General Revenue Fund appropriation on a monthly basis upon submission of a duly authorized voucher.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The Center maintains four special revenue funds.

The Employees' Commissary Fund and Residents' Commissary Fund are used to maintain stores for selling food, candy, health and beauty aids and other personal items. The inmate commissary sells solely to inmates and the employees' commissary sells to employees. Profits derived from commissary sales are allocated 60% to pay the wages and benefits of employees who work at the commissaries and 40% to either the Residents' Benefit Fund for sales from the Inmate Commissary or the Employees' Benefit Fund for sales from the Employees' Commissary.

Residents' Benefit Fund and Employees' Benefit Fund are used to provide entertainment and recreational activities and equipment for inmates and employees. The Employees' Benefit Fund can also be used to provide travel expense reimbursement for correctional officers while travel vouchers are being processed. Beginning in fiscal year 2006 the locally held Residents' Benefit Fund account at each Center was closed and the balance transferred to a single locally held Residents' Benefit Fund bank account administered by the General Office. The Center has a sub-account within the Residents' Benefit Fund account at the General Office that records their specific transactions.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

Expenditures from the Residents' Benefit Fund are initiated at the Center but all the transactions are processed through the General Office. All of the financial accounting for the Center's Residents' Benefit Fund transactions are also performed and maintained at the General Office. Because the Center does not maintain the financial records a summary of the Center's Residents' Benefit Fund activity for fiscal years 2008 and 2007 will be presented in the General Office Compliance Report for the two years ending June 30, 2008.

2. Fiduciary Fund

Agency Fund

An agency fund is used to account for assets held as the agent for others. The Center maintains one such fund, the Residents' Trust Fund. The Residents' Trust Fund is maintained as a depository for funds of inmates while incarcerated at the Center. Receipts and disbursements of the inmates are recorded in each inmate's individual account within the Residents' Trust Fund.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the the Year ended June 30, 2008

	Employees' Commissary Fund	Residents' Commissary Fund	Employees' Benefit Fund
<u>REVENUES</u>			
Income from Sales	126,251	1,208,197	
Interest / Investment Income	58	747	26
Miscellaneous:			
Other	940		4,800
Donations			100
Total Revenues	<u>127,249</u>	<u>1,208,944</u>	<u>4,926</u>
<u>EXPENDITURES</u>			
Purchases	121,242	994,111	
General and Administrative	672	1,180	
Contractual			
Equipment			1,719
Donations			291
Other			6,645
Total Expenditures	<u>121,914</u>	<u>995,291</u>	<u>8,655</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>5,335</u>	<u>213,653</u>	<u>(3,729)</u>
<u>OTHER FINANCING SOURCES</u>			
Transfers In			1,933
Transfers (Out)	(5,335)	(213,653)	
Total Other Financing Sources	<u>(5,335)</u>	<u>(213,653)</u>	<u>1,933</u>
Net Change in Fund Balance	-	-	(1,796)
Fund Balance July 1, 2007	-	-	16,692
Fund Balance June 30, 2008	<u>-</u>	<u>-</u>	<u>14,896</u>

Note: Schedule is presented on the accrual basis of accounting.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the the Year ended June 30, 2007

	Employees' Commissary Fund	Residents' Commissary Fund	Employees' Benefit Fund
<u>REVENUES</u>			
Income from Sales	**	1,196,660	
Interest / Investment Income		807	69
Miscellaneous:			
Other			6,081
Donations			25
Total Revenues	-	1,197,467	6,175
<u>EXPENDITURES</u>			
Purchases		974,150	
General and Administrative		3,701	
Contractual			
Equipment			
Donations			865
Other			8,425
Total Expenditures	-	977,851	9,290
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	219,616	(3,115)
<u>OTHER FINANCING SOURCES</u>			
Transfers In			2,881
Transfers (Out)		(219,616)	
Total Other Financing Sources	-	(219,616)	2,881
Net Change in Fund Balance	-	-	(234)
Fund Balance July 1, 2006	-	-	16,926
Fund Balance June 30, 2007	-	-	16,692

Note: Schedule is presented on the accrual basis of accounting.

** Due to insufficient information, the Employees' Commissary Fund Schedule could not be completed. See Finding 08-2

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For The Years Ended June 30

	<u>2008</u>	<u>2007</u>
	Residents' Trust Fund	Residents' Trust Fund
Balance - July 1	\$ 79,189	\$ 74,729
Receipts		
Investment Income	383	807
Inmate Account Receipts	1,322,076	1,297,407
Appropriations from General Revenue Fund		
TOTAL RECEIPTS	<u>1,322,459</u>	<u>1,298,214</u>
Disbursements		
Inmate Account Disbursements	1,276,584	1,275,556
Disbursements for released inmates		
TOTAL DISBURSEMENTS	<u>1,276,584</u>	<u>1,275,556</u>
Fund Transfers		
Fund Transfers In	234,215	246,027
Fund Transfers (Out)	(290,658)	(260,297)
TOTAL TRANSFERS	<u>(56,443)</u>	<u>(14,270)</u>
Balance - June 30	<u>\$ 68,621</u>	<u>\$ 83,117</u>

Note: Schedule is presented on the cash basis of accounting

Negative imprest cash of \$3,928 was presented with accounts receivable at June 30, 2007. The Center reclassified the presentation of negative imprest cash to cash during the fiscal year ended June 30, 2008.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN STATE PROPERTY
For The Years Ended June 30,

	2008				2007					
	Land	Buildings	Equipment	Land Improvements	Total	Land	Buildings	Equipment	Land Improvements	Total
Balance, beginning	\$1,299,127	\$53,003,062	\$3,002,003	\$1,281,805	\$58,585,997	\$1,299,127	\$51,387,320	\$2,734,663	\$1,281,805	\$56,702,915
Additions:										
Purchases			23,526		23,526			19,384		19,384
Transfers-in			228,246		228,246			350,879		350,879
Capital Development Board										
Employees' Commissary Fund		4,402,778			4,402,778		1,644,880			1,644,880
Employees' Benefit Fund										
Residents' Commissary Fund										
Residents' Benefit Fund										
Donations										
Grants										
Adjustments										
Total Additions	-	4,402,778	251,772	-	4,654,550	-	1,644,880	370,263	-	2,015,143
Deductions:										
Transfers-out			232		232					62,577
Scrap property			900		900					40,346
Surplus property										
Condemned and lost property							29,138			29,138
Adjustments										
Total Deductions	0	0	1,132	0	1,132	-	29,138	102,923	-	132,061
Balance, ending	\$1,299,127	\$57,405,840	\$3,252,643	\$1,281,805	\$63,239,415	\$1,299,127	\$53,003,062	\$3,002,003	\$1,281,805	\$58,585,997

Note: The property balances at June 30, 2008 and 2007 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
(NOT EXAMINED)
For The Years Ended June 30,

	FISCAL YEAR		
	2008	2007	2006
<u>RECEIPTS</u>			
Jury Duty	\$ 497	\$ 48	\$ 434
Inmate Restitution	4,107	5,527	24,945
Dormant Inmate Accounts	-	1,224	3,122
Funeral Furlough	8,436	3,507	-
Staff Witness Fees	-	-	-
Contraband Cash	-	-	101
Copying Fees	-	-	-
Miscellaneous	30,294	28,313	21
TOTAL RECEIPTS	<u>\$ 43,334</u>	<u>\$ 38,619</u>	<u>\$ 28,623</u>
<u>REMITTANCES</u>			
General Revenue Fund - 001	\$ 1,727	\$ 1,273	\$ 3,678
Department of Corrections Reimbursement Fund - 523	41,607	37,346	24,945
TOTAL RECEIPTS REMITTED DIRECTLY TO STATE TREASURER	<u>\$ 43,334</u>	<u>\$ 38,619</u>	<u>\$ 28,623</u>
<u>DEPOSITS</u>			
Receipts recorded by Center	\$ 1,727	\$ 1,273	\$ 3,678
Add: Deposits in transit - Beginning of year	20	12	30
Deduct: Deposits in transit - End of year	(34)	(20)	(12)
DEPOSITS RECORDED BY THE STATE COMPTROLLER	<u>\$ 1,713</u>	<u>\$ 1,265</u>	<u>\$ 3,696</u>

Note: The Deposits reconciliation section of this schedule is a reconciliation of the Center's General Revenue Fund receipts to the Comptroller's General Revenue Fund deposits only. The Comptroller's records do not provide a detail breakdown of deposits into the Department of Corrections Reimbursement Fund #523 by Center.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2008

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED</u> <u>JUNE 30</u>		<u>INCREASE</u> <u>(DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
State Contributions to state employees				
Retirement system	\$3,418,069	\$2,233,109	\$1,184,960	53.1%
Travel	\$3,831	\$5,087	\$(1,256)	(24.7)%
Printing	\$4,226	\$14,893	\$(10,667)	(71.6)%
Equipment	\$79,995	\$23,584	\$56,411	239.2%
Telecommunications services	\$43,900	\$64,600	\$(20,700)	(32.0)%

Center management provided the following explanation(s) for the significant variation(s) identified above.

State contributions to state retirement system

State contributions to state retirement system increased \$1,184,960 or 53.1% from fiscal year 2007 due to the State of Illinois increasing their state retirement contribution percentage from 11.525% for fiscal year 2007 to 16.561% for fiscal year 2008.

Travel

Travel decreased \$1,256 or 24.7% from fiscal year 2007 due to the Center having less resident medical writs, court writs and transfers from fiscal year 2007 to fiscal year 2008.

Printing

Printing decreased \$10,667 or 71.6% from fiscal year 2007 due to the Center purchasing copier paper from their commodities appropriation in fiscal year 2008 instead of their printing appropriation. In fiscal year 2007, copier paper was purchased from their printing appropriation.

Equipment

Equipment increased \$56,411 or 239.2% from fiscal year 2007 due to the Department of Corrections approving more equipment purchases for fiscal year 2008 than fiscal year 2007.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Telecommunications services

Telecommunication services decreased \$20,700 or 32.0% from fiscal year 2007 due to less money being appropriated for fiscal year 2008 than fiscal year 2007.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2007

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2007 and June 30, 2006 are shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED</u> <u>JUNE 30</u>		<u>INCREASE</u> <u>(DECREASE)</u>	
	<u>2007</u>	<u>2006</u>	<u>AMOUNT</u>	<u>%</u>
Employee retirement contributions paid by employer	\$0	\$239,676	\$(239,676)	(100)%
State Contributions to state employees Retirement system	\$2,233,109	\$1,471,221	\$761,888	51.8%
Equipment	\$23,584	\$30,040	\$(6,456)	(21.5)%
Telecommunications services	\$64,600	\$33,057	\$31,543	95.4%

Center management provided the following explanation(s) for the significant variation(s) identified above.

Employee retirement contributions paid by employer

Employee retirement contributions paid by employer decreased \$239,676 or 100% from fiscal year 2006 due to the State of Illinois ceasing to pay the employees portion of their state retirement as of January 1, 2006.

State contributions to state retirement system

State contributions to state retirement system increased \$761,888 or 51.8% from fiscal year 2006 due to the State of Illinois increasing their state retirement contribution percentage from 7.789% for fiscal year 2006 to 11.525% for fiscal year 2007.

Equipment

Equipment decreased \$6,456 or 21.5% from fiscal year 2006 due to the Department of Corrections approving less equipment purchases for fiscal year 2007 than fiscal year 2006.

Telecommunications services

Telecommunications service increased \$31,543 or 95.4% from fiscal year 2006 due to the Center paying twelve months of telephone bills in fiscal year 2007. The Center only paid seven months of telephone bills in fiscal year 2006.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
VIENNA CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2008

Fiscal Year 2008

Our testing of lapse period expenditures for fiscal year ended June 30, 2008 disclosed (2) appropriation line items with significant (20% or more) lapse period expenditures, as scheduled below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2008</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Printing	\$4,226	\$2,375	56.2%
Equipment	\$79,995	\$79,495	99.4%

Center management provided the following explanations for the significant lapse period expenditures identified above.

Printing

The Center paid 56.2% of their printing expenditures during the lapse period due to the Center having insufficient funds in their printing appropriation until the lapse period to pay their invoice vouchers.

Equipment

Desired equipment purchases were sent to the Department of Corrections for approval early in fiscal year 2008. Approval to purchase equipment was obtained from the Department of Corrections in Springfield late in the fiscal year. Approval from Springfield was late in the year due to the Department ensuring there was sufficient money in the budget to purchase this equipment.

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ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
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Fiscal Year 2007

Our testing of lapse period expenditures for fiscal year ended June 30, 2007 disclosed (2) appropriation line items with significant (20% or more) lapse period expenditures, as scheduled below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2007</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Telecommunications services	\$64,600	\$21,731	33.6%
Operation of automotive equipment	\$122,400	\$35,564	29.1%

Center management provided the following explanations for the significant lapse period expenditures identified above.

Telecommunications service

The Center paid 33.6% of their telecommunications services expenditures during the lapse period due to the Center having insufficient funds in their telecommunications services appropriation until the lapse period to pay their invoice vouchers.

Operation of automotive equipment

The Center paid 29.1% of their operation of automotive equipment expenditures during the lapse period due to the Center having insufficient funds in their operation of automotive equipment appropriation until the lapse period to pay their invoice vouchers.

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SCHEDULE OF CHANGES IN INVENTORIES
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	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
GENERAL REVENUE FUND				
General Stores	\$ 197,896	\$ 1,398,776	\$1,437,063	\$ 159,609
Mechanical Stores	19,987	18,682	16,797	21,872
Resident/Inmate Clothing	20,699	108,434	123,434	5,699
Office Supplies	6,767	20,903	20,851	6,819
Postage	958	32,000	30,377	2,581
	<u>\$ 246,307</u>	<u>\$ 1,578,795</u>	<u>\$1,628,522</u>	<u>\$ 196,580</u>
LOCAL FUNDS				
Employees' Commissary Fund	\$ 7,872	\$ 124,253	\$ 123,818	\$ 8,307
Residents' Commissary Fund	83,116	915,917	924,715	74,318
	<u>\$ 90,988</u>	<u>\$ 1,040,170</u>	<u>\$1,048,533</u>	<u>\$ 82,625</u>
	Balance July 1, 2006	Additions	Deletions	Balance June 30, 2007
GENERAL REVENUE FUND				
General Stores	\$ 171,260	\$ 1,383,229	\$1,356,593	\$ 197,896
Mechanical Stores	17,322	18,487	15,822	19,987
Resident Clothing	46,087	105,473	130,861	20,699
Office Supplies	11,524	20,188	24,945	6,767
Postage	-	30,400	29,442	958
	<u>\$ 246,193</u>	<u>\$ 1,557,777</u>	<u>\$1,557,663</u>	<u>\$ 246,307</u>
LOCAL FUNDS				
Employees' Commissary Fund	\$ 6,346	\$ 136,765	\$ 135,239	\$ 7,872
Residents' Commissary Fund	74,232	948,057	939,173	83,116
	<u>\$ 80,578</u>	<u>\$ 1,084,822</u>	<u>\$1,074,412</u>	<u>\$ 90,988</u>

Note: The General Revenue Fund inventory balances at June 30 were obtained from the Center's records. The Employees' Commissary Fund and Residents' Commissary Fund inventory balances at June 30 were reconciled to the records of the Center.

INSERT ANALYSIS OF OPERATIONS TAB HERE

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ANALYSIS OF OPERATIONS
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CENTER FUNCTIONS AND PLANNING PROGRAM

The Vienna Correctional Center (Center) receives General Revenue Fund (001) appropriations for the ordinary and necessary expenditures of both the Center and the Illinois Impact Incarceration program (Dixon Springs Boot Camp).

Center Function

Vienna Correctional Center (Center) is a minimum security institution located in Johnson County, seven miles east of Vienna, Illinois and is adjacent to the Shawnee Correctional Center. The Center has an official capacity of 925 residents at May 31, 2008 and 2007, respectively.

The mission of the Center is to provide for the protection of society through the humane and secure incarceration of adult male offenders based upon the foundation of legislative and judicial decisions. The Center's administration is committed toward the instilling of responsibility and mature decision making in its inmates through increasing levels of reasonable freedom. By providing extensive and high quality educational programs, work assignment opportunities, public service, leisure time activities and religious avenues, the Center is expected to go far beyond the provision of the minimum necessities of food, sanitation, clothing, housing and medical services to the residents of the facility.

The mission of Dixon Springs Impact Incarceration Program is to promote lawful behavior in youthful offenders who are incarcerated for the first time. The Center's administration is committed toward providing a structured, self-esteem, and positive self-concept while addressing the underlying issues which led to the incarceration.

The Center is accredited by the American Correctional Association.

The Warden of the Center is Yolande Johnson. The Center's address is: Vienna Correctional Center, 6695 State Route 146 East, Vienna, Illinois 62995.

Center Planning Program

The Center has developed goals and objectives with respect to its functions and programs. An annual statement of functions and planning is prepared which presents goals and objectives by the following functional areas: administration, fiscal, operations and programs.

The Center's planning program is adequate to meet the Center's needs.

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AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Center records, presents the average number of employees, by function, for the past three years.

	Fiscal Year Ending June 30,		
	2008	2007	2006
Administrative	5	6	7
Business office and stores	12	12	13
Clinical services	19	20	19
Work Camp	59	59	62
Recreation	0	0	2
Maintenance	18	20	19
Laundry	1	1	1
Correctional Officers	214	215	215
Dietary	11	12	12
Medical/Psychiatric	9	8	8
Religion	1	1	0
Total	<u>349</u>	<u>354</u>	<u>358</u>

An analysis of the activity regarding the changes in staffing of correctional officers, prepared by the Center, is presented in the table below for the fiscal years ending June 30.

	Fiscal Year	
	2008	2007
Correctional Officers, beginning of year	264	257
New Correctional Officers hired	2	10
Correctional Officers transferred-in	3	6
Correctional Officers transferred-out	0	(4)
Correctional Officers separated from Department	(14)	(5)
Correctional Officers, end of the year	<u>255</u>	<u>264</u>

Correctional Officers for the above schedule is defined as all employees with security related responsibilities.

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EMPLOYEE OVERTIME (not examined)

Certain employees are eligible for overtime if the hours worked during a day exceed the employees standard work hours. Correctional Officers receive a ¼-hour of overtime for each day they stand for roll call. The roll call overtime is paid at straight time for all but Correctional Lieutenants who receive 1 ½ times normal pay.

Overtime is to be distributed as equally as possible among employees who normally perform the work in the position in which the overtime is needed. An employees' supervisor must approve any overtime. In most cases, except for roll call, employees are compensated at 1 ½ times their normal hourly rate for overtime hours worked. Employees have the opportunity to be compensated either in pay for the overtime or receive compensatory time off.

The following table, prepared from Department records presents the paid overtime and earned compensatory time incurred for the last three fiscal years, ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Paid overtime hours worked during fiscal year	<u>5,703</u>	<u>4,433</u>	<u>4,392</u>
Value of overtime hours worked during fiscal year	<u>\$264,387</u>	<u>\$189,726</u>	<u>\$173,548</u>
Compensatory hours earned during fiscal year	<u>13,054</u>	<u>13,428</u>	<u>13,449</u>
Value of compensatory hours earned during fiscal year	<u>\$387,806</u>	<u>\$375,933</u>	<u>\$357,021</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>18,757</u>	<u>17,861</u>	<u>17,841</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$652,193</u>	<u>\$565,659</u>	<u>\$530,569</u>

INMATE COMMISSARY OPERATION

The Center operates a commissary for the benefit of the inmates. The commissary purchases goods from outside vendors and then retails the items to the inmates. The commissary purchases goods at wholesale prices where possible.

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INMATE COMMISSARY OPERATION (cont.)

Effective January 1, 2004 the Unified Code of Corrections, 730 ILCS 5/3-7-2a, was amended to change the mark-up of cost on the goods purchased for resale in the commissary. Effective January 1, 2004 the selling price for all goods shall be sufficient to cover the cost of the goods and an additional charge of up to 35% for tobacco products and up to 25% for non-tobacco products. Effective January 1, 2008 the inmate commissaries at all Centers discontinued selling tobacco products.

The financial transactions of the Inmate Commissary are recorded in the Residents' Commissary Fund. A summary of the financial activity of the Residents' Commissary Fund for the years ended June 30, 2008 and 2007 are presented on pages 51 and 52 of this report.

As part of our testing, 26 inmate commissary products were selected and their sale price recomputed to determine compliance with the Unified Code of Corrections regarding the statutorily required mark-up. As a result of our testing we noted no noncompliance with the Unified Code of Corrections regarding the statutorily required mark-up.

SHARED RESOURCES (not examined)

The Center shared utility costs with Shawnee Correctional Center for the fiscal year 2008 and 2007. The Center and Shawnee Correctional Center each pay one half of the utility bill from Ameren CIPS and University of Illinois. The Center's shared utility costs for fiscal year 2008 and 2007 from Ameren CIPS were \$22,117 and \$364,222, respectively. The Center's shared utility costs for fiscal year 2008 from University of Illinois was \$369,297.

The Center has a health care contract with Wexford Health Sources. This contract covers several institutions. The Center's shared health care costs for fiscal year 2008 and 2007 were \$1,566,170 and \$1,616,653, respectively.

The Center shared the cost of a portable toilet with Shawnee Correctional Center for fiscal year 2008 and 2007. The Center paid six months of the contract and Shawnee Correctional Center paid the other six months. The Center's portion of this contract for fiscal year 2008 and 2007 was \$358 and \$355, respectively.

The Center loaned an Executive Secretary I to Shawnee Correctional Center for 19 days during fiscal year 2008. While on loan, the employee spent all their time working there but was paid \$3,505 from Vienna Correctional Center's appropriation.

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SHARED RESOURCES (not examined) (cont.)

The Center loaned the Warden to Shawnee Correctional Center for 46 days during fiscal year 2008. While on loan, the employee spent all their time working there but was paid \$13,344 from Vienna Correctional Center's appropriation.

The Center loaned the Assistant Warden of Operations to Pinckneyville Correctional Center for 46 days during fiscal year 2008. While on loan, the employee spent all of their time working there but was paid \$13,290 from Vienna Correctional Center's appropriation.

Pinckneyville Correctional Center loaned the Center a Warden during fiscal year 2008 for 32 days. While on loan, the employee spent all of their time working at the Center but was paid \$9,904 from Pinckneyville Correctional Center's appropriation.

Shawnee Correctional Center loaned the Center a Superintendent during fiscal year 2007 for 173 days. While on loan, the employee spent all their time working at the Center but was paid \$47,301 from Shawnee Correctional Center's appropriation.

Shawnee Correctional Center loaned the Center an Assistant Warden of Operations during fiscal year 2007 for 43 days. While on loan, the employee spent all their time working at the Center but was paid \$12,154 from Shawnee Correctional Center's appropriation.

Shawnee Correctional Center loaned the Center an Assistant Warden of Operations during fiscal year 2008 and fiscal year 2007 for 93 and 40 days, respectively. While on loan, the employee spent all their time working at the Center but was paid \$26,286 in fiscal year 2008 and \$11,306 in fiscal year 2007, respectively, from Shawnee Correctional Center's appropriation.

Shawnee Correctional Center loaned the Center an Executive Secretary III during fiscal year 2008 and fiscal year 2007 for 79 and 47 days, respectively. While on loan, the employee spent all their time working at the Center but was paid \$16,138 in fiscal year 2008 and \$9,601 in fiscal year 2007, respectively, from Shawnee Correctional Center's appropriation.

Tamms Correctional Center loaned the Center a Human Resources Representative during fiscal year 2008 for 40 days. While on loan, the employee spent all their time working at the Center but was paid \$6,741 from Tamms Correctional Center's appropriation.

Tamms Correctional Center loaned the Center an Administrative Assistant II during fiscal year 2008 for 23 days. While on loan, the employee spent all their time working at the Center but was paid \$4,778 from Tamms Correctional Center's appropriation.

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CENTER INMATE STATISTICS (not examined)

Comparative costs of inmate care, prepared from Center records for the fiscal year ended June 30, are shown below:

	<u>2008</u>	Fiscal Year <u>2007</u>	<u>2006</u>
Rated population	<u>925</u>	<u>925</u>	<u>925</u>
Inmate population (as of May 31)	<u>1,481</u>	<u>1,607</u>	<u>1,630</u>
Average number of inmates	<u>1,526</u>	<u>1,600</u>	<u>1,602</u>
Expenditures from appropriations	\$31,630,868	\$28,855,852	\$27,956,760
Less-equipment and capital improvements	<u>79,995</u>	<u>23,584</u>	<u>30,041</u>
Net expenditures	<u>\$31,550,873</u>	<u>\$28,832,268</u>	<u>\$27,926,719</u>
Net inmate cost per year	<u>\$20,676</u>	<u>\$18,020</u>	<u>\$17,432</u>

Net expenditures for computing net inmate cost per year represent total expenditures from appropriations less equipment expenditures divided by average number of inmates.

The rated population and inmate population noted above was taken from the Department of Corrections quarterly reports to the State legislature.

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CENTER EMPLOYEE STATISTICS (not examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Average number of employees	<u>349</u>	<u>354</u>	<u>358</u>
Average number of correctional officers	<u>260</u>	<u>260</u>	<u>260</u>
Average number of inmates	<u>1,526</u>	<u>1,600</u>	<u>1,602</u>
Ratio of employees to inmates	<u>1 to 4.4</u>	<u>1 to 4.5</u>	<u>1 to 4.5</u>
Ratio of correctional officers to inmates	<u>1 to 5.9</u>	<u>1 to 6.2</u>	<u>1 to 6.2</u>

The following comparison of reported inmate assaults on staff is prepared from Department of Corrections records for the fiscal years ending June 30:

	<u>Fiscal Year</u>	
	<u>2008</u>	<u>2007</u>
Number of assaults on staff	<u>5</u>	<u>5</u>

CELL SQUARE FEET PER INMATE (not examined)

The following comparisons are from a report issued by the Department of Corrections to the State legislature:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Approximate Square Foot Per Inmate	<u>42</u>	<u>38</u>	<u>37</u>

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FOOD SERVICES (not examined)

The following table, prepared from the Center records, summarizes the number of meals served and the average cost per meal.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Breakfast	350,400	334,340	311,345
Lunch	496,400	473,405	511,000
Dinner	496,400	473,405	511,000
1:00 a.m. meal	17,520	16,790	17,520
Staff meals	<u>60,955</u>	<u>63,145</u>	<u>64,240</u>
Total Meals Served	<u>1,421,675</u>	<u>1,361,085</u>	<u>1,415,105</u>
Food Cost	<u>\$1,610,935</u>	<u>\$1,552,378</u>	<u>\$1,345,799</u>
Cost Per Meal	<u>\$1.13</u>	<u>\$1.14</u>	<u>\$0.95</u>

MEDICAL AND CLERGY SERVICE CONTRACTS (not examined)

The following table, prepared from Center records, summarizes what was paid to vendors for medical and clergy contractual services for fiscal years 2008, 2007 and 2006.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Medical Services:			
Health Professionals	\$0	\$0	\$1,033,796
Wexford Health Sources, Inc.	1,566,170	1,616,653	915,723
Bohlen & Associates	0	0	1,000
R Chandra, M.D.	<u>0</u>	<u>0</u>	<u>300</u>
	<u>\$1,566,170</u>	<u>\$1,616,653</u>	<u>\$1,950,819</u>
Clergy Services:			
Chabad Lubavitch	\$0	\$0	\$536
DeWayne Golightly	<u>0</u>	<u>0</u>	<u>9,379</u>
	<u>\$0</u>	<u>\$0</u>	<u>\$9,915</u>

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SERVICE EFFORTS AND ACCOMPLISHMENTS (not examined)

Noteworthy accomplishments occurring during fiscal year 2007 at Vienna Correctional Center and Dixon Springs Impact Incarceration Program are detailed as follows:

- Residents are moved via controlled movement
- The weight pit and external exercise yard were relocated to be adjacent to the gym.
- The Command Center was relocated to the second floor of Building #19.
- Intel and internal affairs were combined.
- The Substance Abuse program was suspended at Dixon Springs IIP due to lack of certified staff.
- Re-Entry program was initiated at Dixon Springs IIP.
- Several freezer units were replaced in Dietary.
- A new freezer unit was added to the general stores.
- Business Administrator's office was relocated.
- The institutional mail room was renovated.
- Dorm 2 at Dixon Springs IIP was renovated to provide total visibility of all offenders.
- Roofs were replaced on 6 residential units.

Noteworthy accomplishments occurring during fiscal year 2008 at Vienna Correctional Center and Dixon Springs Impact Incarceration Program are detailed as follows:

- A full-time chaplain was hired.
- Lifestyles Redirection program was initiated.
- Cycle training was reduced from 5 days to 3 days in order to increase the number of staff on each shift.