



STATE OF ILLINOIS
**OFFICE OF THE
 AUDITOR GENERAL**

Frank J. Mautino, Auditor General

SUMMARY REPORT DIGEST

PRISONER REVIEW BOARD

Compliance Examination
 For the Two Years Ended June 30, 2016

Release Date: May 11, 2017

FINDINGS THIS AUDIT: 5	AGING SCHEDULE OF REPEATED FINDINGS						
	New	Repeat	Total	Repeated Since	Category 1	Category 2	Category 3
Category 1:	0	0	0	2014		16-01, 16-02, 16-03	
Category 2:	2	3	5				
Category 3:	0	0	0				
TOTAL	2	3	5				
FINDINGS LAST AUDIT: 4							

SYNOPSIS

- (16-01) The Board did not exercise adequate controls over the recording and reporting of State property.
- (16-02) The Board did not exercise adequate controls over voucher processing.

Category 1: Findings that are **material weaknesses** in internal control and/or a **qualification** on compliance with State laws and regulations (material noncompliance).

Category 2: Findings that are **significant deficiencies** in internal control and **noncompliance** with State laws and regulations.

Category 3: Findings that have **no internal control issues but are in noncompliance** with State laws and regulations.

{Expenditures and Activity Measures are summarized on next page.}

**PROCUREMENT POLICY BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016**

EXPENDITURE STATISTICS	2016	2015	2014
Total Expenditures.....	\$ 248,697	\$ 463,447	\$ 474,122
OPERATIONS TOTAL.....	\$ 248,697	\$ 463,447	\$ 474,122
% of Total Expenditures.....	100.0%	100.0%	100.0%
Ordinary and Contingent Expenses.....	-	463,447	474,122
Personal Services.....	248,697	-	-
Average Number of Employees (Not Examined).....	5	5	5

SELECTED ACTIVITY MEASURES (Not Examined)	2016	2015	2014
<u>Procurement Reviews Initiated</u>			
Competitive Selection/Other	0	0	1
<u>More Information Requested and Results</u>			
More Information Requested	266	884	771
Procurement Withdrawn due to Board Inquiry	7	15	8

AGENCY DIRECTOR
During Examination Period: Aaron Carter (07/01/14-03/15/15), William Blount (03/16/15-11/30/15), Vacant (12/01/15-12/14/15), and Matthew VonBehren (12/15/15-present) Currently: Matthew VonBehren

**FINDINGS, CONCLUSIONS, AND
RECOMMENDATIONS**

NEED TO IMPROVE PROPERTY CONTROLS

The Board did not exercise adequate controls over the recording and reporting of State property.

Some of the more significant issues noted by the auditors included the following:

\$94,120 in items were not added timely to the Board's property records

- Five of five (100%) equipment items tested, totaling \$94,120, were not added to the Board's property listing within 30 days of receipt. The equipment was added to the Board's property listing from 159 to 214 days late.

Missing items were not addressed after the annual inventory

- One of one (100%) telecommunication equipment item tested, totaling \$495, was not added to the Board's property listing.
- The Board did not timely resolve or remove two items, totaling \$1,427, noted as missing during the annual inventory certification process.
- 11 of 80 equipment items tested, totaling \$5,337, were found in a different location than indicated on the Board's property listing.

Board management stated the exceptions noted were due to minimal staff support, human error, and employee oversight (Finding 1, pages 9-10)

We recommended the Board strengthen internal controls over equipment to ensure all equipment is accurately and timely recorded on its property records.

Board management agreed with the auditors

Board management agreed with the recommendation.

VOUCHER PROCESSING WEAKNESS

The Board did not exercise adequate controls over voucher processing.

During testing, the auditors noted the following:

58% of vouchers tested were approved late

- Seventy-seven of 132 (58%) vouchers tested, totaling \$189,734, were approved for payment from one to 344 days late.
- Nine of 132 (7%) vouchers tested, totaling \$44,023, accrued a required interest payment of \$284 which was not paid by the Board.

- For nine of 132 (7%) vouchers tested, totaling \$7,509, the related invoices were not date stamped when received by the Board. As a result, the auditors could not determine if the voucher was approved timely or if interest was due to the vendor.

Board management stated the exceptions noted were due to minimal staff support, human error, and employee oversight. (Finding 2, pages 11-12)

We recommended the Board implement controls to ensure it complies with State laws and regulations by ensuring vouchers are approved within the required timeframe and required interest is paid in full.

Board management agreed with the auditors

Board management agreed with the recommendation.

OTHER FINDINGS

The remaining findings pertain to inadequate controls over travel vouchers, contracts, and the operation of automobiles. We will review the Board's progress toward implementation of our recommendations during our next compliance examination.

ACCOUNTANT'S OPINION

The accountants conducted a compliance examination of the Board for the two years ended June 30, 2016, as required by the Illinois State Auditing Act. The accountants stated the Board complied, in all material respects, with the requirements described in the report.

This compliance examination was conducted by the Office of the Auditor General's staff.

SIGNED ORIGINAL ON FILE

BRUCE L. BULLARD
Division Director

This report is transmitted in accordance with Section 3-14 of the Illinois State Auditing Act.

SIGNED ORIGINAL ON FILE

FRANK J. MAUTINO
Auditor General

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