

**STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2009

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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AGENCY OFFICIALS

Legislative Research Unit

Executive Director	Patrick O’Grady
Associate Director (2/9/09-present)	Jonathan Wolff
Associate Director (7/1/07-2/9/09)	Vacant
Deputy Director for Research	David Miller
Fiscal Officer	Cindy Bates

Agency office is located at:

222 S. College
Suite 301
Springfield, Illinois 62704-1894

LEGISLATIVE RESEARCH UNIT

PATRICK O. O'GRADY, EXECUTIVE DIRECTOR

MANAGEMENT ASSERTION LETTER

February 1, 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 grant agreements that could have a material effect on the operations of the Illinois Legislative Research Unit. 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 Illinois Legislative Research Unit's compliance with the following assertions during the two-year period ended June 30, 2009. Based on this evaluation, we assert that during the years ended June 30, 2008 and June 30, 2009, the Illinois Legislative Research Unit has materially complied with the assertions below.

- A. The Illinois Legislative Research Unit 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 Research Unit 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 Research Unit 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 Research Unit 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.

LRU

Yours very truly,

Illinois Legislative Research Unit


2-1-10

(Patrick O'Grady, Director)


2/1/10

(Cynthia Bates, Fiscal Officer)

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

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	0	0
Repeated findings	0	0
Prior recommendations implemented or not repeated	0	0

SCHEDULE OF FINDINGS

The Legislative Research Unit did not have any current year or prior year findings.

EXIT CONFERENCE

The Legislative Research Unit declined an exit conference in a letter dated January 26, 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 Legislative Research Unit'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, 2009. The management of the Legislative Research Unit is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Legislative Research Unit's compliance based on our examination.

- A. The Legislative Research Unit 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 Research Unit 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 Research Unit 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 Legislative Research Unit 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.

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 Legislative Research Unit'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 Legislative Research Unit's compliance with specified requirements.

In our opinion, the Legislative Research Unit complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2009.

Internal Control

The management of the Legislative Research Unit 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 Legislative Research Unit'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 Legislative Research Unit's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Legislative Research Unit's internal control over compliance.

A *deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over compliance 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 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, immaterial findings excluded from this report have been reported in a separate letter.

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 2008 Supplementary Information for State Compliance Purposes, except for Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2007 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.


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

February 1, 2010

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2009

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

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

- Analysis of Operations:
 - Agency Functions and Planning Program
 - Average Number of Employees
 - Service Efforts and Accomplishments (Not Examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General, except for information on the Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For The Fiscal Year Ended June 30, 2009

	Appropriations (Net of Transfers)	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 FISCAL YEAR 2009						
General Revenue Fund - 001						
Personal Services	\$ 1,206,038	\$ 1,181,014	\$ -	\$ -	\$ 1,181,014	\$ 25,024
Employee Retirement	48,260	45,993	-	-	45,993	2,267
Contributions Paid by Employer						
State Contribution to State	249,066	248,688	-	-	248,688	378
Employees' Retirement System	92,292	87,217	-	-	87,217	5,075
State Contributions to Social Security	655,420	571,988	32,496	-	604,484	50,936
Contractual Services	19,190	3,868	-	-	3,868	15,322
Travel	15,485	4,583	472	-	5,055	10,430
Commodities	26,315	1,648	-	-	1,648	24,667
Printing	102,790	39,526	27,593	-	67,119	35,671
Equipment	30,400	12,409	1,079	-	13,488	16,912
Telecommunications	581,400	496,360	66,392	-	562,752	18,648
Lump Sum - Legislative Intern Program	10,000	2,059	4,870	-	6,929	3,071
Lump Sum - Model Illinois Government	30,000	15,551	14,103	-	29,654	346
Lump Sum - New Member's Conference						
Total Fiscal Year 2009	\$ 3,066,656	\$ 2,710,904	\$ 147,005	\$ -	\$ 2,857,909	\$ 208,747

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

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For The Fiscal Year Ended June 30, 2008

P. A. 95-0348 FISCAL YEAR 2008	Appropriations (Net of Transfers)	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
		Expenditures Through June 30	Expenditures July 1 to August 31		
General Revenue Fund - 001					
Personal Services	\$ 1,269,500	\$ 1,087,073	\$ -	\$ 1,087,073	\$ 182,427
Employee Retirement	50,800	43,491	-	43,491	7,309
Contributions Paid by Employer					
State Contribution to State	210,800	180,067	-	180,067	30,733
Employees' Retirement System	97,150	79,828	-	79,828	17,322
State Contributions to Social Security	687,900	560,814	2,757	563,571	124,329
Contractual Services	20,200	4,086	-	4,086	16,114
Travel	16,300	5,529	844	6,373	9,927
Commodities	29,200	3,602	25,312	28,914	286
Printing	108,700	38,909	62,179	101,088	7,612
Equipment	32,000	12,388	1,061	13,449	18,551
Telecommunications	581,400	421,136	66,175	487,311	94,089
Lump Sum - Legislative Intern Program	113,300	88,463	12,134	100,597	12,703
Lump Sum - Zeke Giorgi Memorial Staff Intern Program					
Total Fiscal Year 2008	\$ 3,217,250	\$ 2,525,386	\$ 170,462	\$ 2,695,848	\$ 521,402

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

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	2009	2008	2007
General Revenue Fund - 001	P.A. 95-0731	P.A. 95-0348	P.A. 94-0798
Appropriations (Net of Transfers)	<u>\$ 3,066,656</u>	<u>\$ 3,217,250</u>	<u>\$ 3,142,200</u>
<u>Expenditures</u>			
Personal Services	\$ 1,181,014	\$ 1,087,073	\$ 1,139,616
Employee Retirement			
Contributions Paid by Employer	45,993	43,491	44,361
State Contribution to State			
Employees' Retirement System	248,688	180,067	131,359
State Contributions to Social Security	87,217	79,828	83,461
Contractual Services	604,484	563,571	543,522
Travel	3,868	4,086	5,096
Commodities	5,055	6,373	6,635
Printing	1,648	28,914	7,892
Equipment	67,119	101,088	96,432
Telecommunications	13,488	13,449	13,844
Lump Sum - Legislative Intern Program	562,752	487,311	486,428
Lump Sum - Zeke Giorgi Memorial Staff Intern Program	-	100,597	104,549
Lump Sum - Council of State Governments	-	-	100,000
Lump Sum - Model Illinois Government	6,929	-	4,532
Lump Sum - New Members Conference	29,654	-	30,000
Total Expenditures	<u>\$ 2,857,909</u>	<u>\$ 2,695,848</u>	<u>\$ 2,797,727</u>
Lapsed Balances	<u>\$ 208,747</u>	<u>\$ 521,402</u>	<u>\$ 344,473</u>

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2009

	Equipment
Balance at July 1, 2007	\$ 487,982
Additions	56,955
Deletions	-
Net Transfers	(69,640)
Balance at June 30, 2008	\$ 475,297
Balance at July 1, 2008	\$ 475,297
Additions	62,320
Deletions	(139)
Net Transfers	(49,765)
Balance at June 30, 2009	\$ 487,713

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

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
COMPARATIVE SCHEDULE OF CASH RECEIPTS
 For the Fiscal Years Ended June 30,

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Prior Year Refunds	\$ 199	\$ 94	\$ 1,146
Jury Duty	-	47	49
Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>
Total Receipts	<u>\$ 199</u>	<u>\$ 141</u>	<u>\$ 1,195</u>

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

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Receipts per Department Records	\$ 199	\$ 141	\$ 1,195
Add: Deposits in Transit, Beginning of Year	-	-	-
Less: Deposits in Transit, End of Year	<u>-</u>	<u>-</u>	<u>-</u>
Deposits Recorded by the Comptroller	<u>\$ 199</u>	<u>\$ 141</u>	<u>\$ 1,195</u>

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2009

Significant variances in expenditures were determined to be changes of \$2,500 and at least 20% between fiscal years, and are explained below.

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

General Revenue Fund (001)

State Contribution to State Employees' Retirement System

The increase was due to an increase in the employer contribution rate from 16.561% in FY08 to 21.049% in FY09.

Printing

The decrease was due to the Agency only ordering paper once in FY09.

Equipment

The decrease was due to the Agency ordering shelving and two copiers in FY08. Similar purchases were not necessary in FY09.

Lump Sum – Zeke Giorgi Memorial Staff Intern Program

The decrease was due to the program not being funded in FY09.

Lump Sum - Model Illinois Government

The increase was due to the Agency being appropriated funds again in FY09 to pay expenditures incurred in the administration of the program, an intercollegiate government simulation at the State Capitol.

Lump Sum - New Members Conference

The increase was due to the New Members Conference and the District Office Staff Training Conference being held only in odd fiscal years.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2009

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2007 AND 2008

General Revenue Fund (001)

State Contribution to State Employees' Retirement System

The increase was due to an increase in the employer contribution rate from 11.525% in FY07 to 16.561% in FY08.

Printing

The increase was due to the Agency ordering additional paper in FY08 to replenish its stock and to accommodate an increase in Legislative requests and publications.

Lump Sum - Council of State Governments

The decrease was due to no appropriations in FY08. During FY07, the Agency received funding to help organize and provide assistance at the Council's conference.

Lump Sum - Model Illinois Government

The decrease was due to the Agency not receiving an appropriation for this program during FY08.

Lump Sum - New Members Conference

The decrease was due to the New Members Conference and the District Office Staff Training Conference being held only in odd fiscal years.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2009

FISCAL YEAR 2009

General Revenue Fund (001)

Equipment

The Agency received and paid invoices during the lapse period for the purchase of new computers and computer monitors ordered prior to June 30th.

Lump Sum - Model Illinois Government

The Agency received and paid invoices during the lapse period for the Model Illinois Government (MIG) Program incurred during the fiscal year. There were delays in receiving invoices from the MIG officers.

Lump Sum - New Member's Conference

The increase was due to the District Office's Staff Training Conference being held in June; therefore, invoices for the training were not received and paid until the lapse period.

FISCAL YEAR 2008

General Revenue Fund (001)

Printing

The Agency received and paid an invoice during the lapse period for paper ordered prior to June 30th.

Equipment

The Agency received and paid invoices during the lapse period for the purchase of new office furniture, a copier, and computer equipment ordered prior to June 30.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

AGENCY FUNCTIONS AND PLANNING PROGRAM

BACKGROUND

The Legislative Research Unit (LRU) was established in 1937 as the Illinois Legislative Council and is the central research agency for the General Assembly. A staff of researchers respond to inquiries from legislators, committees and staff regarding questions of laws and court decisions; laws of other states; regulations; science and health; environmental protection; public utilities; business and economic development; and many others. The LRU maintains up-to-date information on federal aid received by the State and analyzes federal programs. It is also responsible for tracking and monitoring membership of boards and commissions established by the State of Illinois.

Patrick O’Grady, Executive Director, serves under the direction of the Joint Committee and operates the Agency under the Operating Rules for Legislative Support Service Agencies.

A board of twelve legislators, appointed by the four legislative leaders, governs the Legislative Research Unit. The board members as of June 30, 2009 were:

Rep. Sara Feigenholtz, Co-Chairman
Sen. Larry Bomke, Co-Chairman

Senators

Dan Duffy
David Koehler
Carole Pankau
Ira Silverstein
Heather Steans

Representatives

Franco Coladipietro
Constance Howard
Susana Mendoza
Chapin Rose
Ed Sullivan, Jr.

LRU receives all of its appropriations from the General Revenue Fund. In addition to appropriations for daily operations, LRU also received lump sum appropriations for certain programs during the examination period.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

AGENCY FUNCTIONS AND PLANNING PROGRAM (continued)

Agency Planning

LRU's planning program consists of annual budget requests, which present short-term goals and objectives. Its long-term goals and objectives are set by statute and various other rules and guidelines. A member of upper management has been assigned responsibility to update and maintain information related to the statutes, rules and guidelines governing LRU.

The Deputy Director for Research manages and coordinates research functions and reports to the Director. Research production is monitored daily, and hundreds of requests are tracked electronically.

AVERAGE NUMBER OF EMPLOYEES

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

<u>Division</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Administration	14	13	12
Research	<u>11</u>	<u>10</u>	<u>13</u>
Total Average Full-Time Employees	<u><u>25</u></u>	<u><u>23</u></u>	<u><u>25</u></u>

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2009

SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED)

The number of research assignments completed by the library staff in FY08 was 37. This was an increase of 5.7% from the previous fiscal year number of 35 assignments. This amount represents 13% of the total assignments done by LRU in FY08.

The number of research assignments completed by the library staff in FY09 was 41 including 5 Research Responses. This is an increase of 10.8% from the previous fiscal year number of 37 assignments. This amount represents 12% of the total assignments done by LRU in FY09.

During FY08, LRU performed 292 research reports for legislators and staff. In addition, they recorded 589 appointments to boards and commissions of the State from July 1, 2007 to June 30, 2008.

LRU tracked Federal aid to State Agencies totaling \$13.460 billion during FY08.

During FY09, LRU performed 337 research reports for legislators and staff. In addition, they recorded 608 appointments to boards and commissions of the State from July 1, 2008 to June 30, 2009.

LRU tracked Federal aid to State Agencies totaling \$12.372 billion during FY09.

Additionally, LRU published the following major publications during the examination period:

First Reading, quarterly newsletter;
Federal Grant Alerts, monthly newsletter;
Catalog of State Assistance to Local Governments;
Directory of Illinois State Officials, a telephone directory;
2008 & 2009 Tax Handbook
Aids and the Law
Federal Funds to State Agencies
Preface to Lawmaking