

**STATE OF ILLINOIS
STATE POLICE MERIT BOARD
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2010

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2010

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AGENCY OFFICIALS
STATE POLICE MERIT BOARD

Executive Director

Mr. Ronald P. Cooley

Fiscal Officer

Ms. Melinda Gutierrez

Board office is located at:
531 Sangamon Avenue East
Springfield, Illinois 62702



ILLINOIS STATE POLICE MERIT BOARD

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December 2, 2010

Honorable William G. Holland
Auditor General
State of Illinois
Iles Park Plaza
740 East Ash
Springfield, IL 62703-3154

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 Illinois State Police Merit 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 Police Merit Board's compliance with the following assertions during the two-year period ended June 30, 2010. Based on this evaluation, we assert that during the years ended June 30, 2010 and June 30, 2009, the State Police Merit Board has materially complied with the assertions below.

- A. The State Police Merit 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 Police Merit 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 Police Merit 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. The State revenues and receipts collected by the State Police Merit 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. The money or negotiable securities or similar assets handled by the State Police Merit Board on behalf of the State or held in trust by the State Police Merit 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 Police Merit Board



Ronald P. Cooley, Executive Director



Melinda Gutierrez, Chief Fiscal Officer

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' REPORTS

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	1	3
Repeated findings	1	1
Prior recommendations implemented or not repeated	2	2

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
10-1	9	Voucher processing weaknesses	Significant Deficiency and Noncompliance
PRIOR FINDINGS NOT REPEATED			
A	11	Inadequate controls over personal services	
B	11	Nonpayment of Communication Revolving Fund	

EXIT CONFERENCE

The State Police Merit Board waived an exit conference in correspondence dated December 1, 2010. Responses to findings were provided by the Chief Fiscal Officer in correspondence dated December 1, 2010.

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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 State Police Merit 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, 2010. The management of the State of Illinois State Police Merit Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois State Police Merit Board's compliance based on our examination.

- A. The State of Illinois State Police Merit 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 State Police Merit 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 State Police Merit 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 State Police Merit 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 State Police Merit Board on behalf of the State or held in trust by the State of Illinois State Police Merit Board 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 State Police Merit 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 State Police Merit Board's compliance with specified requirements.

In our opinion, the State of Illinois State Police Merit Board complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2010. However, the results of our procedures disclosed other instances of noncompliance, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying schedule of findings as item 10-1.

Internal Control

The management of the State of Illinois State Police Merit 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 State Police Merit Board'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 State Police Merit Board's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois State Police Merit Board's internal control over compliance.

A *deficiency* in an entity's 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 over compliance* 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 described in finding 10-1 in the accompanying

schedule of findings that we considered to be significant deficiencies in internal control over compliance. 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 State Police Merit Board's response to the finding identified in our examination is described in the accompanying schedule of findings. We did not examine the State of Illinois State Police Merit Board's response and, accordingly, we express no opinion on the response.

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 2009 and 2010 Supplementary Information for State Compliance Purposes, except for information on the 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 2008 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, agency management, and the Illinois State Police Merit Board Members, 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

December 2, 2010

SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2010

10-1. **FINDING** (Voucher processing weaknesses)

The State Police Merit Board (Board) did not exercise adequate controls over voucher processing. We noted the following:

- Twenty of 130 (15%) vouchers tested, totaling \$30,617, were approved for payment from two to 86 days late. The Illinois Administrative Code (74 Ill. Adm. Code 900.70) requires an agency to review a bill and either deny the bill in whole or in part, ask for more information necessary to review the bill, or approve the bill in whole or in part, within 30 days after physical receipt of the bill.
- Two of 130 (1.5%) vouchers tested, totaling \$9,442, were not coded with the proper detail object code. Statewide Accounting Management System (SAMS) (Procedure 11.10.50) states the purpose of assigning a correct detail object code is to report expenditure information at a more refined level within a common object.
- Four of 130 (3%) vouchers tested, totaling \$14,121, accrued a required interest payment of \$373 which was not paid by the Board. The State Prompt Payment Act (30 ILCS 540/3-2) requires State agencies to determine whether interest is due and automatically pay interest penalties to the appropriate vendor when payment is not issued within 60 days after receipt of a proper bill.

Board personnel stated competing priorities and oversight contributed to the above items.

Failure to promptly approve vouchers may result in late payment of bills to vendors and result in interest charges levied against the Board. Inaccurate detail object codes reduce the overall accuracy of expenditures and may lead to inappropriate expenditures not in line with the appropriated account authority. Failure to pay interest charges is noncompliance with the State Prompt Payment Act. (Finding Code No. 10-1, 08-2)

RECOMMENDATION

We recommend the Board comply with the Illinois Administrative Code, SAMS procedures and the State Prompt Payment Act. We also recommend the Board implement controls to ensure vouchers are approved timely and paid within the required time frame, include interest, and ensure all vouchers contain complete and accurate information.

STATE OF ILLINIOS
STATE POLICE MERIT BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2010

BOARD RESPONSE

The Board will be more diligent in filing appropriate documentation in a timely manner.

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2010

A. **FINDING** (Inadequate controls over personal services)

During the prior period, the State Police Merit Board (Board) did not have adequate controls over its personal service functions. We noted the Board did not ensure its employees maintained time sheets in compliance with the State Officials and Employees Ethics Act, did not properly record and document employee benefit time, and did not comply with Board rules regarding compensatory time. In addition, the Board did not fully complete the Agency workforce reports or conduct performance appraisals timely.

During the current period, we noted the Board strengthened its controls over its personal service functions. We noted the Board ensured its employees maintained time sheets in compliance with the State Officials and Employees Ethics Act, properly recorded and documented employee benefit time, and complied with Board rules regarding compensatory time. In addition, the Board fully completed the Agency workforce reports and conducted performance appraisals in a timely manner. (Finding Code No. 08-1)

B. **FINDING** (Nonpayment of Communication Revolving Fund)

During the prior period, the Board failed to pay telecommunication invoices totaling \$3,225 for Fiscal Year 2008, in effect exceeding its appropriation by this amount for the fiscal year.

During the current period, we noted no instances of unpaid telecommunication invoices. (Finding Code No. 08-3)

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 Variations in Receipts
- Analysis of Significant Lapse Period Spending

- Analysis of Operations:

- Board Functions and Planning Program
- Average Number of Employees and Board Members
- 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
STATE POLICE MERIT BOARD
APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Fiscal Year Ended June 30, 2010

P.A. 96-0042 & P.A. 96-0046 FISCAL YEAR 2010	Appropriations (Net of Transfers)	Voucher Expenditures Through June 30	Approximate		Approximate Total Expenditures August 31	Approximate Balances Lapsed August 31
			Lapse Period Expenditures July 1 to August 31	Expenditures August 31		
General Revenue Fund--001						
<hr/>						
Personal Services	\$ 409,900	\$ 349,947	\$ 19,265	\$ 369,212	\$ 40,688	
State Contributions to Social Security	31,400	26,292	1,462	27,754	3,646	
Operational Expenses	152,000	112,813	19,390	132,203	19,797	
Total General Revenue Fund	\$ 593,300	\$ 489,052	\$ 40,117	\$ 529,169	\$ 64,131	
State Police Whistleblower Reward and Protection Fund - 705						
Contractual Services	\$ 416,850	\$ 343,190	\$ 7,393	\$ 350,583	\$ 66,267	
Total All Funds	\$ 1,010,150	\$ 832,242	\$ 47,510	\$ 879,752	\$ 130,398	

Note 1: Appropriations, expenditures and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.
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
STATE POLICE MERIT BOARD
APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Fiscal Year Ended June 30, 2009

	Appropriations (Net of Transfers)	Voucher Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
P.A. 95-0731 & P.A. 96-0004 FISCAL YEAR 2009						
APPROPRIATED FUNDS						
General Revenue Fund--001						
Personal Services	\$ 396,500	\$ 361,771	\$ 23,664	\$ 385,435	\$ 11,065	
State Contribution to State Employees' Retirement System	70,600	70,580	0	70,580	20	
State Contributions to Social Security	30,400	27,236	1,789	29,025	1,375	
Contractual Services	389,174	358,764	29,464	388,228	946	
Travel	12,617	12,213	403	12,616	1	
Commodities	6,000	5,252	376	5,628	372	
Printing	5,749	3,686	2,062	5,748	1	
Equipment	4,976	4,848	128	4,976	0	
Electronic Data Processing	18,664	7,255	10,816	18,071	593	
Telecommunications Services	11,000	8,381	2,189	10,570	430	
Operation of Automotive Equipment	5,220	4,879	300	5,179	41	
Total General Revenue Fund	\$ 950,900	\$ 864,865	\$ 71,191	\$ 936,056	\$ 14,844	
State Police Whistleblower Reward and Protection Fund - 705						
Contractual Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Total All Appropriated Funds	\$ 950,900	\$ 864,865	\$ 71,191	\$ 936,056	\$ 14,844	
CONTINUING APPROPRIATED FUNDS						
General Revenue Fund - 001						
Pension Continuing Appropriation	N/A	\$ 3,125	\$ 4,731	\$ 7,856	N/A	
ALL FUNDS						
All Appropriated Funds	\$ 950,900	\$ 864,865	\$ 71,191	\$ 936,056	\$ 14,844	
Continuing Appropriated Funds		3,125	4,731	7,856		
GRAND TOTAL - ALL FUNDS	\$ 950,900	\$ 867,990	\$ 75,922	\$ 943,912	\$ 14,844	

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

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

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
For the Fiscal Years Ended June 30,

	Fiscal Year		
	2010	2009	2008
	P.A. 96-0042 P.A. 96-0046	P.A. 95-0731 P.A. 96-0004	P.A. 95-0348
<u>APPROPRIATED FUNDS</u>			
General Revenue Fund--001			
Appropriations (Net of Transfers)	\$ 593,300	\$ 950,900	\$ 931,400
<u>Expenditures</u>			
Personal Services	\$ 369,212	\$ 385,435	\$ 406,745
State Contribution to State Employees' Retirement System	0	70,580	67,082
State Contributions to Social Security	27,754	29,025	30,702
Contractual Services	0	388,228	385,344
Travel	0	12,616	8,479
Commodities	0	5,628	5,756
Printing	0	5,748	3,116
Equipment	0	4,976	0
Electronic Data Processing	0	18,071	7,857
Telecommunications Services	0	10,570	9,980
Operation of Automotive Equipment	0	5,179	6,247
Operational Expenses	132,203	0	0
Total Expenditures	<u>\$ 529,169</u>	<u>\$ 936,056</u>	<u>\$ 931,308</u>
Lapsed Balances	<u>\$ 64,131</u>	<u>\$ 14,844</u>	<u>\$ 92</u>
State Police Whistleblower Reward and Protection Fund - 705			
Appropriations (Net of Transfers)	\$ 416,850	\$ 0	\$ 0
<u>Expenditures</u>			
Contractual Services	\$ 350,583	\$ 0	\$ 0
Total Expenditures	<u>350,583</u>	<u>0</u>	<u>0</u>
Lapsed Balances	<u>\$ 66,267</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total - All Appropriated Funds			
Appropriations (Net of Transfers)	\$ 1,010,150	\$ 950,900	\$ 931,400
Total Expenditures	<u>879,752</u>	<u>936,056</u>	<u>931,308</u>
Lapsed Balances	<u>\$ 130,398</u>	<u>\$ 14,844</u>	<u>\$ 92</u>

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
For the Fiscal Years Ended June 30,

	Fiscal Year		
	2010	2009	2008
	P.A. 96-0042 P.A. 96-0046	P.A. 95-0731 P.A. 96-0004	P.A. 95-0348
<u>CONTINUING APPROPRIATED FUNDS</u>			
General Revenue Fund--001			
Pension Continuing Appropriation	\$ 0	\$ 7,856	\$ 0
TOTAL CONTINUING APPROPRIATED FUNDS	<u>0</u>	<u>7,856</u>	<u>0</u>
GRAND TOTAL - ALL FUNDS	<u>\$ 879,752</u>	<u>\$ 943,912</u>	<u>\$ 931,308</u>
Appropriation to Comptroller's Office for Merit Board Member's Salaries	\$ 118,400	\$ 118,400	\$ 114,400
Board Member Salaries	<u>72,048</u>	<u>76,551</u>	<u>86,640</u>
Lapse Balances	<u>\$ 46,352</u>	<u>\$ 41,849</u>	<u>\$ 27,760</u>

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2010

	Equipment
Balance at July 1, 2008	\$ 183,016
Additions	5,660
Deletions	0
Net Transfers	27,245
Balance at June 30, 2009	\$ 215,921
Balance at July 1, 2009	\$ 215,921
Additions	30,130
Deletions	33,293
Net Transfers	(23,746)
Balance at June 30, 2010	\$ 189,012

Note: The above schedule has been derived from Board records which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
ILLINOIS STATE POLICE MERIT BOARD
COMPARATIVE SCHEDULE OF CASH RECEIPTS
For the Fiscal Year Ended June 30,

	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>General Revenue Fund-001</u>			
Telephone Usage/Pager Usage	\$ 0	\$ 0	\$ 0
Copy Fees	0	0	0
Miscellaneous	<u>875</u>	<u>0</u>	<u>0</u>
Total Receipts	<u><u>\$ 875</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>

**RECONCILIATION OF CASH RECEIPTS
TO DEPOSITS REMITTED TO THE COMPTROLLER**
For the Fiscal Year Ended June 30,

	<u>2010</u>	<u>2009</u>	<u>2008</u>
<u>General Revenue Fund-001</u>			
Receipts per Board Records	\$ 875	\$ 0	\$ 0
Add: Deposits in Transit, Beginning of Year	0	0	0
Less: Deposits in Transit, End of Year	<u>0</u>	<u>0</u>	<u>0</u>
Deposits Recorded by the Comptroller	<u><u>\$ 875</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2010

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

Fund (001)

State Contribution to State Employees' Retirement System

The decrease in the State Contribution to State Employees' Retirement System was due to Public Act 96-0045, which did not require agencies to make the contribution during Fiscal Year 2010 for employees paid out of the General Revenue Fund.

Operational Expenses

For Fiscal Year 2010, the appropriation process was changed for operating expenses that were paid from the General Revenue Fund. The State Police Merit Board received a lump sum appropriation for operational expenses, rather than individual appropriations designated for specific purposes.

Fund (705)

Contractual Services

The increase in contractual services expenditures was due to the State Police Merit Board receiving an appropriation from the State Police Whistleblower Fund in Fiscal Year 2010.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2008 AND 2009

Fund (001)

Travel

The increase in travel expenditures was due to non-local Illinois State Police assisting with the State Police Merit Board promotional process.

Printing

The increase in printing expenditures was due to the State Police Merit Board moving their offices to a new location in Fiscal Year 2009. New letterhead, envelopes and business cards were printed.

Equipment

The increase in equipment expenditures was due to funds being appropriated for equipment in Fiscal Year 2009. No funds were appropriated for Equipment in Fiscal Year 2008. Cameras were purchased for the State Police Merit Board promotional process in Fiscal Year 2009.

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2010

EDP

The increase in EDP expenditures was due to the State Police Merit Board moving their offices to a new location in Fiscal Year 2009. They purchased new IT equipment including computers, a polycom, and an HD TV monitor.

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2010

General Revenue Fund – 001

The State Police Merit Board receives minimal receipts. The receipts consist of copy charges, refunds and reimbursement for jury duty. These receipts are expected to fluctuate between fiscal years. The Board received one receipt for a refund of a vehicle warranty during Fiscal Year 2010. There were no receipts collected by the Board in Fiscal Year 2009.

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2010

FISCAL YEAR 2010

There were no significant expenditures made during the lapse period.

FISCAL YEAR 2009

Fund (001)

Printing

Printing expenditures totaling \$2,062 during the lapse period were primarily due to letterhead, business cards, and envelopes being received late in Fiscal Year 2009. The related invoices were not received and processed until the lapse period.

EDP

EDP expenditures totaling \$10,816 during the lapse period were primarily due to five new computers, polycom phone, monitors, sonic wall program, and network cameras being received late in Fiscal Year 2009. The related invoices were not received and processed until the lapse period.

Telecommunications Services

Telecommunications services expenditures totaling \$2,189 during the lapse period were due to telephone charges being received late in Fiscal Year 2009. The related invoices were not received and processed until the lapse period.

STATE OF ILLINOIS
STATE POLICE MERIT BOARD
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2010

BOARD FUNCTIONS AND PLANNING PROGRAM

Board Functions

The Illinois State Police Merit Board (Board) was established in 1949 by the State Police Act (20 ILCS 2610/3), and reorganized on July 1, 1977 to consist of five members appointed by the Governor and approved by the Senate for six-year terms. Its mission “is to remove political influence and provide a fair and equitable merit process for the selection of Illinois State trooper candidates and the promotion and discipline of Illinois State Police Officers”.

The Board operates to certify Illinois State Police Officers for appointment and promotion. The Board was also created to act as a hearing agency over issues related to discipline, removal, demotion, and suspension of Illinois State Police Officers.

The members of the Board as of June 30, 2010 were:

- John Rednour, Chairman
- Kenneth Schloemer, Secretary
- Richard Joutras
- James Riley
- Arthur Smith

Board Planning Program

The Board has established a Strategic Plan to address the three functions of the State Police Merit Board: certification for appointment, promotion and discipline. The Board’s Strategic Plan emphasizes higher standards in performing its three functions.

The Board continues to study methods to maintain professionalism in law enforcement. Foremost in the Board’s set of priorities is the safety and welfare of the citizens of Illinois, particularly as they travel across the State’s network of highways.

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AVERAGE NUMBER OF EMPLOYEES AND BOARD MEMBERS

The following table, prepared from Board records, presents the average number of employees and Board Members for the Fiscal Years ended June 30,

	<u>2010</u>	<u>2009</u>	<u>2008</u>
Employees	5	5	5
Board Members	5	5	5

SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED)

The Board is responsible for the processes of discipline, removal, demotion and suspension of Illinois State Police sworn officers who violate the rules and regulations of the Illinois State Police. A three-year comparison of the status of cases brought before the Board follows:

	<u>June 30,</u>		
	<u>2010</u>	<u>2009</u>	<u>2008</u>
New Cases brought before the Board	13	12	9
Cases settled without a hearing	10	9	5
Cases settled with a formal hearing	4	4	2
Cases pending at year end	7	8	9

The Board collects acceptable pre-employment inquiry cards (PIC) from persons desiring to join the Illinois State Police. The information from the PICs is entered into a computer and a list is generated with the names of all eligible persons. The list is reviewed to insure that all persons eligible to test are designated to receive an invitation. After the list is finalized the Board sends invitation letters to all persons who qualify.

A comparison of the number of acceptable applications, the number of applicants certified to each cadet class, and the number of graduating applicants certified to each cadet class conducted during the Fiscal Years 2010, 2009 and 2008 follows:

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	Fiscal Year		
	2010	2009	2008
Number of acceptable applications received	2,009	2,622	2,497
Number of applicants certified to cadet class #114	-	-	-
Graduating applicants certified to cadet class #114	-	-	35
Number of applicants certified to cadet class #115	-	-	-
Graduating applicants certified to cadet class #115	-	-	65
Number of applicants certified to cadet class #116	-	-	122
Graduating applicants certified to cadet class #116	-	86	-
Number of applicants certified to cadet class #117	-	110	-
Graduating applicants certified to cadet class #117	67	-	-