

**STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM**

**COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2012**

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2012

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STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2012

AGENCY OFFICIALS

Executive Director

Tim Rice

Administrative Services Manager

Donna Burke

Agency offices are located at:

705 Stratton Office Building
Springfield, IL 62706



September 27, 2012

Office of the Auditor General
740 East Ash
Springfield, IL 62703

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Legislative Information System. 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 Legislative Information System's compliance with the following assertions during the two-year period ended June 30, 2012. Based on this evaluation, we assert that during the years ended June 30, 2011 and June 30, 2012, the Legislative Information System has materially complied with the assertions below.

- A. The 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 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 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.

Yours very truly,

Legislative Information System

A handwritten signature in black ink, appearing to read 'Tim Rice', written over a horizontal line.

(Tim Rice, Executive Director)

A handwritten signature in black ink, appearing to read 'Donna Burke', written over a horizontal line.

(Donna Burke, Administrative Services Manager)

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2012

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

SCHEDULE OF FINDINGS

FINDINGS (STATE COMPLIANCE)

The Legislative Information System did not have any current year or prior year findings.

EXIT CONFERENCE

The Legislative Information System declined an exit conference.

SPRINGFIELD OFFICE:

ILES PARK PLAZA
740 EAST ASH • 62703-3154
PHONE: 217/782-6046

FAX: 217/785-8222 • TTY: 888/261-2887



CHICAGO OFFICE:

MICHAEL A. BILANDIC BLDG. • SUITE S-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006

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 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, 2012. 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.

Our examination was conducted 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 compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2012.

Internal Control

Management of the 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 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 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 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 in an entity's internal control 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.

As required by the Audit Guide, an immaterial finding excluded from this report has been reported in a separate letter.

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 for the years ended June 30, 2012 and June 30, 2011 in Schedules 1 through 6 and the Analysis of Operations Section 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 June 30, 2012 and June 30, 2011 accompanying supplementary information in Schedules 1 through 6. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2010 accompanying supplementary information in Schedules 3 through 5 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

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.


BRUCE L. BULLARD, CPA
Director of Financial and Compliance Audits

September 27, 2012

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2012

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
 - Analysis of Significant Variations in Expenditures
 - Analysis of Significant Lapse Period Spending

- Analysis of Operations (Not Examined):
 - Agency Functions and Planning Program (Not Examined)
 - Average Number of Employees (Not Examined)
 - 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 accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2012 and June 30, 2011 in Schedules 1 through 6. However, the accountants do not express an opinion on the supplementary information. The accountants' report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2012

	Appropriations (Net of Transfers)	Expenditures Through June 30	Approximate		Approximate Total Expenditures 14 Months Ended August 31	Approximate Balances Lapsed August 31
			Lapse Period Expenditures July 1 to August 31	Expenditures		
PUBLIC ACT 97-0054						
General Revenue Fund - 001						
Personal Services	\$ 2,564,600	\$ 2,449,965	\$ -	\$ 2,449,965	\$ 114,635	
Employee Retirement Contribution Paid by Employer	102,600	98,067	-	98,067	4,533	
Contribution to Social Security	196,200	180,346	-	180,346	15,854	
Contractual Services	463,905	399,898	13,188	413,086	50,819	
Travel	12,100	10,040	286	10,326	1,774	
Commodities	3,700	1,075	75	1,150	2,550	
Printing	2,000	111	-	111	1,889	
Equipment	2,000	76	-	76	1,924	
Electronic Data Processing	819,974	799,022	20,851	819,873	101	
Telecommunications Services	257,621	228,777	28,844	257,621	-	
Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment	742,000	490,254	141,269	631,523	110,477	
Total General Revenue Fund - 001	\$ 5,166,700	\$ 4,657,631	\$ 204,513	\$ 4,862,144	\$ 304,556	

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2012

	Appropriations (Net of Transfers)	Expenditures Through June 30	Approximate Lapse Period Expenditures July 1 to August 31	Approximate	
				Total Expenditures 14 Months Ended August 31	Approximate Balances Lapsed August 31
PUBLIC ACT 97-0054					
General Assembly Computer Equipment Revolving Fund - 155					
Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment and Other Operational Purposes of the General Assembly	\$ 1,600,000	\$ 12,860	\$ 1,790	\$ 14,650	\$ 1,585,350
Total General Assembly Computer Equipment Revolving Fund - 155	<u>\$ 1,600,000</u>	<u>\$ 12,860</u>	<u>\$ 1,790</u>	<u>\$ 14,650</u>	<u>\$ 1,585,350</u>
TOTAL - ALL APPROPRIATED FUNDS	<u>\$ 6,766,700</u>	<u>\$ 4,670,491</u>	<u>\$ 206,303</u>	<u>\$ 4,876,794</u>	<u>\$ 1,889,906</u>

Note: Appropriations, expenditures, and lapsed balances were obtained from the System's records and have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the System and submitted to the State Comptroller for payment to the vendor. Approximate lapse period expenditures do not include interest payments approved for payment by the System and submitted to the Comptroller for payment after August 31.

STATE OF ILLINOIS
 LEGISLATIVE INFORMATION SYSTEM
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2011

	Appropriations	Lapse Period		Total Expenditures 18 Months Ended December 31	Balances Lapsed December 31
		Expenditures			
		Through June 30	July 1 to December 31		
PUBLIC ACT 96-0956					
General Revenue Fund - 001					
Lump Sums for Operational Expenses	\$ 5,166,700	\$ 4,322,805	\$ 580,366	\$ 4,903,171	\$ 263,529
Total General Revenue Fund - 001	\$ 5,166,700	\$ 4,322,805	\$ 580,366	\$ 4,903,171	\$ 263,529
General Assembly Computer Equipment Revolving Fund - 155					
Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment and Other Operational Purposes of the General Assembly	\$ 1,600,000	\$ 35,694	\$ 57,745	\$ 93,439	\$ 1,506,561
Total General Assembly Computer Equipment Revolving Fund - 155	\$ 1,600,000	\$ 35,694	\$ 57,745	\$ 93,439	\$ 1,506,561
TOTAL - ALL APPROPRIATED FUNDS	\$ 6,766,700	\$ 4,358,499	\$ 638,111	\$ 4,996,610	\$ 1,770,090

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

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

For the Fiscal Years Ended June 30,

	Fiscal Year		
	2012	2011	2010
	P.A. 97-0054	P.A. 96-0956	P.A. 96-0042 P.A. 96-0046
General Revenue Fund - 001			
Appropriations (Net After Transfers)	\$ 5,166,700	\$ 5,166,700	\$ 5,166,700
Expenditures:			
Personal Services	2,449,965	-	2,379,184
Employee Retirement			
Contribution Paid by Employer	98,067	-	-
Contribution to Social Security	180,346	-	181,925
Contractual Services	413,086	-	-
Travel	10,326	-	-
Commodities	1,150	-	-
Printing	111	-	-
Equipment	76	-	-
Electronic Data Processing	819,873	-	-
Telecommunications Services	257,621	-	-
Purchase, Maintenance, and Rental of			
General Assembly Electronic Data			
Processing Equipment	631,523	-	636,734
Lump Sums for Operational Expenses	-	4,903,171	1,795,168
Total Expenditures	<u>4,862,144</u>	<u>4,903,171</u>	<u>4,993,011</u>
Lapsed Balance	<u>\$ 304,556</u>	<u>\$ 263,529</u>	<u>\$ 173,689</u>
General Assembly Computer Equipment Revolving Fund - 155			
Appropriations (Net After Transfers)	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Expenditures:			
Purchase, Maintenance, and Rental of			
General Assembly Electronic Data Processing			
Equipment and Other Operational Purposes			
of the General Assembly	<u>14,650</u>	<u>93,439</u>	<u>31,646</u>
Lapsed Balance	<u>\$ 1,585,350</u>	<u>\$ 1,506,561</u>	<u>\$ 1,568,354</u>

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

For the Fiscal Years Ended June 30,

	2012	Fiscal Year 2011	2010
	P.A. 97-0054	P.A. 96-0956	P.A. 96-0042 P.A. 96-0046
GRAND TOTAL - ALL APPROPRIATED FUNDS			
Appropriations (Net After Transfers)	\$ 6,766,700	\$ 6,766,700	\$ 6,766,700
Total Expenditures	<u>4,876,794</u>	<u>4,996,610</u>	<u>5,024,657</u>
Lapsed Balances	<u>\$ 1,889,906</u>	<u>\$ 1,770,090</u>	<u>\$ 1,742,043</u>

Note: Expenditure and lapsed balances for Fiscal Year 2012 and Fiscal Year 2010 do not reflect interest payments approved by the System and submitted to the Comptroller for payment after August.

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

	Fiscal Year	
	2012	2011
Beginning Balance, July 1,	\$ 6,194,647	\$ 6,253,556
Additions	1,068,801	486,477
Deletions	(53,258)	(17,886)
Net Transfers	(544,019)	(527,500)
Ending Balance, June 30,	\$ 6,666,171	\$ 6,194,647

Note: This schedule was prepared from the Agency Report of State Property Quarterly Reports and reconciled to the System's records.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2012

BETWEEN FISCAL YEARS 2011 AND 2010

General Revenue Fund (001)

Lump Sums for Operational Expenses

For Fiscal Year 2011, the General Assembly changed the appropriation process for operating expenses that were paid from the General Revenue Fund. The Legislative Information System received a lump sum appropriation for operational expenses, including personal service expenditures and electronic data processing equipment for the General Assembly, rather than individual appropriations designated for specific purposes.

General Assembly Computer Equipment Revolving Fund (0155)

Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment and Other Operational Purposes of the General Assembly

The increase of \$61,793 (195%) is due to increased expenditures for electronic data processing equipment and other operational purposes of the General Assembly as the four legislative leaders deem necessary for the current fiscal year.

BETWEEN FISCAL YEARS 2012 AND 2011

General Revenue Fund (001)

Lump Sums for Operational Expenses

For Fiscal Year 2012, the General Assembly returned to the appropriation process that was in place prior to Fiscal Year 2010 for operating expenses that were paid from the General Revenue Fund. The Legislative Information System received individual appropriations designated for specific purposes rather than a lump sums for operational expenses appropriation.

General Assembly Computer Equipment Revolving Fund (0155)

Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment and Other Operational Purposes of the General Assembly

The decrease of \$78,789 (84%) is due to decreased expenditures for electronic data processing equipment and other operational purposes of the General Assembly as the four legislative leaders deem necessary for the current fiscal year.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2012

FISCAL YEAR 2011

General Assembly Computer Equipment Revolving Fund - 0155

Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment and other Operational Expenses of the General Assembly

Decisions regarding expenditures are made by each legislative staff. All of the hardware, software, and supplies were ordered prior to June 30th and received prior to the end of the lapse period.

FISCAL YEAR 2012

General Revenue Fund

Purchase, Maintenance, and Rental of General Assembly Electronic Data Processing Equipment

Decisions regarding expenditures for the General Assembly are made by each legislative leadership staff. Fiscal Year 2012 lapse period expenditures consisted of \$31,212 for services and maintenance provided prior to July 1st and \$109,856 for purchases of software, supplies and equipment ordered prior to July 1st and received during the lapse period.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2012
(Not Examined)

AGENCY FUNCTIONS

The Legislative Information System (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.

The duties and responsibilities of the System consist of:

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 Illinois 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 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
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2012
(Not Examined)

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
AVERAGE NUMBER OF EMPLOYEES
 For the Two Years Ended June 30, 2012
 (Not Examined)

The following table, prepared from System records, presents the average number of System employees for the fiscal years ended June 30,

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Administration	7	7	7
Applicable System Support	7	7	7
Applicable System Development	12	13	14
System Support	<u>8</u>	<u>8</u>	<u>7</u>
Total average full-time employees	<u>34</u>	<u>35</u>	<u>35</u>

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2012
(Not Examined)

The Legislative Information System (LIS) provides information technology solutions to the Illinois General Assembly, including its members, staff, and agencies. Services provided include:

- Desktop and laptop hardware and software
- Server hardware and software
- Network infrastructure, hardware, and software
- Printers
- Legislative application systems, including:
 - Drafting of bills, amendments, and resolutions
 - Minutes of floor proceedings
 - Tracking of legislation and bill status
 - Engrossing and enrolling of legislation
 - Maintenance of the Illinois Compiled Statutes database
 - Committee postings
 - Daily calendar preparation
 - Journal preparation
 - Transcription preparation
 - Appointment messages
 - Member laptops
 - Chamber voting
 - Committee operations
 - Access to previous General Assemblies
 - Maintenance of the Administrative Code database
- ilga.gov web site
- Audio/video support
- Ethics training
- Accounting
- Property control
- Time-keeping
- Training

In the interests of effectively and efficiently meeting the needs of the General Assembly, LIS focuses on operating and maintaining existing systems and infrastructure while implementing necessary and appropriate enhancements and upgrades. The network infrastructure and all systems are constantly evaluated for effectiveness, performance, and security. Communication is maintained with users to ensure that all needed and desired services are being provided. Change requests are acknowledged, investigated, and evaluated; upon acceptance, 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.

STATE OF ILLINOIS
LEGISLATIVE INFORMATION SYSTEM
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2012
(Not Examined)

Research is continual into new developments in information technology and their possible benefits for the Illinois General Assembly.

Specific efforts and accomplishments in this time period include:

- Developed and implemented the electronic minutes system
- Rewrote the committee application
- Rewrote the certificates application
- Developed and implemented a supply tracking system
- Rewrote the internal publishing control system
- Rewriting the bill tracking system
- Upgrading applications from Word 2003 to Word 2010
- Regular hardware and software maintenance and upgrades
- Incorporating additional entities into the time-keeping system
- Developing and implementing the electronic committee witness slip system
- Developing and testing the committee operations systems
- Improving audio/video services on the web site