

State of Illinois
LEGISLATIVE INFORMATION SYSTEM
COMPLIANCE EXAMINATION
For The Two Years Ended June 30, 2008

Performed as Special Assistant Auditors
for the Auditor General, State of Illinois

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2008

TABLE OF CONTENTS

	<u>Page</u>
Agency Officials	1
Management Assertion Letter	2
Compliance Report	
Summary	3-4
Auditor's Report	
"Independent Accountants' Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information For State Compliance Purposes"	5-7
Supplementary Information for State Compliance Purposes	
Summary	8
Fiscal Schedules and Analysis	
Schedule of Appropriations, Expenditures and Lapsed Balances	9-10
Comparative Schedule of Net Appropriations, Expenditures and Lapse Balances	11
Schedule of Changes in State Property	12
Comparative Schedule of Cash Receipts	13
Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller	14
Analysis of Significant Variations in Expenditures	15-16
Analysis of Significant Variations in Receipts	17
Analysis of Significant Lapse Period Spending	18
Analysis of Operations	
Agency Functions and Planning Program	19-20
Average Number of Employees	21
Emergency Purchases	21
Illinois First Project	21
Service Efforts and Accomplishments	21-22

AGENCY OFFICIALS

LEGISLATIVE INFORMATION SYSTEM

Executive Director

Tim Rice

Administrative Service Manager

Donna Burke

Agency offices are located at:

705/701 Stratton Office Building
Springfield, IL. 62706



CAMPBELL, LLC
Certified Public Accountants
327 Missouri Avenue, Suite 603
East St. Louis, Illinois 62201

November 21, 2008

Ladies and Gentlemen:

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 agency. 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 agency's compliance with the following assertions during the two-year period ended June 30, 2008. Based on this evaluation, we assert that during the years ended June 30, 2007 and June 30, 2008, the agency has materially complied with the assertions below.

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

Yours very truly,

Illinois Legislative Information System

Tim Rice, Executive Director

Donna Burke, Administrative Services Manager

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>This Report</u>	<u>Prior Report</u>
Findings	0	0
Repeated finding	0	0
Prior recommendations implemented or not repeated	0	0

SUMMARY OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
-----------------	-------------	--------------------

FINDINGS (STATE COMPLIANCE)

No reportable findings for the two years ended June 30, 2008.

PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)

No reportable findings for the two years ended June 30, 2006.

EXIT CONFERENCE

Tim Rice, Executive Director, Illinois Legislative Information System determined that it is not necessary to have an exit conference.



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

As Special Assistant Auditors for the Auditor General, we have examined the Illinois Legislative Information System'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, 2008. The management of the Illinois Legislative Information System is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Legislative Information System's compliance based on our examination.

- A. The Illinois Legislative Information System 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 Illinois Legislative Information System 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 Illinois Legislative Information System 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 Illinois Legislative Information System 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 Illinois Legislative Information System on behalf of the State or held in trust by the Illinois Legislative Information System 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 Illinois Legislative Information System'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 Illinois Legislative Information System's compliance with specified requirements.

In our opinion, the Illinois Legislative Information System complied, in all material respects, with the requirements listed in the first paragraph of this report during the year ended June 30, 2008.

Internal Control

The management of Illinois Legislative Information System 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 Illinois Legislative Information System's internal control over compliance with the requirements listed in the first paragraph of this report in order to determine 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 Illinois Legislative Information System's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Legislative Information System's internal control over compliance.

A *control 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 noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance with the requirements listed in the first paragraph of this report was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be 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.

There were no immaterial findings that have been excluded from this report.

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 2008 and the 2007 Supplementary Information for State Compliance Purposes, except Illinois First Projects and Service Efforts and Accomplishment 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 2006 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, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.

Campbell, LLC

CAMPBELL, LLC
November 21, 2008

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 Significant Account Balances

- Analysis of Operations:

- Agency Functions and Planning Program
- Average Number of Employees
- Emergency Purchases
- Illinois First Project
- Service Efforts and Accomplishments

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 Illinois First Projects and 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
 LEGISLATIVE INFORMATION SYSTEM
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Appropriation for Fiscal Year 2008
 Fourteen Months Ended August 31, 2008

<u>Public Act 95-0348</u>	<u>Appropriation (Net After Transfers)</u>	<u>Expenditures Through 6/30/2008</u>	<u>Lapse Period Expenditures 7/1-8/31/08</u>	<u>Total Expenditures</u>	<u>Balance Lapsed</u>
<u>APPROPRIATION FUNDS</u>					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 2,504,800	\$ 2,385,768	\$ -	\$2,385,768	\$ 119,032
Employees' Retirement Contribution Paid by Employer	100,200	93,208	-	93,208	6,992
State Contribution to State Employees' Retirement System	415,800	395,240	-	395,240	20,560
Contribution to Social Security	191,600	176,365	-	176,365	15,235
Contractual Services	502,285	491,723	10,109	501,832	453
Travel	14,000	9,090	393	9,483	4,517
Commodities	5,200	2,442	703	3,145	2,055
Printing	3,000	1,264	-	1,264	1,736
Equipment	3,200	70	794	864	2,336
Electronic Data Processing	1,183,515	1,030,498	135,413	1,165,911	17,604
Telecommunications	150,100	127,292	20,588	147,880	2,220
Purchase, Maintenance & Rental of General Assembly EDP Equipment Contractual Procurement	782,000	521,169	147,987	669,156	112,844
Subtotal - Fund 001	<u>\$ 5,855,700</u>	<u>\$ 5,234,129</u>	<u>\$ 315,987</u>	<u>\$5,550,116</u>	<u>\$ 305,584</u>
<u>GENERAL ASSEMBLY COMPUTER EQUIPMENT REVOLVING FUND - 155</u>					
Purchase & Maintenance, Rental of Legislative EDP Equipment and other Operational Expenses of the General Assembly	\$ 1,600,000	\$ 9,017	\$ 15,485	\$ 24,502	\$ 1,575,498
Subtotal - Fund 155	<u>\$ 1,600,000</u>	<u>\$ 9,017</u>	<u>\$ 15,485</u>	<u>\$ 24,502</u>	<u>\$ 1,575,498</u>
TOTAL - ALL APPROPRIATED FUNDS	<u>\$ 7,455,700</u>	<u>\$ 5,243,146</u>	<u>\$ 331,472</u>	<u>\$5,574,618</u>	<u>\$ 1,881,082</u>

Data in the above schedule was taken directly from Agency records which have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 Appropriations for Fiscal Year 2007
 Fourteen Months Ended August 31, 2007

Public Act 94-0798	Appropriation (Net After Transfers)	Expenditures Through 6/30/2007	Lapse Period Expenditures 7/1-8/31/07	Total Expenditures	Balance Lapsed
<u>APPROPRIATION FUNDS</u>					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 2,289,000	\$ 2,193,805	\$ -	\$ 2,193,805	\$ 95,195
Employees' Retirement Contribution					
Paid by Employer	91,600	85,134	-	85,134	6,466
State Contribution to State Employees'					
Retirement System	263,800	252,902	-	252,902	10,898
Contribution to Social Security	175,100	162,026	-	162,026	13,074
Contractual Services	401,751	394,444	2,434	396,878	4,873
Travel	13,715	13,715	-	13,715	-
Commodities	5,200	2,181	871	3,052	2,148
Printing	3,000	1,591	-	1,591	1,409
Equipment	3,200	1,497	267	1,764	1,436
Electronic Data Processing	1,391,634	1,075,963	315,602	1,391,565	69
Telecommunications	116,000	102,730	7,781	110,511	5,489
Purchase, Maintenance & Rental of General Assembly EDP Equipment Contractual Procurement	759,200	513,500	166,820	680,320	78,880
Subtotal - Fund 001	<u>\$ 5,513,200</u>	<u>\$ 4,799,488</u>	<u>\$ 493,775</u>	<u>\$ 5,293,263</u>	<u>\$ 219,937</u>
<u>GENERAL ASSEMBLY COMPUTER EQUIPMENT REVOLVING FUND - 155</u>					
Purchase & Maintenance, Rental of Legislative EDP Equipment and other Operational Expenses of the General Assembly	\$ 1,600,000	\$ 27,722	\$ 113	\$ 27,835	\$ 1,572,165
Subtotal - Fund 155	<u>\$ 1,600,000</u>	<u>\$ 27,722</u>	<u>\$ 113</u>	<u>\$ 27,835</u>	<u>\$ 1,572,165</u>
TOTAL - ALL APPROPRIATED FUNDS	<u>\$ 7,113,200</u>	<u>\$ 4,827,210</u>	<u>\$ 493,888</u>	<u>\$ 5,321,098</u>	<u>\$ 1,792,102</u>

Data in the above schedule was taken directly from Agency records which have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES

	Fiscal Year		
	2008 <u>PA 95-0348</u>	2007 <u>PA 94-0798</u>	2006 <u>PA 94-0015</u>
<u>GENERAL REVENUE FUND - 001</u>			
<u>Appropriations (Net After Transfers)</u>	\$ 5,855,700	\$ 5,513,200	\$ 6,177,900
<u>Expenditures</u>			
Personal Services	2,385,768	2,193,805	2,045,457
Employees' Retirement			
Contribution Paid by Employer	93,208	85,134	77,318
State Contribution to State			
Employees' Retirement System	395,240	252,902	159,429
Contribution to Social Security	176,365	162,026	150,643
Contractual Services	501,832	396,878	391,257
Travel	9,483	13,715	4,732
Commodities	3,145	3,052	1,677
Printing	1,264	1,591	373
Equipment	864	1,764	3,173
Electronic Data Processing	1,165,911	1,391,565	1,132,866
Telecommunications	147,880	110,511	111,708
Purchase and Maintenance of			
Legislative EDP Equipment	669,156	680,320	667,090
Purchase and Maintenance of			
EDP Equipment for development	-	-	690,171
Total Expenditures - Fund 001	5,550,116	5,293,263	5,435,894
Lapsed Balance	\$ 305,584	\$ 219,937	\$ 742,006
<u>GENERAL ASSEMBLY COMPUTER</u>			
<u>EQUIPMENT REVOLVING FUND - 155</u>			
<u>Appropriations (Net After Transfers)</u>	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Legislative EDP Equipment Expenditures	24,502	27,835	66,802
Lapsed Balances	\$ 1,575,498	\$ 1,572,165	\$ 1,533,198
<u>GRAND TOTAL - ALL FUNDS</u>			
Appropriations (Net After Transfer)	\$ 7,455,700	\$ 7,113,200	\$ 7,777,900
Total Expenditures	5,574,618	5,321,098	5,502,696
Lapsed Balances	\$ 1,881,082	\$ 1,792,102	\$ 2,275,204

The agency did not make efficiency initiative payments during the examination period.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 SCHEDULE OF CHANGES IN
 STATE PROPERTY
 For the Two Years Ended June 30, 2008

Balance, July 1, 2006	\$	5,084,182
Purchases		1,464,408
Deletions		(45,069)
Net Transfers In/Out		<u>(894,364)</u>
Balance, June 30, 2007	\$	5,609,157
Purchases		1,094,710
Deletions		(288,144)
Net Transfers In/Out		<u>(436,556)</u>
Balance, June 30, 2008	\$	<u><u>5,979,167</u></u>

Note: The year end amounts above include accounts payable for capital outlays of \$243,771 at June 30, 2007 and of \$50,692 at June 30, 2008.

Information was obtained from the Legislative Information System's records, which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 COMPARATIVE SCHEDULE OF CASH RECEIPTS
 For the Fiscal Years Ended June 30, 2008, 2007 and 2006

	<u>2008</u>	<u>2007</u>	<u>2006</u>
<u>GENERAL REVENUE FUND - 001</u>			
Miscellaneous Receipts	\$ 2,792	\$ -	\$ 34
Total Receipts - All Funds	\$ <u>2,792</u>	\$ <u>-</u>	\$ <u>34</u>

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2008 and 2007

<u>GENERAL REVENUE FUND - 001</u>	<u>2008</u>	<u>2007</u>
Receipts per Agency records	<u>\$ 2,792</u>	<u>\$ -</u>
Deposits recorded by the Comptroller	<u>\$ 2,792</u>	<u>\$ -</u>

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

A comparative schedule of expenditures appears on page 11.

Significant variations between Fiscal Years 2007 and 2006 follow.

General Revenue Fund – 001

Variations in expenditures greater than \$20,000 and a 10% change from the previous year were considered significant.

1. State Contribution to State Employees' Retirement System increased 58.62% because the retirement rate increased from 7.792% in FY06, to 11.525% in FY07. The staff additions accounted for the remainder.
2. Electronic Data Processing increased 22.84% as a result of the development of the new voting system for the House as well as upgrades to current hardware.
3. Purchase and Maintenance of EDP equipment for development decreased 100% because the project was coming to a completion and funding was being phased out.

General Assembly Computer Equipment Revolving Fund – 155

Variations in expenditures greater than \$7,400 and a 10% change from the previous year were considered significant.

1. Legislative EDP Equipment decreased 58.33% because spending for the General Assembly Computer Equipment Revolving Fund is based on decisions made by the four legislative leadership staffs. Money allocated to a particular staff and not expended is carried forward to subsequent fiscal years.

Significant variations between Fiscal Years 2008 and 2007 follow.

General Revenue Fund – 001

Variations in expenditures greater than \$21,000 and a 10% change from the previous year were considered significant.

1. State Contribution to State Employees' Retirement System increased 56.28% because the retirement rate increased from 11.525% in FY07, to 16.561% in FY08. Staff additions accounted for the remainder.
2. Contractual Services increased 26.44% because of increased hardware and software maintenance cost and the addition of the new voting and sound system maintenance for the General Assembly.
3. Electronic Data Processing decreased 16.22% because of the implementation of the new voting system for the House and upgrades to current hardware were completed in FY 2007.

General Assembly Computer Equipment Revolving Fund – 155

Variations in expenditures greater than \$7,400 and a 10% change from previous year were considered significant.

1. Legislative EDP Equipment decreased 11.97% because spending for the General Assembly Computer Equipment Revolving Fund is based on decisions made by the four legislative leadership staffs. Money allocated to a particular staff and not expended is carried forward to subsequent fiscal years.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended in June 30, 2008

A comparative schedule of cash receipts appears on page 13.

General Revenue Fund – 001

1. Miscellaneous Receipts increased because of a refund from the United States Postal Service which resulted from the agency updating their postage machine.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
 For The Two Years Ended June 30, 2008

We have reviewed lapse period spending for fiscal years ended June 30, 2007 and 2008 and have identified significant lapse period spending. A schedule of significant lapse period spending (\$10,000 and 14% or more) is shown below:

Fiscal Year Ended June 30, 2007

<u>EXPENDITURE ITEMS</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>TOTAL EXPENDITURES</u>	<u>PERCENTAGE</u>
<u>General Revenue Fund 001</u>			
Electronic Data Processing	\$ 315,602	\$ 1,391,565	23%
Purchase, Maintenance & Rental of General Assembly EDP Equipment, Contractual Procurement	166,820	680,320	25%

Fiscal Year Ended June 30, 2008

<u>EXPENDITURE ITEMS</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>TOTAL EXPENDITURES</u>	<u>PERCENTAGE</u>
<u>General Revenue Fund 001</u>			
Telecommunication	\$ 20,588	\$ 147,880	14%
Purchase, Maintenance & Rental of General Assembly EDP Equipment, Contractual Procurement	147,987	669,156	22%
<u>Equipment Revolving Fund -155</u>			
Purchase, Maintenance & Rental of Legislative EDP Equipment and other Operational Expenses of the General Assembly	15,485	24,502	63%

Explanation for Significant Lapse Period Expenditures

Decisions regarding equipment purchases were not made until late in the fiscal year. All equipment was ordered before June 30th of the respective years and charged to the proper fiscal year. Final decisions for software purchases and EDP expenditures were not made until the end of June while awaiting end of session.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF OPERATIONS
AGENCY FUNCTIONS AND PLANNING PROGRAM

FUNCTIONS

The Legislative Information System is under the direction of the Joint Committee on Legislative Support Services. The Legislative Commission Reorganization Act of 1984 established that the System report to the Joint Committee as a legislative support services agency. The System's primary responsibility is to provide information technology services to the General Assembly, its committees, commissions, and agencies. Public Act 80-683 (effective September 16, 1977), Public Act 86-1324 (eff. September 6, 1990), and Public Act 90-666 (eff. July 30, 1998) created the System and established the following duties and responsibilities:

1. Establish offices in the State complex and provide such services as are required by the General Assembly.
2. Study and make recommendations concerning the application of information technology to the varied services required by the General Assembly.
3. Implement the recommendations made in Item 2 above as directed by the General Assembly.
4. Host the complete text of the Administrative Rules in electronic form and cooperate with the Joint Committee on Administrative Rules and the Secretary of State in making that text available for use in publication of the Illinois Register and the Illinois Administrative Code.
5. Provide information technology services for the Legislative Reference Bureau, the Legislative Research Unit, the Clerk of the House of Representatives, and the Secretary of the Senate. Services are provided to other General Assembly committees, boards, agencies, and commissions within the resources available to the Legislative Information System.
6. Make legislative information available to the public via the Internet.

The Legislative Information System provides support to all of the Illinois General Assembly.

The Legislative Information System is made up of the following areas:

1. Administrative Services: Responsible for all the fiscal and personnel operations of the agency. This section also works closely with other fiscal operations in the legislative branch and other agencies to coordinate accounting systems and reporting. Administrative Services is also responsible for the receipts and disbursements of the General Assembly Computer Equipment Revolving Fund.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF OPERATIONS
AGENCY FUNCTIONS AND PLANNING PROGRAM

2. Application Services: Develops, maintains, and supports the various applications used by the General Assembly. This includes analyzing needs and requests, proposing solutions, and providing training.
3. Systems Services: Installs, maintains, and supports the operating systems, back-end software, networks, and all hardware that supports other functions of the agency. This includes monitoring performance and providing security.

PLANNING PROGRAM

The System's plan consists of a mission statement that provides a general statement of Legislative Information System goals. From this statement, general objectives have been developed that put the mission statement into specific productive outputs resulting in a multi-year work plan.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF OPERATIONS

AVERAGE NUMBER OF EMPLOYEES

The following information was prepared from the Agency's records and presents the average number of Agency employees for the Fiscal Years ended June 30,

	<u>NUMBER OF EMPLOYEES</u>		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Administration	7	7	7
Applicable Support	7	8	9
Applicable Development	14	13	9
System Support	<u>7</u>	<u>7</u>	<u>9</u>
Total	35	35	34

EMERGENCY PURCHASES

The Agency did not have any emergency purchases during the examination period.

ILLINOIS FIRST PROJECTS

The Agency did not have any Illinois First Projects during the examination period.

SERVICE EFFORTS AND ACCOMPLISHMENTS

When the Illinois General Assembly information technology (IT) requirements are examined from a size and workflow perspective, they generally fall in the class of small to medium IT shops. However, the function of the General Assembly and the nature of the information that is processed by the Legislative Information System (LIS) requires that systems be planned from a different perspective. During a legislative session it is not acceptable for LIS to experience a system outage for a day or even a few hours while a technical problem is resolved. Therefore, system specifications are defined with the goal of very high systems availability, reliability, and performance. In practice, this means that systems at LIS are planned using peak requirements, not average requirements. LIS may approach peak loads for only a few weeks each year, but those are critical times in the operations of the Illinois General Assembly.

With the rewrite of all legacy systems accomplished, LIS is in a more 'normal' mode of operation. This means that the major focus is on operating and maintaining the existing systems while implementing enhancements and upgrades. All systems are constantly evaluated for effectiveness and performance. Communication is maintained with users to

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF OPERATIONS

ensure that all needed and desired services are being provided. Change requests are acknowledged, investigated and evaluated; if accepted, resources are scheduled leading to development and implementation of the request. Hardware and software are constantly monitored and evaluated as well; if changes or upgrades are needed, they are implemented according to available resources and in conjunction with ongoing operations.