

**STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2011

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2011

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**COMMISSION OFFICIALS**

**HUMAN RIGHTS COMMISSION**

Director	Mr. N. Keith Chambers
Chief Fiscal Officer	Dr. Ewa I. Ewa
Acting General Counsel (7/5/11 to present)	Ms. Donyelle Gray
General Counsel (through 5/15/11)	Ms. Harriet Parker

Commissioners:

Martin R. Castro (Chairperson)  
Marti Baricevic  
David Chang  
Robert A. Cantone  
Terry Cosgrove  
Nabi R. Fakroddin  
Marylee V. Freeman  
Spencer Leak, Sr.  
Munir Muhammad  
Rozanne Ronen  
Diane Viverito  
David J. Walsh  
Patricia Bakalis Yadgir

Commission offices are located at:

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William G. Stratton Office Building  
Room 802  
Springfield, IL 62706



# STATE OF ILLINOIS Human Rights Commission

**Pat Quinn**  
Governor

## Commissioners

**Martin R. Castro**  
Chairman

Marti Baricevic

Robert A. Cantone

David Chang

Terry Cosgrove

Nabi R. Fakroddin, P.E., S.E.

Marylee V. Freeman

Spencer Leak, Sr.

Munir Muhammad

Rozanne Ronen

Diane M. Viverito

David J. Walsh

Patricia Bakalis Yadgir

**N. Keith Chambers**  
Executive Director

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash  
Springfield, IL 62703-3154

January 6, 2012

Dear Mr. Holland:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the Human Rights Commission (Commission). 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 Commission's compliance with the following assertions during the two-year period ended June 30, 2011. Based on this evaluation, we assert that during the years ended June 30, 2011 and June 30, 2010, the Commission has materially complied with the assertions below.

- A. The Commission 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 Commission 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 Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Commission 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. The money or negotiable securities or similar assets handled by the Commission on behalf of the State or held in trust by the Commission have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

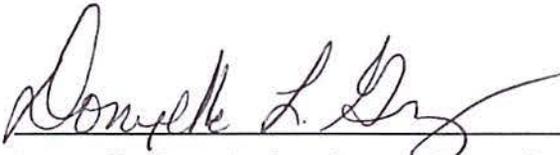
Human Rights Commission



(N. Keith Chambers, Director)



(Dr. Ewa I. Ewa, Fiscal Officer)



(Donyelle Gray, Acting General Counsel)



(Michael Evans, Chief Administrative Law Judge)

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2011

**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.

**ACCOUNTANTS' REPORT**

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
Findings	4	9
Repeated findings	3	7
Prior recommendations implemented or not repeated	6	2

**SCHEDULE OF FINDINGS**

FINDINGS – STATE COMPLIANCE

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
11-1	9	Untimely publication of decisions	Significant Deficiency and Noncompliance
11-2	10	Failure to document reconciliation of expenditure records	Significant Deficiency and Noncompliance
11-3	11	Failure to file economic interest statement	Significant Deficiency and Noncompliance
11-4	12	Employee performance evaluations not completed timely	Significant Deficiency and Noncompliance

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2011

PRIOR FINDINGS NOT REPEATED

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
A	13	Noncompliance with the Fiscal Control and Internal Auditing Act
B	13	Lack of compliance with the Labor and Employment Administrative Code
C	13	Commissioners' terms expired
D	13	Failure to publish annual report
E	13	Lack of segregation of duties
F	14	Inadequate control over State property and related reporting

**EXIT CONFERENCE**

The findings and recommendations appearing in this report were discussed with Commission personnel at an exit conference on December 13, 2011. Attending were:

**HUMAN RIGHTS COMMISSION**

Ewa I. Ewa, Chief Fiscal Officer

**Office of the Auditor General**

Peggy Hartson, Audit Manager

Jose G. Roa, Audit Supervisor

Responses to the recommendations were provided by Dr. Ewa I. Ewa, Chief Fiscal Officer in correspondence dated December 14, 2011.

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OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

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**

We have examined the State of Illinois, Human Rights Commission'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, 2011. The management of the State of Illinois, Human Rights Commission is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Human Rights Commission's compliance based on our examination.

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

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, Human Rights Commission'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, Human Rights Commission's compliance with specified requirements.

In our opinion, the State of Illinois, Human Rights Commission complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2011. However, the results of our procedures disclosed 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 findings 11-1 through 11-4.

### **Internal Control**

The management of the State of Illinois, Human Rights Commission 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, Human Rights Commission's internal control over compliance with the requirements listed in the first paragraph of this report as a basis for designing 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, Human Rights Commission's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Human Rights Commission's internal control over compliance.

*A 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 and correct noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that 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.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies as described in the accompanying schedule of findings as findings 11-1 through 11-4. A *significant*

*deficiency over compliance* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

The State of Illinois, Human Rights Commission'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, Human Rights Commission's responses and, accordingly, we express no opinion on them.

### **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 2010 and the 2011 Supplementary Information for State Compliance Purposes, except for Service Efforts and Accomplishments 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 2009 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, the Human Rights Commission, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.



BRUCE L. BULLARD, CPA

Director of Financial and Compliance Audits

January 6, 2012

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2011

11-1. **FINDING** (Untimely publication of decisions)

The Human Rights Commission (Commission) did not timely publish its decisions.

Five of 25 (20%) decisions tested were not published on the Commission's website within 120 calendar days of the disposal date. The decisions were published from 12 to 39 days late.

The Illinois Human Rights Act (775 ILCS 5/8-110) requires decisions of the Commission or panels thereof, whether on requests for review or complaints, to be published within 120 calendar days of the completion of service of the written decision on the parties to ensure a consistent source of precedent.

Commission officials stated that the posting delay for three of the cases was due to clerical and human error and a mistake as to when the decisions were made. The other two cases were delayed due to the retooling of the website and organizing permissions to post decisions on the website.

Decisions should be published timely to comply with State statute and to ensure a consistent source of precedent. (Finding Code No. 11-1, 09-2, 07-2)

**RECOMMENDATION**

We recommend the Commission comply with the Illinois Human Rights Act and publish all of its decision within 120 calendar days.

**COMMISSION RESPONSE**

The Commission "Agrees" with this finding as it applies to FY09/10. This was due to unavailability of resources and appropriate manpower. The problem has been resolved and HRC is publishing its decisions on a timely manner.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2011

11-2. **FINDING** (Failure to document reconciliation of expenditure records)

The Human Rights Commission (Commission) did not document monthly reconciliation of its appropriations and expenditures to the Office of the Comptroller (Comptroller) records.

We noted the Commission did not document monthly reconciliations of its unexpended budget authority balance to the Comptroller's Monthly Appropriation Status Report during FY10 and FY11 as required. The Commission expenditures totaled \$1,754,994 and \$1,909,830 during FY10 and FY11, respectively.

The Statewide Accounting Management System (SAMS) (Procedure 11.40.20) requires State agencies to reconcile unexpended budget authority balance per agency records with the unexpended budget authority balance per the Comptroller on a monthly basis and notify the Comptroller of any corrections or unreconciled balances.

Commission personnel stated they compared the totals for expenditures each month.

Failure to document properly reconciled accounting records could lead to inaccurate financial reporting and unresolved differences between Commission and Comptroller records. (Finding Code No. 11-2, 09-6, 07-6)

**RECOMMENDATION**

We recommend the Commission ensure monthly reconciliations are documented to demonstrate compliance with SAMS procedures.

**COMMISSION RESPONSE**

The Commission "Agrees" with the finding and will henceforth transmit signed reconciliation documents to the Comptroller's office.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2011

11-3. **FINDING** (Failure to file economic interest statement)

The Human Rights Commission (Commission) did not notify the Secretary of State of an employee whose position required them to file an economic interest statement.

During testing, we noted an employee who functions as the head of a department and has direct supervisory authority over the formulation, negotiation, issuance or execution of contracts entered into by the State in the amount of \$5,000 or more was omitted from the list of employees required to file statements of economic interest and, therefore, did not file the required economic interest statements for FY10 or FY11 with the Secretary of State.

The Illinois Governmental Ethics Act (Act) (5 ILCS 420/4A-101(f)) requires persons employed by any branch, agency, authority or board of the government of the State who function as the head of a department and/or has direct authority for the formulation, negotiation, issuance or execution of contracts entered into by the State in the amount of \$5,000 or more to file a statement of economic interest. The Act (5 ILCS 420/4A-105) requires a statement of economic interest to be filed by required persons by May 1 of each year. The Act (5 ILCS 420/4A-106) further requires on or before February 1 annually, the chief administrative officer of any State agency to certify to the Secretary of State the names and mailing addresses of those persons that are required to file the economic interest statement.

Commission management stated the economic interest statement was sent to another governmental entity in error.

Failure to notify the Secretary of State of all employees required to file economic interest statements led to an employee not filing the required statements. In addition, the failure to file economic interest statements could lead to employees making decisions in which they should have been disqualified due to a conflict of interest. (Finding Code No. 11-3)

**RECOMMENDATION**

We recommend the Commission comply with the Act and take appropriate action to ensure required employees file economic interest statements with the Secretary of State.

**COMMISSION RESPONSE**

The Commission "Agrees" with this finding. The specific filing in question was done and submitted to Cook County Clerk's Office rather than the Secretary of State's office. Agency will in the future inform staff to direct all filings to the Secretary of State's office as recommended.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2011

11-4. **FINDING** (Employee performance evaluations not completed timely)

The Human Rights Commission (Commission) did not complete its employee performance evaluations timely.

The Commission did not timely complete performance evaluations for 3 of 6 (50%) employees tested. The evaluations were completed from 4 to 56 days late.

The Commission's Employee Policy Manual (Chapter 2, Section q.) requires completion of the evaluation process for all Commission employees at least every 12 months, except in the case of administrative law judges who are newly hired (9 months) or newly promoted (3 months).

Commission officials stated evaluations were not completed timely due to the workload of management.

Performance evaluations are a systematic and uniform approach used for the development of employees and communication of performance expectations to employees. Performance evaluations should serve as a foundation for salary adjustments, promotion, demotion, and discharge decisions. (Finding Code No. 11-4, 09-9, 07-9, 05-6)

**RECOMMENDATION**

We recommend the Commission complete employee performance evaluations for all employees in a timely manner.

**COMMISSION RESPONSE**

The Commission "Agrees" with the finding. The infractions occurred due to evaluations being signed by staff after returning from vacation. The Commission has developed a reminder process that will notify evaluators to resolve this issue and hence abide by the recommendation.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**PRIOR FINDINGS NOT REPEATED**  
For the Two Years Ended June 30, 2011

A. **FINDING** (Noncompliance with the Fiscal Control and Internal Auditing Act)

During the prior examination, the Human Rights Commission (Commission) did not timely complete and file its Fiscal Control and Internal Auditing Act (FCIAA) certifications.

During the current examination, the Commission timely completed and filed its FCIAA certifications. (Finding Code No. 09-1)

B. **FINDING** (Lack of compliance with the Labor and Employment Administrative Code)

During the prior examination, the Commission did not comply with the Labor and Employment Administrative Code and serve all required parties within 5 days of the complaint being filed.

During the current examination, our sample testing showed fewer instances where parties were not served within 5 days and the issue is reported in our letter of immaterial findings. (Finding Code No. 09-3, 07-3)

C. **FINDING** (Commissioners' terms expired)

During the prior examination, 11 Commissioners' terms were expired. In addition, 2 Commissioners positions were vacant.

During the current examination, our testing showed fewer vacancies and the issue is reported in our letter of immaterial findings. (Finding Code No. 09-4, 07-4)

D. **FINDING** (Failure to publish annual report)

During the prior examination, the Commission did not prepare or deliver to the Governor Annual Reports for FY08 or FY09.

During the current examination, the Commission completed its annual reports as required and published them on their website. (Finding Code No. 09-5, 07-5)

E. **FINDING** (Lack of segregation of duties)

During the prior examination, the Commission lacked proper segregation of duties in approval and payment of vouchers, property control, management of cash, and controls over payroll.

During the current examination, the Commission properly segregated duties in approval and payment of vouchers, property control, and controls over payroll. In addition, management of cash appears to be sufficient based on volume of the Commission's cash transactions. (Finding Code No. 09-7, 07-7, 05-3, 03-3, 01-4)

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**PRIOR FINDINGS NOT REPEATED**  
For the Two Years Ended June 30, 2011

F. **FINDING** (Inadequate control over State property and related reporting)

During the prior examination, the Commission did not exercise adequate controls over State property including the failure to transfer obsolete items and inaccurate reporting of transactions on the property records and reports.

During the current examination, our sample testing did not note any problems with obsolete equipment and transactions were accurately recorded and reported. (Finding Code No. 09-8)

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

- Analysis of Operations:

- Agency Functions and Planning Program
- Average Number of Employees
- 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 the Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2011

Fourteen Months Ended August 31, 2011

P.A. 96-0956	Appropriations (Net After Transfers)	Expenditures Through 6/30/11	Approximate Lapse Period Expenditures 7/01 - 8/31/11	Approximate Total Expenditures	Approximate Balances Lapsed
<b>General Revenue Fund - 001</b>					
Governor's Discretionary Appropriation	\$ 50,000	\$ -	\$ 28,627	\$ 28,627	\$ 21,373
Torture Inquiry and Relief Commission	375,000	41,239	8,393	49,632	325,368
Lump Sum: Operational Expenses	<u>1,827,300</u>	<u>1,766,512</u>	<u>57,399</u>	<u>1,823,911</u>	<u>3,389</u>
<b>Total General Revenue Fund</b>	<u><u>\$ 2,252,300</u></u>	<u><u>\$ 1,807,751</u></u>	<u><u>\$ 94,419</u></u>	<u><u>\$ 1,902,170</u></u>	<u><u>\$ 350,130</u></u>
<b>Special Projects Division Fund - 607</b>					
Process and Adjudicate Cases	<u>\$ 7,660</u>	<u>\$ -</u>	<u>\$ 7,660</u>	<u>\$ 7,660</u>	<u>\$ -</u>
<b>Grand Total - All Funds</b>	<u><u>\$ 2,259,960</u></u>	<u><u>\$ 1,807,751</u></u>	<u><u>\$ 102,079</u></u>	<u><u>\$ 1,909,830</u></u>	<u><u>\$ 350,130</u></u>

Note 1: Appropriations, expenditures, and lapsed balances were obtained from State Comptroller records and have been reconciled to the Agency'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: Approximate lapse period expenditures do not include interest payments approved for payment by the Agency and submitted to the Comptroller for payment after August.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
Appropriations for Fiscal Year 2010

Fourteen Months Ended August 31, 2010

P.A 96-0042, P.A 96-0046	Appropriations (Net After Transfers)	Expenditures Through 6/30/10	Lapse Period Expenditures 7/01 - 8/31/10	Total Expenditures	Balances Lapsed
<b>General Revenue Fund - 001</b>					
Personal Services	\$ 1,676,000	\$ 1,388,100	\$ 79,443	\$ 1,467,543	\$ 208,457
State Contributions to Social Security	128,200	101,472	5,908	107,380	20,820
Lump Sum: Operational Expenses	248,200	156,157	23,914	180,071	68,129
<b>Total General Revenue Fund</b>	<u>\$ 2,052,400</u>	<u>\$ 1,645,729</u>	<u>\$ 109,265</u>	<u>\$ 1,754,994</u>	<u>\$ 297,406</u>
<b>Special Projects Division Fund - 607</b>					
Process and Adjudicate Cases	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
<b>Grand Total - All Funds</b>	<u>\$ 2,152,400</u>	<u>\$ 1,645,729</u>	<u>\$ 109,265</u>	<u>\$ 1,754,994</u>	<u>\$ 397,406</u>

Note 1: Appropriations, expenditures, and lapsed balances were obtained from State Comptroller records and have been reconciled to the Agency's records.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
For the Fiscal Years Ended June 30,

	<b>Fiscal Year</b>		
	<b>2011</b>	<b>2010</b>	<b>2009</b>
	P.A. 96-0956	P.A. 96-0042, P.A. 96-0046	P.A. 95-0731
<b>General Revenue Fund - 001</b>			
Appropriations (Net of Transfers)	\$ 2,252,300	\$ 2,052,400	\$ 2,405,100
<u>Expenditures</u>			
Personal Services	\$ -	\$ 1,467,543	\$ 1,355,556
State Contribution to State			
Employees' Retirement System	-	-	285,724
State Contributions to Social Security	-	107,380	99,100
Contractual Services	-	-	141,261
Travel	-	-	10,960
Commodities	-	-	11,300
Printing	-	-	1,855
Equipment	-	-	23,627
Electronic Data Processing	-	-	4,516
Telecommunications	-	-	26,618
Governor's Discretionary Appropriation	28,627	-	-
Torture Inquiry and Relief Commission	49,632	-	-
Lump Sum: Operational Expenses	1,823,911	180,071	-
<b>Total Expenditures - General Revenue Fund</b>	<u>\$ 1,902,170</u>	<u>\$ 1,754,994</u>	<u>\$ 1,960,517</u>
<b>Special Projects Division Fund - 607</b>			
Appropriations (Net of Transfers)	\$ 7,660	\$ 100,000	\$ 100,000
<u>Expenditures</u>			
Process and Adjudicate Cases	\$ 7,660	\$ -	\$ -
<b>Total Expenditures - Special Projects Division Fund</b>	<u>\$ 7,660</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Appropriations for all funds</b>	\$ 2,259,960	\$ 2,152,400	\$ 2,505,100
<b>Total Expenditures for all funds</b>	<u>1,909,830</u>	<u>1,754,994</u>	<u>1,960,517</u>
<b>Lapsed Balances for all funds</b>	<u>\$ 350,130</u>	<u>\$ 397,406</u>	<u>\$ 544,583</u>
<b>State Officers Salaries</b>			
<u>Appropriations</u>			
Chairman	\$ 52,200	\$ 52,200	\$ 52,200
Twelve Members	563,600	563,600	563,600
Total Appropriations	<u>\$ 615,800</u>	<u>\$ 615,800</u>	<u>\$ 615,800</u>
<u>Expenditures</u>			
Chairman	\$ 49,780	\$ 28,949	\$ 23,457
Twelve Members	537,754	529,661	516,560
Total Expenditures	<u>\$ 587,534</u>	<u>\$ 558,610</u>	<u>\$ 540,017</u>
<b>Lapsed Balances</b>	<u>\$ 28,266</u>	<u>\$ 57,190</u>	<u>\$ 75,783</u>

Note 1: Fiscal Year 2011 expenditures and related lapse balances do not reflect any interest payments approved for payment by the Agency and submitted to the Comptroller after August.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
For the Two Years Ended June 30, 2011

	Equipment
Balance at July 1, 2009	\$ 224,554
Additions	23,542
Deletions	(46,682)
Balance, June 30, 2010	\$ 201,414
Balance at July 1, 2010	\$ 201,414
Additions	1,708
Deletions	(1,777)
Balance, June 30, 2011	\$ 201,345

Note: The above Schedule has been derived from Commission records and reconciled to property reports submitted to the Office of the Comptroller and the Department of Central Management Services.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS**  
For the Fiscal Years Ended June 30,

<u>GENERAL REVENUE FUND - 001</u>	Fiscal Year		
	<u>2011</u>	<u>2010</u>	<u>2009</u>
Personal Phone Call Reimbursements	\$ 6	\$ 0	\$ 0
Jury Duty Reimbursements	344	782	17
Miscellaneous	100	0	105
Total Receipts	<u>\$ 450</u>	<u>\$ 782</u>	<u>\$ 122</u>

**RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS  
REMITTED TO THE STATE COMPTROLLER**

For the Fiscal Years Ended June 30,

<u>GENERAL REVENUE FUND - 001</u>	Fiscal Year		
	<u>2011</u>	<u>2010</u>	<u>2009</u>
Receipts per Commission Records	\$ 450	\$ 782	\$ 122
Add: Deposits in Transit, Beginning of Year	0	0	0
Less: Deposits in Transit, End of Year	0	0	0
Deposits Remitted to the Comptroller	<u>\$ 450</u>	<u>\$ 782</u>	<u>\$ 122</u>

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2011

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2011 AND 2010**

A comparative schedule of a significant variation in expenditures (20% and \$10,000 or more) between the fiscal years ended June 30, 2011 and June 30, 2010 is shown below:

	<u>FISCAL YEAR ENDED</u> <u>JUNE 30,</u>		<u>INCREASE</u> <u>(DECREASE)</u>	
	<u>2011</u>	<u>2010</u>	<u>AMOUNT</u>	<u>%</u>
Personal Services	\$ 0	\$ 1,467,543	(\$1,467,543)	(100%)
State Contributions to Social Security	\$ 0	\$ 107,380	(\$ 107,380)	(100%)
Governor's Discretionary Appropriation	\$ 28,627	\$ 0	\$ 28,627	100%
Torture Inquiry and Relief Commission	\$ 49,632	\$ 0	\$ 49,632	100%
Lump Sum: Operational Expenses	\$ 1,823,911	\$ 180,071	\$1,643,840	913%

Commission management provided the following explanations for the significant variation identified above:

**General Revenue Fund (001)**

Personal Services and State Contributions to Social Security

The decrease was due to the Commission receiving a lump sum appropriation for all General Revenue Fund expenditures in FY11.

Governor's Discretionary Appropriation

The increase was due to this appropriation being new in FY11. The expenditures were used for payroll and related expenses.

Torture Inquiry and Relief Commission (TIRC)

The increase was due to the creation of the TIRC with the implementation of the TIRC Act. These expenditures were used for payroll and office expenses associated with the TIRC.

Lump Sum: Operational Expenses

The increase was due to expenditures for personal services and State contributions to Social Security. In FY10, expenditures for personal services and State contributions to Social Security were made from their own individual appropriation line.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Two Years Ended June 30, 2011

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2010 AND 2009**

A comparative schedule of a significant variation in expenditures (20% and \$10,000 or more) between the fiscal years ended June 30, 2010 and June 30, 2009 is shown below:

	<u>FISCAL YEAR ENDED</u> <u>JUNE 30,</u>		<u>INCREASE</u> <u>(DECREASE)</u>	
	<u>2010</u>	<u>2009</u>	<u>AMOUNT</u>	<u>%</u>
State Contribution to State Employee Retirement System	\$ 0	\$ 285,724	(\$ 285,724)	(100%)
Contractual Services	\$ 0	\$ 141,261	(\$ 141,261)	(100%)
Travel	\$ 0	\$ 10,960	(\$ 10,960)	(100%)
Commodities	\$ 0	\$ 11,300	(\$ 11,300)	(100%)
Equipment	\$ 0	\$ 23,627	(\$ 23,627)	(100%)
Telecommunications	\$ 0	\$ 26,618	(\$ 26,618)	(100%)
Lump Sum: Operational Expenses	\$ 180,071	\$ 0	\$ 180,071	100%

Commission management provided the following explanations for the significant variation identified above:

**General Revenue Fund (001)**

State Contributions to State Employee Retirement System, Contractual Services, and other line items

The decrease was due to the Commission receiving a lump sum appropriation in FY10 for all line items except personal services and State contributions to Social Security.

Lump Sums – Operating Expenses

The increase was due to the Commission receiving a lump sum appropriation in FY10 for the majority of its line item expenditures.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING**  
For the Two Years Ended June 30, 2011

We have reviewed lapse period spending for fiscal years ended June 30, 2011 and 2010 and have identified significant lapse period spending (20% or more).

**FISCAL YEAR 2011**

<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Governor's Discretionary Appropriation	\$28,627	\$28,627	100%

Commission management provided the following explanation for the significant lapse period expenditures identified above.

**General Revenue Fund (001)**

Governor's Discretionary Appropriation

The lapse period spending was due to the final FY11 payroll voucher being paid from this appropriation.

**FISCAL YEAR 2010**

**General Revenue Fund (001)**

We did not notice any significant lapse period expenditures.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2011

**FUNCTIONS AND PLANNING PROGRAM**

The Human Rights Commission (Commission) was created when the Illinois Human Rights Act (Act) was signed into law by Governor Thompson on December 6, 1979. The Act forbids discrimination in employment, real estate transactions, higher education, public accommodations and access to financial credit on the basis of sex, age, race, color, religion, arrest record, marital status, handicap, citizenship, national origin, ancestry, unfavorable military discharge, retaliation, sexual harassment and sexual orientation. It also enumerates the powers and duties of the Commission such as the ability to hold meetings anywhere within the State, to establish offices in Springfield and Chicago, and to set the compensation of employees. The Act requires that all hearing officers be licensed attorneys in Illinois and full time employees. A training program for hearing officers is required to be implemented and must include such topics as substantive and procedural aspects of the position, current issues in human rights law and practice, observation of experienced hearing officers, and the use of hypothetical cases requiring the hearing officer to issue judgments as a means to evaluating knowledge and writing ability.

The Commission is a quasi-judicial administrative agency. It consists of a staff and 13 Commissioners, appointed by the Governor with the advice and consent of the Senate. The Governor designates one of the Commissioners as the Chairman. Commissioners serve a four-year term and may be reappointed.

The Act resulted in the creation of the Department of Human Rights (Department) and the Human Rights Commission, two separate entities whose roles are set forth by the Act. Both entities work together to enforce the Act. The Department investigates charges of discrimination brought under the Act. When the Department finds evidence of a violation, it files a complaint with the Commission. The Commission reviews complaints brought forth by the Department and issues impartial decisions on complaints of unlawful discrimination.

The Commission conducts public hearings, presided over by its administrative law judges. After both parties provide evidence, the administrative law judges issue a recommended order and decision. Once a recommended order and decision is issued, the Act allows the parties to seek review by the Commissioners. The Commission meets in panels consisting of three Commissioners and issues orders and decisions on the recommendation of the administrative law judge. If the complaint is sustained, the Commission will order a remedy to be paid to the complainant. The respondent may appeal the Commission's order and decision to the State Appellate Court.

**Planning Program**

A management plan is prepared annually to document the goals and objectives for the upcoming fiscal year. This enables the Commission to manage core operations within the appropriation.

A monthly financial report is produced by the Chief Fiscal Officer on the Commission's expenditures and remaining appropriations. Monthly budget meetings between the Executive Director, the Chief Administrative Law Judge, General Counsel and the Chief Fiscal Officer are held to discuss relevant issues concerning Commission expenditures. During the meeting, actual expenditures are compared to budgeted amounts and resulting variances are discussed. Budget meetings provide an opportunity to

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2011

monitor staffing levels, current caseloads, and progress toward reducing the number of open cases in the caseload system. In addition, Commissioners also conduct monthly meetings to address issues such as the evaluation of evidence and legal argument in a contested legal proceeding, the periodic self-assessment of the Commission and the appointment, compensation, and evaluation of employees of the Commission. Oversight by the Executive Director and Chief Fiscal Officer of daily operations along with employee evaluation assists the Commission with fulfilling its statutory responsibilities.

Illinois Torture Inquiry and Relief Commission

The Illinois Torture Inquiry and Relief Commission (TIRC) was created when the Torture Inquiry and Relief Commission Act (Act) (775 ILCS 40 et seq.) was signed into law on August 10, 2009. The Act established the TIRC to examine allegations of prison inmates claiming to have been tortured by police into giving coerced confessions to crimes for which they were ultimately convicted.

The TIRC received funding through an appropriation to the Human Rights Commission. Commission staff administered those funds during the examination period.

The TIRC consists of two employees and eight commissioners, appointed by the Governor with the advice and consent of the Senate. Commissioners serve no more than two consecutive 3-year terms plus any initial term of less than 3 years.

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**AVERAGE NUMBER OF EMPLOYEES**  
For the Fiscal Years Ended June 30,

AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Commission records, presents the average number of employees, by function, for the Fiscal Years ended June 30,

<u>Division</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Officials/Managers	3	4	3
Professionals	11	12	12
Paraprofessionals	0	0	1
Office/Clerical	<u>7</u>	<u>7</u>	<u>5</u>
Total average full-time employees	<u>21</u>	<u>23</u>	<u>21</u>

STATE OF ILLINOIS  
HUMAN RIGHTS COMMISSION  
**SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)**  
For the Two Years Ended June 30, 2011

The Human Rights Commission's (Commission) primary responsibility is to review and issue impartial decisions on complaints of unlawful discrimination and furnish information to the public about the Illinois Human Rights Act (Act) and the Commission.

Listed below is a compilation of total complaints filed, cases completed and open cases at fiscal year end as provided by Commission for fiscal years 2011, 2010, and 2009.

	<u>FY 2011</u>	<u>FY 2010</u>	<u>FY 2009</u>
Complaints filed through the Department of Human Rights	116	167	227
Complaints filed by complainants	129	89	35
Remands	4	2	4
Cases carried over from prior year	<u>986</u>	<u>1,081</u>	<u>1,175</u>
Total complaints pending	1,235	1,339	1,441
Cases completed	<u>(346)</u>	<u>(353)</u>	<u>(360)</u>
Open cases at fiscal year end	<u>889</u>	<u>986</u>	<u>1,081</u>
Average number of administrative law judges	<u>9</u>	<u>9</u>	<u>7</u>
Average caseload	<u>99</u>	<u>110</u>	<u>154</u>

The Commission received an appropriation for the Torture Inquiry and Relief Commission (TIRC). The TIRC investigates and determines factual claims of torture from persons convicted of a felony in Illinois claiming to have been tortured into confessing the crime for which the person was convicted. The TIRC began operating on February 1, 2011 and began receiving the first claims in April 2011.