

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2016

TABLE OF CONTENTS

		Page
Agency Officials		1
Management Assertion Letter		3
Compliance Report:		
Summary		5
Independent Accountant’s Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		7
Schedule of Findings		
Current Findings – State Compliance		11
Prior Findings Not Repeated		15
Supplementary Information for State Compliance Purposes:	Schedule	Page
Summary		16
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures, and Lapsed Balances - Fiscal Year 2016	1	17
Schedule of Appropriations, Expenditures, and Lapsed Balances - Fiscal Year 2015	2	18
Comparative Schedule of Net Appropriations, Expenditures, and Lapsed Balances	3	19
Schedule of Changes in State Property	4	20
Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller	5	21
Analysis of Significant Variations in Expenditures	6	22
Analysis of Significant Variations in Receipts	7	23
Analysis of Significant Lapse Period Spending	8	24
Analysis of Operations (Not Examined):		
Board Functions and Planning Program (Not Examined)		25
Budget Impasse Disclosures (Not Examined)		26
Alternative Financing in Lieu of Appropriations and Programs to Address Untimely Payments to Vendors (Not Examined)		27
Interest Costs on Fiscal Year 2016 Invoices (Not Examined)		28
Average Number of Employees (Not Examined)		29
Service Efforts and Accomplishments (Not Examined)		30

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

AGENCY OFFICIALS

Chair of the Board (04/24/15 to Present)	Honorable Judge Edward Washington II
Chair of the Board (07/01/12 to 04/23/15)	Honorable Judge Donald C. Hudson
Executive Director and General Counsel	Ms. Kathy D. Twine, Esq.
Administrative Assistant	Mr. Vincent Phillip

BOARD MEMBERS

Circuit Court Judge ¹ (05/01/15 to Present)	Honorable Judge Paula Gomora
Circuit Court Judge ¹ (04/24/15 to 04/30/15)	Vacant
Circuit Court Judge ¹ (07/01/14 to 04/23/15)	Honorable Judge Donald C. Hudson
Circuit Court Judge ¹	Honorable Judge Edward Washington II
Lawyer ²	Mr. Cary J. Collins
Lawyer ² (09/14/15 to Present)	Mr. William T. Caisley
Lawyer ² (07/30/15 to 09/13/15)	Vacant
Lawyer ² (10/17/14 to 07/29/15)	Mr. David Sterba
Lawyer ² (08/24/14 to 10/16/14)	Vacant
Lawyer ² (07/01/14 to 08/23/14)	Mr. Tom Leahy
Lawyer ² (11/04/16 to Present)	Vacant
Lawyer ² (07/01/14 to 11/03/16)	Mr. Bruce L. Meckler
Non-Lawyer ²	Dr. Clem Mejia
Non-Lawyer ² (08/15/14 to Present)	Mr. Ocie Booker
Non-Lawyer ² (08/11/14 to 08/14/14)	Vacant
Non-Lawyer ² (07/01/14 to 08/10/14)	Ms. Gloria Morningstar
Non-Lawyer ² (05/19/15 to Present)	Mr. Raymond McGury
Non-Lawyer ² (07/01/14 to 05/18/15)	Vacant
Non-Lawyer ² (09/21/15 to Present)	Mr. Patrick O'Connor
Non-Lawyer ² (07/01/14 to 09/20/15)	Vacant

¹The Illinois Supreme Court appoints two Circuit Court judges.

²The Governor appoints three lawyers and four non-lawyers.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

AGENCY OFFICIALS

(CONTINUED)

The Board's office is located at:

James R. Thompson Center
100 W. Randolph Street, Suite 14-500
Chicago, Illinois 60601

Honorable Edward Washington, II
Chair
Dr. Clem Mejia
-Vice Chair
Ocie Booker
Attorney William "Bill" Caisley
Attorney Cary J. Collins
Honorable Paula A. Gomora
Raymond "Ray" J. McGury
Patrick O'Connor



STATE OF ILLINOIS JUDICIAL INQUIRY BOARD

Attorney Kathy D. Twine
Executive Director
General Counsel
100 West Randolph Street
Suite 14-500
Chicago, IL 60601-3233
PHONE (312)814-5554
(800)227-9429
TDD (312)814-1881
FAX (312)814-5719

STATE COMPLIANCE EXAMINATION

MANAGEMENT ASSERTION LETTER

April 28, 2017

Honorable Frank J. Mautino
Auditor General
State of Illinois
740 East Ash Street
Springfield, Illinois 62703-3154

Auditor General Mautino:

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 State of Illinois, Judicial Inquiry Board. 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 State of Illinois, Judicial Inquiry Board's compliance with the following assertions during the two-year period ended June 30, 2016. Based on this evaluation, we assert that during the years ended June 30, 2016, and June 30, 2015, the State of Illinois, Judicial Inquiry Board has materially complied with the assertions below.

- A. The State of Illinois, Judicial Inquiry Board 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, Judicial Inquiry Board 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, Judicial Inquiry Board 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 State of Illinois, Judicial Inquiry Board 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, Judicial Inquiry Board on behalf of the State or held in trust by the State of Illinois, Judicial Inquiry Board have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Yours very truly,

State of Illinois, Judicial Inquiry Board

SIGNED ORIGINAL ON FILE

Ms. Kathy Twine,
Executive Director and General Counsel

SIGNED ORIGINAL ON FILE

Mr. Vincent Phillip,
Administrative Assistant

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2016

COMPLIANCE REPORT

SUMMARY

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

ACCOUNTANT'S REPORT

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes does not contain scope limitations or disclaimers, but does contain a qualified opinion on compliance and identifies a material weakness in internal control over compliance.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
Findings	<u>Report</u>	<u>Report</u>
Repeated findings	3	3
Prior recommendations implemented or not repeated	0	1
	3	4

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
2016-001	11	Inadequate Controls over Cash Collections	Material Weakness and Material Noncompliance
2016-002	12	Noncompliance with the Illinois Governmental Ethics Act	Significant Deficiency and Noncompliance
2016-003	13	Inadequate Controls over Timekeeping	Significant Deficiency and Noncompliance

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
PRIOR FINDINGS NOT REPEATED		
A	15	Growing Inventory of Pending Complaints
B	15	Failure to File Lease Information
C	15	Lack of Required Board Members

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Board personnel at an exit conference on April 26, 2017. Attending were:

Judicial Inquiry Board

Kathy D. Twine - Executive Director and General Counsel
Vincent Phillip - Administrative Assistant

Office of the Auditor General

Daniel J. Nugent, CPA - Audit Manager
Johanna Helm, CPA - Audit Supervisor

The responses to the recommendations were provided by Ms. Kathy D. Twine, Executive Director and General Counsel, in a correspondence dated April 28, 2017.

SPRINGFIELD OFFICE:
ILES PARK PLAZA
740 EAST ASH • 62703-3154
PHONE: 217/782-6046
FAX: 217/785-8222 • TTY: 888/261-2887
FRAUD HOTLINE: 1-855-217-1895



CHICAGO OFFICE:
MICHAEL A. BILANDIC BLDG. • SUITE 5-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006
FRAUD HOTLINE: 1-855-217-1895

OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

INDEPENDENT ACCOUNTANT'S REPORT ON STATE COMPLIANCE,
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable Frank J. Mautino
Auditor General
State of Illinois

Compliance

We have examined the State of Illinois, Judicial Inquiry Board's compliance with the requirements listed below, as more fully described in the Audit Guide for 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, 2016. The management of the State of Illinois, Judicial Inquiry Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Judicial Inquiry Board's compliance based on our examination.

- A. The State of Illinois, Judicial Inquiry Board 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, Judicial Inquiry Board 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, Judicial Inquiry Board 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 State of Illinois, Judicial Inquiry Board 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, Judicial Inquiry Board on behalf of the State or held in trust by the State of Illinois, Judicial Inquiry Board have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted 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, Judicial Inquiry Board'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, Judicial Inquiry Board's compliance with specified requirements.

As described in item 2016-001 in the accompanying schedule of findings, the State of Illinois, Judicial Inquiry Board did not comply with requirements regarding applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations. In addition, as described in item 2016-001 in the accompanying schedule of findings, the State of Illinois, Judicial Inquiry Board did not comply with requirements regarding applicable laws and regulations concerning the collection of State revenues and receipts and ensuring the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law. Compliance with such requirements is necessary, in our opinion, for the State of Illinois, Judicial Inquiry Board to comply with the requirements listed in the first paragraph of this report.

In our opinion, except for the noncompliance described in the preceding paragraph, the State of Illinois, Judicial Inquiry Board complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2016. However, the results of our procedures disclosed instances of noncompliance with the requirements, 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 items 2016-002 and 2016-003.

Internal Control

Management of the State of Illinois, Judicial Inquiry Board 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 examination, we considered the State of Illinois, Judicial Inquiry Board's internal control over compliance with the requirements listed in the first paragraph of this report to determine the examination procedures that are appropriate in the circumstances 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, Judicial Inquiry Board's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Judicial Inquiry Board's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material

weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be a material weakness and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings as item 2016-001 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings as items 2016-002 and 2016-003 to be significant deficiencies.

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

The State of Illinois, Judicial Inquiry Board's responses to the findings identified in our examination are described in the accompanying schedule of findings. We did not examine the State of Illinois, Judicial Inquiry Board's responses and, accordingly, we express no opinion on the responses.

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 for the years ended June 30, 2016, and June 30, 2015, in Schedules 1 through 8 and the Analysis of Operations Section 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 June 30, 2016, and June 30, 2015, accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the accompanying supplementary information.

As reported in Finding 2016-001, we were not able to conclude the State of Illinois, Judicial Inquiry Board's cash receipt records at June 30, 2016, and June 30, 2015, were appropriately reported. Therefore, we were unable to conclude whether the Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller on Schedule 5 was complete.

We have not applied procedures to the June 30, 2014, accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, and the State of Illinois, Judicial Inquiry Board's membership and management, and is not intended to be and should not be used by anyone other than these specified parties.

SIGNED ORIGINAL ON FILE

JANE CLARK, CPA
Assistant Director of Financial and Compliance Audits

Springfield, Illinois
April 28, 2017

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-001. **FINDING** (Inadequate Controls over Cash Collections)

The Judicial Inquiry Board (Board) did not properly classify its cash collections during the examination period.

During testing, the auditors noted all five of the Board's cash payments received during the examination period were processed as miscellaneous cash receipts, totaling \$1,464. Upon further review, the auditors determined the following:

- one receipt, totaling \$15, was a refund from a vendor providing the Board with a two-day delivery service as opposed to the one-day delivery service actually paid for by the Board;
- three receipts, totaling \$1,390, were refunds of duplicate payments processed by the Board; and,
- one receipt, totaling \$59, was a refund of a travel reimbursement paid to an individual who decided to not accept the reimbursement from the Board.

The State Comptroller Act (15 ILCS 405/10.14) requires an appropriation credit be provided when any warrant, or portion thereof, is returned to the State Treasury which was either erroneous or an overpayment, provided the original appropriation the warrant was paid from has not lapsed. The Statewide Accounting Management System (Procedure 25.20.20) requires the Board submit an Expenditure Adjustment Transmittal Form to the State Comptroller to process these types of non-payroll cash refunds.

Board officials stated they processed these collections as receipts due to oversight.

Failure to properly classify cash collections between receipts and expenditure adjustments reduced the amount of appropriations available to the Board for expenditure and reduced the overall reliability of the State's expenditures and cash receipts records. (Finding Code No. 2016-001)

RECOMMENDATION

We recommend the Board update its cash collection process to classify non-payroll cash refunds as expenditure adjustments.

BOARD RESPONSE

Recommendation accepted.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-002. **FINDING** (Noncompliance with the Illinois Governmental Ethics Act)

The Judicial Inquiry Board (Board) did not notify the Secretary of State of a Board member whose position required the member to file an economic interest statement.

During testing, the auditors noted a Board member was omitted from the list of individuals required to file an economic interest statement and, therefore, did not file the required statement for Fiscal Year 2016 with the Secretary of State.

The Illinois Governmental Ethics Act (Act) (5 ILCS 420/4A-101(c)) requires all members of boards created by the State Constitution file an economic interest statement with the Secretary of State. The Act (5 ILCS 420/4A-105) requires each Board member's economic interest statement to be filed by May 1 of each year. In addition, the Act (5 ILCS 420/4A-106) requires the Board's Executive Director, on or before February 1 of each year, certify to the Secretary of State the names and mailing addresses of those persons required to file an economic interest statement.

Board officials stated the Board member was inadvertently omitted from the annual certification due to oversight.

Failure to notify the Secretary of State of all Board members required to file an economic interest statement resulted in a Board member not filing the required statement, both of which represent noncompliance with the Act. (Finding Code No. 2016-002)

RECOMMENDATION

We recommend the Board notify the Secretary of State of all individuals required to file an economic interest statement, as required by State law.

BOARD RESPONSE

Recommendation accepted. For Fiscal Year 2017, the Executive Director notified the Secretary of State of the name and address of the individual omitted from the Board's Fiscal Year 2016 certification list of individuals required to file an economic interest statement.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-003. **FINDING** (Inadequate Controls over Timekeeping)

The Judicial Inquiry Board (Board) did not exercise adequate control over accrued benefit time recordkeeping.

During testing, the auditors noted the following:

- 29 of 334 (9%) leave forms or earned compensatory time reports submitted by the Board's employees during the examination period were not signed by the Executive Director or the Executive Director's designee.

The Board's form for requesting the use of accrued leave time and reporting earned compensatory time requires the Executive Director or the Executive Director's designee to approve the transaction by signing the form.

- Seven of 120 (6%) monthly sick time accruals had mathematical errors resulting in misstatements ranging from the employee's balance being understated by one day to overstated by two days.
- Six of 120 (5%) monthly vacation time accruals had mathematical errors resulting in misstatements ranging from the employee's balance being understated by 3.17 days to overstated by 0.09 days.

Good internal controls over time and attendance include ensuring accrued benefit time is properly calculated each month.

Board officials stated these errors were due to oversight and time approvals had been pre-approved, but not signed, by the Executive Director.

Failure to properly complete leave forms and earned compensatory time reports may result in employee's using time or earning time not approved by management. Further, failure to ensure accrued leave balances are properly calculated can result in employees using benefit time they do not have and reduces the overall reliability of Statewide financial reporting of the compensated absences liability. (Finding Code No. 2016-003)

RECOMMENDATION

We recommend the Board ensure leave forms and earned compensatory time reports are approved and accrued benefit time calculations are mathematically accurate.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-003. **FINDING** (Inadequate Controls over Timekeeping) (continued)

BOARD RESPONSE

Recommendation accepted. Leave forms and earned compensatory time will be properly signed. However, as noted, the Director did verbally pre-approve employees' earned compensatory time and request to use accrued leave time.

Recommendation accepted. Staff responsible for preparing the monthly statements will recalculate the affected employee's leave balances.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2016

A. **FINDING** (Growing Inventory of Pending Complaints)

During the prior examination, the Judicial Inquiry Board (Board) had a growing inventory level of pending complaints concerning alleged misconduct or physical or mental incapacity of judicial officers. (Finding Code No. 2014-001)

Status: Implemented

During the current examination, the auditors' testing indicated the Board was able to complete, at least, its initial review of all complaints in its inventory by February 2017.

B. **FINDING** (Failure to File Lease Information)

During the prior examination, the Judicial Inquiry Board (Board) failed to file information regarding a lease agreement with the Office of the State Comptroller. (Finding Code No. 2014-002)

Status: Implemented

During the current examination, the auditors' testing indicated the Board filed the required information regarding its new lease agreement with the Office of the State Comptroller.

C. **FINDING** (Lack of Required Board Members)

During the prior examination, the Judicial Inquiry Board (Board) was not composed of nine members as required by the Constitution of the State of Illinois. (Finding Code No. 2014-003, 12-5, 10-1, 08-1)

Status: Not Repeated

During the current examination, the auditors noted the Board consisted of nine members as of June 30, 2016.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

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 – Fiscal Year 2016
 - Schedule of Appropriations, Expenditures, and Lapsed Balances – Fiscal Year 2015
 - Comparative Schedule of Net Appropriations, Expenditures, and Lapsed Balances
 - Schedule of Changes in State Property
 - Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller
 - Analysis of Significant Variations in Expenditures
 - Analysis of Significant Variations in Receipts
 - Analysis of Significant Lapse Period Spending

- Analysis of Operations (Not Examined):
 - Board Functions and Planning Program (Not Examined)
 - Budget Impasse Disclosures (Not Examined)
 - Alternative Financing in Lieu of Appropriations and Programs to Address Untimely Payments to Vendors (Not Examined)
 - Interest Costs on Fiscal Year 2016 Invoices (Not Examined)
 - Average Number of Employees (Not Examined)
 - Service Efforts and Accomplishments (Not Examined)

The accountant's report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2016, and June 30, 2015, accompanying supplementary information in Schedules 1 through 8. However, the accountants do not express an opinion on the supplementary information. The accountant's report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Expenditure Authority for Fiscal Year 2016

SCHEDULE 1

For the Fourteen Months Ended August 31, 2016

Court-Ordered Expenditures	Appropriations		Lapse Period		Total	
FISCAL YEAR 2016	(Net of Transfers)	Expenditures Through June 30	Expenditures July 1 to August 31	Expenditures 14 Months Ended August 31	Balances Lapsed August 31	
General Revenue Fund - 001						
Personal Services	\$ 313,600	\$ 305,489	\$ -	\$ 305,489	\$ 8,111	
Employee Retirement						
Contributions Paid by Employer	11,900	11,740	-	11,740	160	
State Contributions to Social Security	22,800	21,388	-	21,388	1,412	
Contractual Services	296,800	281,482	12,909	294,391	2,409	
Travel	7,600	2,801	-	2,801	4,799	
Commodities	1,500	1,485	-	1,485	15	
Printing	1,500	1,187	-	1,187	313	
Equipment	1,500	635	-	635	865	
Telecommunications	5,300	3,634	730	4,364	936	
Operation of Automotive Equipment	1,900	652	-	652	1,248	
Subtotal, General Revenue Fund	<u>\$ 664,400</u>	<u>\$ 630,493</u>	<u>\$ 13,639</u>	<u>\$ 644,132</u>	<u>\$ 20,268</u>	
TOTAL - APPROPRIATED FUNDS	<u><u>\$ 664,400</u></u>	<u><u>\$ 630,493</u></u>	<u><u>\$ 13,639</u></u>	<u><u>\$ 644,132</u></u>	<u><u>\$ 20,268</u></u>	

Note 1: Appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of September 30, 2016, and have been reconciled to the Board's records.

Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

Note 3: The Circuit Court of Cook County in *People v. Munger* (15 CH 10243) ordered the State Comptroller, in the absence of enacted annual appropriations, to process and pay certified invoice vouchers from the State's judicial branch agencies at the level paid as of June 30, 2015. Therefore, the Board's Fiscal Year 2015 appropriation for Fund 001 was carried forward to become the Board's Fiscal Year 2016 expenditure authority for Fund 001.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Appropriations for Fiscal Year 2015

SCHEDULE 2

For the Fourteen Months Ended August 31, 2015

Public Acts 098-0681 and 099-0001	Appropriations		Lapse Period	Total	
FISCAL YEAR 2015	(Net of Transfers)	Expenditures Through June 30	Expenditures July 1 to August 31	Expenditures 14 Months Ended August 31	Balances Lapsed August 31
General Revenue Fund - 001					
Personal Services	\$ 322,850	\$ 322,610	\$ 200	\$ 322,810	\$ 40
Employee Retirement					
Contributions Paid by Employer	12,570	12,553	-	12,553	17
State Contributions to Social Security	22,860	22,860	-	22,860	-
Contractual Services	294,700	283,885	10,298	294,183	517
Travel	1,600	1,401	-	1,401	199
Commodities	2,400	2,265	131	2,396	4
Printing	1,500	1,297	198	1,495	5
Equipment	350	-	350	350	-
Telecommunications	4,450	3,709	735	4,444	6
Operation of Automotive Equipment	1,120	826	99	925	195
Subtotal, General Revenue Fund	<u>\$ 664,400</u>	<u>\$ 651,406</u>	<u>\$ 12,011</u>	<u>\$ 663,417</u>	<u>\$ 983</u>
TOTAL - APPROPRIATED FUNDS	<u><u>\$ 664,400</u></u>	<u><u>\$ 651,406</u></u>	<u><u>\$ 12,011</u></u>	<u><u>\$ 663,417</u></u>	<u><u>\$ 983</u></u>

- Note 1: Appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of August 31, 2014, and have been reconciled to the Board's records.
- Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.
- Note 3: On March 26, 2015, Public Act 099-0001 was signed into law and reduced the Board's General Revenue Fund appropriation from \$679,500 to \$664,400.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
 EXPENDITURES, AND LAPSED BALANCES**
 For the Fiscal Year Ended June 30,

SCHEDULE 3

	Fiscal Year		
	2016	2015	2014
General Revenue Fund - 001	Court-Ordered Expenditures	P.A. 098-0681 P.A. 099-0001	P.A. 098-0050
Appropriations (Net of Transfers)	<u>\$ 664,400</u>	<u>\$ 664,400</u>	<u>\$ 679,500</u>
<u>Expenditures</u>			
Personal Services	\$ 305,489	\$ 322,810	\$ 309,803
Employee Retirement			
Contributions Paid by Employer	11,740	12,553	12,009
State Contributions to Social Security	21,388	22,860	21,812
Contractual Services	294,391	294,183	309,457
Travel	2,801	1,401	3,386
Commodities	1,485	2,396	2,006
Printing	1,187	1,495	1,496
Equipment	635	350	244
Telecommunications	4,364	4,444	4,442
Operation of Automotive Equipment	652	925	1,612
Total Expenditures	<u>\$ 644,132</u>	<u>\$ 663,417</u>	<u>\$ 666,267</u>
Lapsed Balances	<u>\$ 20,268</u>	<u>\$ 983</u>	<u>\$ 13,233</u>

- Note 1: Appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of September 30, 2016, and August 31, 2015, and have been reconciled to the Board's records..
- Note 2: Expenditure amounts are vouchers approved for payment by the Agency and submitted to the State Comptroller for payment to the vendor.
- Note 3: On March 26, 2015, Public Act 099-0001 was signed into law and reduced the Board's Fiscal Year 2015 Fund 001 appropriation from \$679,500 to \$664,400.
- Note 4: For Fiscal Year 2016, the Circuit Court of Cook County in *People v. Munger* (15 CH 10243) ordered the State Comptroller, in the absence of enacted annual appropriations, to process and pay certified invoice vouchers from the State's judicial branch agencies at the level paid as of June 30, 2015. Therefore, the Board's Fiscal Year 2015 appropriation for Fund 001 was carried forward to become the Board's Fiscal Year 2016 expenditure authority for Fund 001.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2016

SCHEDULE 4

	<u>Equipment</u>
Balance at July 1, 2014	\$ 70,600
Additions	-
Deletions	-
Net Transfers	-
Balance, June 30, 2015	\$ 70,600
Balance at July 1, 2015	\$ 70,600
Additions	634
Deletions	-
Net Transfers	-
Balance, June 30, 2016	\$ 71,234

This schedule was derived from the Board's records, which were reconciled to property reports submitted to the Office of the State Comptroller.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION OF
 CASH RECEIPTS TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
 For the Fiscal Year Ended June 30,

SCHEDULE 5

	2016	2015	2014
General Revenue Fund - 001			
Miscellaneous	\$ 1,449	\$ 15	\$ 38
Total Receipts, Fund 001	\$ 1,449	\$ 15	\$ 38
Receipts, per Board Records	\$ 1,449	\$ 15	\$ 38
Add: Deposits in Transit, Beginning of the Fiscal Year	-	-	-
Subtract: Deposits in Transit, End of the Fiscal Year	-	-	-
Deposits, Recorded by the State Comptroller	\$ 1,449	\$ 15	\$ 38

Note: The Board did not properly classify cash receipts and expenditure adjustments during Fiscal Year 2016 and Fiscal Year 2015 (see Finding 2016-001).

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2016

SCHEDULE 6

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2016 AND 2015

General Revenue Fund - 001

Travel

The increase was due to the appointment of a new Board member who comes from Normal.

Commodities

The decrease was due to the Board's efforts to reduce and keep commodity usage to a minimum.

Printing

The decrease was due to the Board's efforts to reduce and keep printing to a minimum.

Equipment

The increase was due to the Board purchasing four computer monitors and library books during the year, which cost more than the hard drive purchased during the prior year.

Operation of Automotive Equipment

The decrease was due to a decline in the cost of gasoline from \$2.50 – \$3.50 per gallon in Fiscal Year 2015 to \$1.80 – \$3.00 per gallon in Fiscal Year 2016.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2015 AND 2014

General Revenue Fund - 001

Travel

The decrease was due to a decline in the number of travel vouchers processed during Fiscal Year 2015 compared to Fiscal Year 2014, from 34 to 18. The decline is attributable to the Board not needing to incur as much overnight travel as the Board required during the prior year.

Equipment

The increase was due to the Board purchasing a hard drive during the year, which cost more than the items purchased during the prior year.

Operation of Automotive Equipment

The decrease was due to a decline in the cost of gasoline from \$3.50 – \$4.00 per gallon in Fiscal Year 2014 to \$2.50 – \$3.50 per gallon in Fiscal Year 2015.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2016

SCHEDULE 7

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2016 AND 2015

General Revenue Fund - 001

Miscellaneous

The increase was due to the Board processing refunds as receipts as opposed to expenditure adjustments (see Finding 2016-001).

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2015 AND 2014

General Revenue Fund - 001

Miscellaneous

First, the only receipt processed by the Board during Fiscal Year 2015 should have been treated as an expenditure adjustment (see Finding 2016-001).

Second, the fluctuation from Fiscal Year 2014 was due to the fact the Board receives minimal receipts, consisting of reimbursements for jury duty and miscellaneous items. These receipts are expected to fluctuate between fiscal years.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2016

SCHEDULE 8

FISCAL YEAR 2016

General Revenue Fund - 001

The Board did not have any significant Lapse Period spending during Fiscal Year 2016.

FISCAL YEAR 2015

General Revenue Fund - 001

Equipment

The Board purchased the hard drive on its old photocopier to secure any data on it when its lease expired in June 2015. The Board did not process the related invoice received in late June 2015 until the Lapse Period.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
BOARD FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2016

(NOT EXAMINED)

Board Functions

The Board is the sole disciplinary entity to inquire into allegations of misconduct or physical or mental incapacity of Illinois judicial officers. After investigation and upon determination by the Board that there is a reasonable basis to charge a judge with misconduct or incapacity, the Board will file and prosecute a formal complaint before the Illinois Courts Commission (Commission).

The Board was created by Article VI, Section 15 of the Illinois Constitution which was adopted in 1970 and became effective July 1, 1971, as amended, effective November 3, 1998.

The Board consists of nine members (two Circuit Court judges, three lawyers, and four non-lawyers). The two Circuit Court judges are selected by the Illinois Supreme Court and the remaining seven members are appointed by the Governor. No more than two of the lawyers and two of the non-lawyers appointed by the Governor belong to the same political party. Each member is appointed to serve a term of four years with no member serving more than eight years.

The Board's primary functions are to receive or initiate allegations against judges or associate judges, conduct investigations, and file complaints with the Commission. A complaint filed with the Commission requires the concurrence of five members who believe that a reasonable basis exists to charge a judge or associate judge with one or more of the following: willful misconduct in office, persistent failure to perform the judge's duties, other conduct prejudicial to the office or that brings the judicial office into disrepute, and/or a physical or mental incapacity to perform the judge's duties.

The Board is responsible for adopting its own rules for governing its procedures. The Board has subpoena power as well as the authority to appoint and direct its staff. Funds for the operation of the Board are appropriated by law through the General Assembly of the State of Illinois.

Planning Program

The Board does not utilize a formal written planning policy. The Board utilizes Article VI, Section 15 of the Illinois Constitution to achieve its single mission: to conduct investigations, receive or initiate complaints concerning a judge or associate judge, and file such complaints with the Commission. The Board utilizes the budget process for short-term planning. The budget is approved by the Board and monitored by the Executive Director.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
BUDGET IMPASSE DISCLOSURES
For the Two Years Ended June 30, 2016

(NOT EXAMINED)

Payment of Fiscal Year 2016 Costs in Future Fiscal Years

All of the Board's Fiscal Year 2016 costs were paid pursuant to a court order. The Board did not have any outstanding invoices from Fiscal Year 2016 unpaid after the closure of the Fiscal Year 2016 Lapse Period on August 31, 2016.

STATE OF ILLINOIS
JUDICIAL INQUIRY BOARD
COMPLIANCE EXAMINATION
**ALTERNATIVE FINANCING IN LIEU OF APPROPRIATIONS AND
PROGRAMS TO ADDRESS UNTIMELY PAYMENTS TO VENDORS**
For the Two Years Ended June 30, 2016

(NOT EXAMINED)

Transactions Involving the Illinois Finance Authority

The Board and its vendors did not participate in alternative financing in lieu of enacted appropriations involving the Illinois Finance Authority during Fiscal Year 2016.

Transactions Involving the Vendor Payment Program and Vendor Support Initiative Program

None of the Board's vendors participated in the Vendor Payment Program (VPP) or the Vendor Support Initiative Program (VSI) during Fiscal Year 2015 and Fiscal Year 2016.

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
INTEREST COSTS ON FISCAL YEAR 2016 INVOICES
 For the Two Years Ended June 30, 2016

(NOT EXAMINED)

Prompt Payment Interest Costs

The Board plans to calculate prompt payment interest due to vendors under the State Prompt Payment Act (Act) (30 ILCS 540) using the vendor's proper bill date through the date the State Comptroller issues a warrant to the vendor, regardless of when and if an enacted appropriation existed during Fiscal Year 2016. The Act (30 ILCS 540/3-2) and the Illinois Administrative Code (74 Ill. Admin. Code 900.100) require interest to be paid under a daily simple interest rate of .033% (1% over a 30-day period) for every day elapsed following the 90th day after a vendor submits an eligible proper bill to the Board. The following chart shows the Board's prompt payment interest incurred related to Fiscal Year 2016 invoices, calculated on the accrual basis of accounting, through June 30, 2016, by fund:

PROMPT PAYMENT INTEREST INCURRED

Year Ended June 30, 2016

Fund #	Fund Name	Invoices	Vendors	Dollar Value
001	General Revenue Fund	4	2	\$ 716
		4	2	\$ 716

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
AVERAGE NUMBER OF EMPLOYEES
 For the Two Years Ended June 30, 2016

(NOT EXAMINED)

The following table, prepared from the Board’s records, presents the average number of employees, by function, for the Fiscal Year Ended June 30,

<u>Position</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Executive Director and General Counsel	1	1	1
Investigators	2	2	2
Administrative Assistant	1	1	1
Executive Secretary	1	1	1
Total Full-Time Equivalent Employees	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

STATE OF ILLINOIS
 JUDICIAL INQUIRY BOARD
 COMPLIANCE EXAMINATION
SERVICE EFFORTS AND ACCOMPLISHMENTS
 For the Two Years Ended June 30, 2016

(NOT EXAMINED)

The following table, prepared from Board records, presents the number and type of allegations received or initiated by the Board, complaints received or initiated by the Board, and the number of complaints filed by the Board with the Illinois Courts Commission for the Fiscal Year Ended June 30,

TYPE OF ALLEGATION	2016	2015	2014
Administrative misconduct	60	78	66
Alcohol/drugs	3	3	8
Bias, prejudice, partiality	200	199	231
Delay in scheduling or deciding a matter	28	37	53
Demeanor/injudicious temperament (i.e. impatient, rude, conduct that is intimidating and inappropriate language/commentary)	127	155	155
Ex parte communication (one-sided)	35	46	50
Failure to recuse/disqualify/conflict of interest	41	34	41
Illegal activity	134	111	125
Judicial decision/discretion (i.e. dissatisfaction with court procedures or rulings, use or nonuse of evidence, criminal sentences, custody, general outcome of the case)	349	351	381
Mental incapacity	6	15	8
Physical incapacity	2	5	2
Inappropriate political activity (i.e. publicly endorse or oppose a candidate for public office, personal solicitation of funds, make speeches on behalf of a political organization, misrepresentation of qualifications) and misconduct by a candidate	19	8	3
Racial/ethnic/gender bias or discrimination	72	71	66
Sexual misconduct/harassment	1	2	3
Inappropriate conduct off the bench (i.e. prohibited charitable, business, or personal conduct)	8	6	18
Violation of Constitutional Rights	156	170	176
Prejudgment of a case	18	39	19
Abuse of power	39	47	48
Comment on pending/impending case	1	7	1
Other	-	2	1
TOTAL ALLEGATIONS:	1,299	1,386	1,455
In-Jurisdiction complaints received/initiated	483	483	524
Out-of-Jurisdiction complaints received	47	73	n/a
TOTAL COMPLAINTS:	530	556	524
Complaints filed with the Illinois Courts Commission	-	3	2

Note 1: The Board began maintaining data on out-of-jurisdiction complaints during Fiscal Year 2015. After staff determines the complaint does not relate to an active State judge, the matter is automatically closed.

Note 2: The total number of allegations exceeds the number of complaints received and/or initiated because many complaints have multiple allegations.

Note 3: All in-jurisdiction complaints were initially presented to, and reviewed by, the Board by February 2017.