



STATE OF ILLINOIS  
OFFICE OF THE  
**AUDITOR GENERAL**

Frank J. Mautino, Auditor General

**SUMMARY REPORT DIGEST**

**LEGISLATIVE PRINTING UNIT**

State Compliance Examination  
For the Two Years Ended June 30, 2023

Release Date: November 14, 2024

| FINDINGS THIS AUDIT: 4 |     |        |       | AGING SCHEDULE OF REPEATED FINDINGS |            |            |            |
|------------------------|-----|--------|-------|-------------------------------------|------------|------------|------------|
|                        | New | Repeat | Total | Repeated Since                      | Category 1 | Category 2 | Category 3 |
| Category 1:            | 0   | 0      | 0     | 2019                                |            | 23-1, 23-2 |            |
| Category 2:            | 2   | 2      | 4     |                                     |            |            |            |
| Category 3:            | 0   | 0      | 0     |                                     |            |            |            |
| TOTAL                  | 2   | 2      | 4     |                                     |            |            |            |
| FINDINGS LAST AUDIT: 2 |     |        |       |                                     |            |            |            |

**SYNOPSIS**

- (23-3) The Legislative Printing Unit (Unit) did not maintain adequate internal controls over its personal services.
- (23-4) The Unit did not maintain adequate controls over its commodities inventory.

**Category 1:** Findings that are **material weaknesses** in internal control and/or a **qualification** on compliance with State laws and regulations (material noncompliance).

**Category 2:** Findings that are **significant deficiencies** in internal control and **noncompliance** with State laws and regulations.

**Category 3:** Findings that have **no internal control issues but are in noncompliance** with State laws and regulations.

## **FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS**

### **INADEQUATE CONTROLS OVER PERSONAL SERVICES**

The Unit did not maintain adequate internal controls over its personal services.

During testing of personal service documentation for 4 employees, we noted the following:

#### **Form I-9's not maintained or fully completed**

- Two (50%) employees tested did not have a completed Employee Eligibility Verification Form (Form I-9) maintained in their personnel file. The Employer Review and Verification section of the Form I-9 was not completed for one employee, and the Form I-9 was missing for the other employee.

#### **Employee leave requests submitted untimely**

- 15 of 31 (48%) requests for time off tested attributable to the 4 employees selected for testing were not submitted by the employee to the Unit timely. The requests were submitted between 1 and 60 days late.

During testing of 80 weekly timesheets for 4 employees selected for testing, we noted:

#### **Employee weekly timesheets submitted untimely**

- 52 (65%) weekly timesheets tested were not submitted timely by Unit employees. The timesheets were submitted between 3 and 63 days late.

#### **Employee weekly timesheets submitted by someone other than the employee**

- 11 (14%) weekly timesheets tested were submitted by someone other than the employee. (Finding 3, pages 10-11)

We recommended the Unit strengthen its controls over personal services to ensure Form I-9's are properly completed and maintained in the personnel files and to ensure timely and accurate submission of employee timesheets and requests for time off.

#### **Unit officials agreed**

Unit officials agreed with our recommendation, noting they will work to ensure that all employee Form I-9's are properly completed and maintained in personnel files and that they have implemented changes to the Time Entry System to allow for timely approval of time off requests and timely submission of weekly timesheets.

## **INADEQUATE CONTROLS OVER COMMODITIES INVENTORY**

The Unit did not maintain adequate controls over its commodities inventory.

During testing, we noted the following:

### **Inadequate segregation of duties over commodities**

- The Unit did not have adequate segregation of duties over its commodities inventory function. One person had the ability to order, receive, maintain, and perform periodic inventory counts of the commodity inventories.

### **Physical inventory counts did not agree to the Unit's inventory records**

- During forwards (list to floor) and backwards (floor to list) testing of the Unit's commodities inventory, we noted 8 of 24 (33%) items counted did not match the inventory records, and the differences noted could not be reconciled. Differences noted ranged between a 320-unit understatement and a 150-unit overstatement, resulting in a net \$3,865 understatement of the Unit's inventory balance. (Finding 4, pages 12-13)

We recommended the Unit implement procedures to maintain accurate records of its commodities inventory. Further, we recommended the Unit implement procedures to limit one person from having the authority to perform all of the functions associated with a transaction.

### **Unit officials agreed**

Unit officials agreed with our recommendation, noting they have implemented changes to commodities procedures to better maintain accurate inventory records and provide adequate segregation of duties over inventory.

## **OTHER FINDINGS**

The remaining findings pertain to inadequate controls over State property and voucher processing. We will review the Unit's progress towards the implementation of our recommendations in our next State compliance examination.

## **ACCOUNTANT'S OPINION**

The accountants conducted a State compliance examination of the Unit for the two years ended June 30, 2023, as required by the Illinois State Auditing Act. The accountants stated the Unit complied, in all material respects, with the requirements described in the report.

This State compliance examination was conducted by the Office of the Auditor General's staff.

**SIGNED ORIGINAL ON FILE**

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JANE CLARK  
Division Director

This report is transmitted in accordance with Section 3-14 of the Illinois State Auditing Act.

**SIGNED ORIGINAL ON FILE**

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FRANK J. MAUTINO  
Auditor General

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