

REPORT DIGEST

HUMAN RIGHTS COMMISSION

FINANCIAL AND COMPLIANCE AUDIT

For the Two Years Ended:
June 30, 1997

Summary of Findings:

Total this audit	2
Total last audit	4
Repeated from last audit	0

Release Date:



State of Illinois
Office of the Auditor General

WILLIAM G. HOLLAND
AUDITOR GENERAL

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Springfield, IL 62703
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SYNOPSIS

- ◆ The Commission did not document a formal training program for its hearing officers.
- ◆ The Commission did not document the date of receipt on vendor invoices.

{Expenditures and Activity Measures are summarized on the reverse page.}

HUMAN RIGHTS COMMISSION
FINANCIAL AND COMPLIANCE AUDIT
For The Two Years Ended June 30, 1997

EXPENDITURE STATISTICS	FY 1997	FY 1996	FY 1995
! Total Expenditures (All Appropriated Funds).....	\$1,643,999	\$1,084,897	\$1,064,920
OPERATIONS TOTAL.....	\$1,643,999	\$1,084,897	\$1,064,920
% of Total Expenditures.....	100%	100%	100%
Personal Services.....	\$763,502	\$719,420	\$706,450
% of Operations Expenditures.....	46.4%	66.3%	66.3%
Average No. of Employees.....	27	21	22
Average Salary Per Employee.....	\$28,278	\$34,258	\$32,111
Other Payroll Costs (FICA, Retirement).....	\$123,584	\$115,601	\$111,571
% of Operations Expenditures.....	7.5%	10.7%	10.5%
Contractual Services.....	\$126,496	\$118,858	\$151,027
% of Operations Expenditures.....	7.7%	10.9%	14.2%
All Other Items.....	\$76,431	\$81,245	\$ 60,940
% of Operations Expenditures.....	4.7%	7.5%	5.7%
.....			
Expenses of Processing Cases.....	\$553,986	\$49,773	\$34,932
% of Total Expenditures.....	33.7%	4.6%	3.3%
! Cost of Property and Equipment.....	\$256,258	\$187,934	\$172,459

SELECTED ACTIVITY MEASURES	FY 1997	FY 1996	FY 1995
! Number of FTE Administrative Judges at Year End	16	7	7
! Total Complaints Filed or on File	2,432	2,664	2,854
! Cases Completed.....	885	750	761
! Cases Completed.....	1,547	1,914	2,093

AGENCY DIRECTOR
During Audit Period: Ms. Gail Bradshaw Currently: Ms. Gail Bradshaw

RECOMMENDATIONS

TRAINING PROGRAM NOT DOCUMENTED

The Commission did not document its compliance with the statutory requirement for a formal training program.

The Commission did not document a formal training program for its hearing officers. The Human Rights Act requires the Commission to have a formal training program which addresses several areas including current issues in human rights law, substantive and procedural aspects of the position, and observation of experienced hearing officers. Commission staff indicated that training is conducted but documentation is not maintained in a central location. (Finding 1, Page 15)

We recommended the Commission document compliance with the statutory requirements for a formal training program.

The Commission agreed to document its training efforts and maintain documentation in personnel files.

FAILURE TO DOCUMENT DATE OF RECEIPT ON VENDOR INVOICES

The Commission did not document the date of receipt of vendor invoices.

Commission personnel did not document the date of receipt on invoices received from vendors. A documented date of receipt would enable the Commission to ensure invoices are approved or denied within 30 days as required by administrative rule 74 IL Admin. Code 900.70 and paid within 60 days as required by the State Prompt Payment Act 30 ILCS 540/1 et seq. . (Finding 2, Page 16)

The Commission accepted our recommendation to document the date of receipt of vendor invoices.

Ms. Gail Bradshaw, Executive Director for the Human Rights Commission, provided responses to our recommendations in a letter dated January 29, 1998.

AUDITORS' OPINION

Our auditors state that, except for the incomplete presentation of a Statement of Revenues, Expenditures, and

Changes in Fund Balances - Budget and Actual, the financial statements of the Human Rights Commission at June 30, 1997 and 1996 are fairly presented.

WILLIAM G. HOLLAND, Auditor General

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SPECIAL ASSISTANT AUDITORS

Our special assistant auditors were Charles R. Burke, CPA & Associates.