

STATE OF ILLINOIS
PRISONER REVIEW BOARD

COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2004

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

TABLE OF CONTENTS

| | |
|--|----|
| Agency Officials | 1 |
| Management Assertion Letter | 2 |
| Compliance Report | |
| Summary | 4 |
| Auditors' Report | |
| Independent Accountants' Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes | 6 |
| Schedule of Findings | |
| Current Findings – State Compliance | 9 |
| Supplementary Information for State Compliance Purposes | |
| Summary | 17 |
| Fiscal Schedules and Analysis | |
| Schedule of Appropriations, Expenditures and Lapsed Balances | 18 |
| Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances | 20 |
| Schedule of Efficiency Initiative Payments | 21 |
| Schedule of Changes in State Property | 22 |
| Comparative Schedule of Cash Receipts | 23 |
| Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller | 23 |
| Analysis of Significant Variations in Expenditures | 24 |
| Analysis of Significant Variations in Receipts | 25 |
| Analysis of Significant Lapse Period Spending | 25 |
| Analysis of Operations | |
| Agency Functions and Planning Program | 26 |
| Average Number of Employees | 28 |
| Annual Cost Statistics | 28 |
| Service Efforts and Accomplishments | 29 |

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

AGENCY OFFICIALS

| | |
|--|---------------------|
| Chairman (5/1/04 - Current) | Mr. Jorge Montes |
| Acting Chairman (1/1/03 – 4/30/04) | Mr. Craig Findley |
| Chairman (7/1/02 - 12/31/02) | Ms. Anne R. Taylor |
| Executive Assistant (7/1/03 – Current) | Mr. Santiago Romero |
| Executive Assistant (7/1/02 – 6/15/03) | Ms. Zina Smith |
| Legal Counsel | Mr. Kenneth Tupy |
| Fiscal Officer | Ms. Carol Gibbs |

Agency office is located at:

319 E. Madison Street, Suite A
Springfield, Illinois 62701

PRISONER REVIEW BOARD

Jorge Montes, Chairman

Honorable William G. Holland
Auditor General
State of Illinois

October 6, 2004

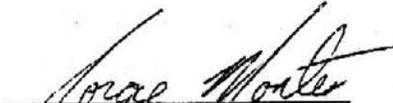
Sir:

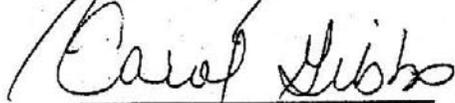
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the Board. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Board's compliance with the following assertions during the two-year period ended June 30, 2004. Based on this evaluation, we assert that during the years ended June 30, 2004 and June 30, 2003, the Board has materially complied with the assertions below.

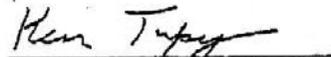
- A. The Board has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Board has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The 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 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 Board on behalf of the State or held in trust by the 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,

Prisoner Review Board


Jorge Montes, Chairman


Carol Gibbs, Fiscal Officer


Ken Tupy, Legal Counsel

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

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.

AUDITORS' 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>This Report</u> | <u>Prior Report</u> |
|---|--------------------|---------------------|
| Findings | 5 | 1 |
| Repeated Findings | 1 | 0 |
| Prior recommendations implemented or not repeated | 0 | 2 |

Details of findings are presented in a separately tabbed report section.

SCHEDULE OF FINDINGS

CURRENT FINDINGS (STATE COMPLIANCE)

| <u>Item No.</u> | <u>Page</u> | <u>Description</u> |
|-----------------|-------------|--|
| 04-1 | 9 | Efficiency Initiative Payments |
| 04-2 | 11 | Inaccurate and untimely reporting of fixed assets |
| 04-3 | 13 | Victim toll-free number not established timely or publicized |
| 04-4 | 14 | Noncompliance with grant provisions |
| 04-5 | 15 | Untimely completion of work |

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Board personnel at an exit conference on January 11, 2005. Attending were:

Prisoner Review Board

Jorge Montes, Chairman
Ken Tupy, Legal Counsel
Santiago Romero, Executive Assistant
Mary Sue Davis, Executive I

Office of the Auditor General

Terri Davis, Audit Manager
Courtney Dzierwa, Audit Supervisor
Kari Johnson, Auditor
Stephanie Chen, Auditor

Responses to the recommendations were provided by Jorge Montes, Chairman of the Board in a letter dated January 18, 2005.

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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 Illinois Prisoner Review 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, 2004. The management of the Illinois Prisoner Review Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Prisoner Review Board's compliance based on our examination.

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

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 Prisoner Review Board's compliance with those requirements 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 Prisoner Review Board's compliance with specified requirements.

In our opinion, the Illinois Prisoner Review Board complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2004. However, the results of our procedures disclosed instances of noncompliance with those requirements, 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 State findings as findings 04-1, 04-2, 04-3, and 04-4. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

Internal Control

The management of the Illinois Prisoner Review Board is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our examination, we considered the Illinois Prisoner Review Board's internal control over compliance with the aforementioned requirements 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.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. However, the results of our procedures disclosed other matters involving internal control 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 State findings as findings 04-1, 04-2 and 04-5. As required by the Audit Guide, immaterial findings relating to instances of noncompliance 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 2004 and the 2003 Supplementary Information for State Compliance Purposes, except for information on the Annual Cost Statistics and 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 2002 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
Compliance Division Director

October 6, 2004

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
 For the Two Years Ended June 30, 2004

04-1. **FINDING** (Efficiency Initiative Payments)

The Prisoner Review Board (Board) made payments for efficiency initiative billings from improper line item appropriations.

Public Act 93-0025, in part, outlines a program for efficiency initiatives to reorganize, restructure and reengineer the business processes of the State. The State Finance Act details that the amount designated as savings from efficiency initiatives implemented by the Department of Central Management Services (CMS) shall be paid into the Efficiency Initiatives Revolving Fund. **“State agencies shall pay these amounts...from the line item appropriations where the cost savings are anticipated to occur.”** (30 ILCS 105/6p-5)

During FY04, the Board received three billings totaling \$28,205 from CMS for savings from efficiency initiatives. The initiatives and amounts billed to the Board were:

| Billing Date | Initiative | Billed Amount |
|---------------------|--------------------------|----------------------|
| 9/19/03 | Procurement Efficiency | \$16,818 |
| 9/19/03 | Vehicle Fleet Management | \$6,088 |
| 9/19/03 | Information Technology | \$5,299 |
| Total: | | \$28,205 |

The Board did not receive guidance or documentation with the billings from CMS detailing from which line item appropriations savings were **anticipated to occur**. The only guidance received on the billing invoices was the amount of payments that should be taken from General Revenue Funds versus Other Funds for the September 2003 billings. The Board only received General Revenue Fund appropriations in FY04. According to Board staff, the Board has not experienced any savings from the initiatives.

Based on our review, we question whether the appropriate appropriations, as required by the State Finance Act, were used to pay for the anticipated savings. We found that the Board made payments for these billings **not** from line item appropriations where the cost savings were anticipated to have occurred but made the reductions where it could without laying off an employee or jeopardizing mandates that needed to be met. Board staff reported that they “were not sure what we were buying.”

The table below provides an illustration of the specific funds and line items the Board used to make payments for the efficiency initiatives. Additionally, the table illustrates which efficiency initiatives were paid from the various line item appropriations.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

| Fund | Line Item Appropriation | Amount Paid | Total Appropriation for Line Item | Efficiency Initiative¹ |
|--|--------------------------------|--------------------|--|--|
| GRF | For Contractual Services | \$3,838 | \$172,200 | P |
| GRF | For Travel | \$4,620 | \$119,000 | P |
| GRF | For Commodities | \$3,781 | \$15,000 | P |
| GRF | For Equipment | \$1,000 | \$1,000 | P |
| GRF | For Electronic Data Processing | \$6,559 | \$59,000 | P, IT |
| GRF | For Telecommunications | \$1,068 | \$21,300 | P |
| GRF | For Operation of Auto | \$7,339 | \$37,000 | P, V |
| ¹ Legend: P-Procurement; IT-Information Technology; V-Vehicle Fleet Management | | | | |

Use of appropriations unrelated to the cost savings initiatives results in non-compliance with the State Finance Act. Furthermore, use of appropriations for purposes other than those authorized by the General Assembly effectively negates a fundamental control established in State government. Finally, use of funds unrelated to the savings initiative may result in an adverse effect on services the Board provides.

According to staff from CMS, efficiency initiatives billings will continue into the next fiscal year. (Finding Code No. 04-1)

RECOMMENDATION

We recommend that the Board only make payments for efficiency initiative billings from line item appropriations where savings would be anticipated to occur. Further, the Board should seek an explanation from the Department of Central Management Services as to how savings levels were calculated, or otherwise arrived at, and how savings achieved or anticipated impact the Board's budget.

BOARD RESPONSE

Recommendation Accepted. The Agency will make savings payments from appropriation lines for which it anticipates obtaining savings. CMS will provide information to the Agency on the method by which savings estimates were derived.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

04-2. **FINDING** (Inaccurate and untimely reporting of fixed assets)

The Prisoner Review Board (Board) did not maintain accurate property records and filed inaccurate Quarterly Fixed Asset Reports with the Office of the Comptroller. We noted the following exceptions:

- The Board misclassified transfers-in as additions on its Quarterly Fixed Asset Reports. The Board reported property items totaling \$86,720 as additions instead of transfers-in from the Department of Corrections. Statewide Accounting Management System (SAMS) (Procedures 29.20.10) requires an agency to report property items that have been moved between agencies as a transfer-in/out.
- The Board did not add a printer totaling \$569 to the property records during the period in which the item was received. SAMS (Procedure 29.20.10) requires an agency to report all additions to each asset class that occurred during the quarter being reported.
- The Board's property listing was not maintained in a timely manner. Six months of equipment transactions were not reported on the property listing. The property listing was not updated from April 2004 through September 2004.
- Twenty-five of 50 (50%) property items sampled were not located at the location that was noted on the property listing.
- Four of 17 (24%) automobiles on the property listing were assigned to Board members who no longer serve on the Board. Although the vehicles had been physically transferred to newly appointed and current Board members, the property listing was not updated to reflect the reassignments. Each of the 15 Board members is assigned a vehicle to use when traveling to correctional centers, youth centers, and Board meetings.

SAMS (Procedures 29.10.10) requires an agency to maintain current property information at a summary level which includes the location of the asset and be made available to the Comptroller upon request.

- The Board did not tag two property items that were transferred-in from the Department of Central Management Services. The Illinois Administrative Code (44 Ill. Admin. Code 5010.210) requires agencies to be responsible for marking each piece of State-owned equipment with a unique six digit identification number to be assigned by the agency holding the property. Also, all equipment regardless of value shall be clearly marked to indicate that it is the property of the State of Illinois.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

- A scanner, shredder, and printer were located in a supply room and a vacant office and appeared to be obsolete and no longer in use. SAMS (Procedures 29.10.10) requires that assets that are obsolete, damaged, or no longer used in operations should be identified and, if necessary, removed from the agency's asset records.

In addition, the State Property Control Act (30 ILCS 605/4 and 6.02) requires the Board be accountable for the supervision, control and inventory of all property under its jurisdiction and control. Good business practices requires that proper internal controls be established to help safeguard assets.

Board personnel indicated the inaccurate property recording and reporting errors had been due to oversight and lack of sufficient personnel to carry out the every day functions of the Board's operations.

Failure to maintain accurate property records increases the potential for fraud and possible loss or theft of State property. In addition, failure to submit accurate information to the Office of the Comptroller causes Statewide consolidated fixed asset information to be inaccurate. (Finding Code No. 04-2 and 02-1)

RECOMMENDATION

We recommend the Board comply with the Illinois Administrative Code and the State Property Control Act by ensuring all property under its jurisdiction is recorded accurately on their property records. In addition, we recommend the Board comply with SAMS requirements in the preparation of the Quarterly Fixed Asset Reports submitted to the Office of the Comptroller.

BOARD RESPONSE

Recommendation Accepted. Board will comply with appropriate rules regarding property control and recording. Board is in discussions with the Department of Corrections (Department) to have the Department take on inventory control duties as part of an Interagency Agreement between the Department and the Board.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

04-3. **FINDING** (Victim toll-free number not established timely or publicized)

The Prisoner Review Board (Board) did not establish a toll-free number for victim use in a timely manner. Further, once the toll-free number was established the Board did not publish or distribute the toll-free number to the public.

The Board established the toll-free number in July 2004, nearly a year after Public Act 93-0235 became effective on July 22, 2003. Since the number became operational, the Board has not published the number anywhere or provided the number to anyone other than Board staff.

Public Act 93-0235 which amended the Rights of Crime Victims and Witnesses Act (725 ILCS 120/4.5(f)) requires the Board to establish a toll-free number that may be accessed by a victim of a violent crime so the victim can present information for Board consideration at parole hearings and mandatory supervised release proceedings.

Board personnel stated they lack the funding necessary to pay for calls received through the toll-free number and do not intend to publicize the number until the necessary funding is obtained. The Board estimated that it would cost approximately \$57,600 to operate the victim toll-free number per year.

Failure to establish a toll-free number timely and to distribute the number for victim use is noncompliance with a statutory mandate and potentially reduces the amount of victim information available to the Board for use in parole hearings and mandatory supervised release proceedings. (Finding Code No. 04-3)

RECOMMENDATION

We recommend the Board make the number accessible to victims of violent crimes so the Board may have all necessary and relevant information during parole hearings and mandatory supervised release proceedings.

BOARD RESPONSE

Recommendation Accepted. Board has established and begun advertising for the toll-free number in July 2004.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

04-4. **FINDING** (Noncompliance with grant provisions)

The Prisoner Review Board (Board) did not comply with provisions of a grant received from the Illinois Office of the Attorney General (Office). The Office granted the Board \$15,000 to aid in the operations of a victim and witness assistance center pursuant to the Violent Crime Victims Assistance Act.

The grant agreement, as amended, indicated that the Board must use \$10,000 for a part-time Victim Services Specialist and \$5,000 for office and computer equipment.

During testing of 100% of expenditures for this grant, we noted that the Board hired a team of temporary employees to perform general office and filing work for their victim services unit instead of hiring a Victim Services Specialist. In addition, we noted the Board spent \$200 of the grant funds for a plaque that hangs in the Board's lobby, displaying the Board seal.

The grant agreement also required the Board to submit a resume for persons hired with the grant funds. The resume was required to be submitted with the grant application or the first quarterly report. The Board did not submit resumes of the temporary employees with either the grant application or the first quarterly report as required by the grant agreement.

Board personnel stated that because the grant money was not released to them until May 2004, the Board chose to hire the temporary employees to avoid having to return any unused funds. The Board felt that the plaque was a reasonable expenditure from the grant funds.

Failure to comply with grant agreement provisions shows disregard for the intent and purpose of the grant. (Finding Code No. 04-4)

RECOMMENDATION

We recommend the Board comply with grant agreements and expend grant funds for the intended purpose.

BOARD RESPONSE

Recommendation Partially Accepted. Board will comply with grant agreements and allocate grant funds in accordance with grant agreements. However, the Board did receive verbal permission at the time from the Office of the Attorney General to spend grant funds on temporary staffing. Subsequent to field work conducted by the Office of the Auditor General, the Board received written confirmation of previous verbal communication from the Office of the Attorney General to spend grant funds as requested.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

04-5. **FINDING** (Untimely completion of work)

The Prisoner Review Board (Board) did not complete work on a timely basis. The following circumstances were noted during fieldwork:

- The manual general ledger maintained by the fiscal officer was not kept up to date. During a review of the general ledger, we noted during FY03 and FY04 expenditures were posted to the ledger after the Comptroller's Office had already issued a warrant. Failure to maintain the general ledger timely could result in the overspending of an appropriation.
- Large stacks of documents that needed to be shredded were stored in a vacant office. The Board has an agreement with the Illinois Department of Revenue (Department) which allows the Board to have their papers shredded by the Department while a Board employee supervises the process. The Board stated they do not have any employees available to transport the documents and to supervise the shredding.
- The Board's transferring of old inmate records to microfilm is backlogged. The microfilm employees except for one employee was transferred to the victim notification unit. As a result, the microfilm unit has been unable to timely process inmate files to microfilm. The backlog of files waiting to be transferred to microfilm has resulted in an overcrowded file room. In addition, the Board has been unable to reuse the empty inmate file folders that would remain after the contents have been transferred to microfilm. Due to the Board not being able to reuse empty inmate files and not having the funds to purchase new files, the Department of Corrections purchased new files totaling \$14,530 on behalf of the Board.

Good business practice requires timely completion of work.

Board personnel stated that the untimeliness of work was due to the Board not having an adequate staffing level. In addition, Board personnel stated that they have attempted to fill vacant positions by posting them with the Department of Central Management Services (DCMS).

The Board also stated that during the budgeting process, they have repeatedly communicated these problems and concerns to the staff at the Governor's Office of Management and Budget (GOMB) but have been unable to obtain the additional funding necessary.

Failure to complete work timely decreases the efficiency of the Board's operations. (Finding Code No. 04-5)

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2004

RECOMMENDATION

We recommend the Board increase efforts to perform duties in a timely manner.

BOARD RESPONSE

Recommendation Accepted. Board will make every effort to complete work on a timely basis. The Board is also in discussions to enter into an Interagency Agreement with the Department of Corrections to alleviate workload pressures.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

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 Efficiency Initiative Payments
- 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:

- Agency Functions and Planning Program
- Average Number of Employees
- Annual Cost Statistics
- Service Efforts and Accomplishments

The auditors' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states that the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2003 and 2004 Supplementary Information for State Compliance Purposes, except for information on the Annual Cost Statistics and the Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Fiscal Year Ended June 30, 2004

| P.A. 93-0091 | Appropriations | | Lapse Period | Total | |
|--|-------------------------|---------------------------------|--|--|---------------------------------|
| FISCAL YEAR 2004 | (Net of Transfers) | Expenditures through June 30 | Expenditures July 1 to August 31 | Expenditures 14 Months Ended August 31 | Balances Lapsed August 31 |
| General Revenue Fund - 001 | | | | | |
| Personal Services | \$ 822,000 | \$ 741,363 | \$ 34,537 | \$ 775,900 | \$ 46,100 |
| Employee Retirement | | | | | |
| Contributions Paid by Employer | 40,300 | 9,441 | 442 | 9,883 | 30,417 |
| State Contribution to State | | | | | |
| Employees' Retirement System | 110,500 | 67,972 | 0 | 67,972 | 42,528 |
| State Contributions to Social Security | 62,900 | 55,095 | 2,576 | 57,671 | 5,229 |
| Contractual Services | 172,200 | 155,854 | 14,111 | 169,965 | 2,235 |
| Travel | 113,000 | 101,148 | 6,842 | 107,990 | 5,010 |
| Commodities | 15,000 | 13,963 | 574 | 14,537 | 463 |
| Printing | 11,200 | 6,359 | 2,126 | 8,485 | 2,715 |
| Equipment | 1,000 | 1,000 | 0 | 1,000 | 0 |
| Electronic Data Processing | 54,300 | 20,336 | 3,411 | 23,747 | 30,553 |
| Telecommunications Services | 21,300 | 12,983 | 2,276 | 15,259 | 6,041 |
| Operation of Automotive Equipment | 47,700 | 36,562 | 10,596 | 47,158 | 542 |
| Victim Notification Unit | 15,000 | 5,188 | 7,723 | 12,911 | 2,089 |
| Total Fiscal Year 2004 | <u>\$ 1,486,400</u> | <u>\$ 1,227,264</u> | <u>\$ 85,214</u> | <u>\$ 1,312,478</u> | <u>\$ 173,922</u> |

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

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES

For the Fiscal Year Ended June 30, 2003

| P.A. 92-0538 | Appropriations | | Lapse Period | Total | |
|--|-------------------------|---------------------------------|--|--|---------------------------------|
| FISCAL YEAR 2003 | (Net of Transfers) | Expenditures through June 30 | Expenditures July 1 to August 31 | Expenditures 14 Months Ended August 31 | Balances Lapsed August 31 |
| General Revenue Fund - 001 | | | | | |
| Personal Services | \$ 868,900 | \$ 808,559 | \$ 30,933 | \$ 839,492 | \$ 29,408 |
| Employee Retirement | | | | | |
| Contributions Paid by Employer | 42,300 | 35,789 | 1,345 | 37,134 | 5,166 |
| State Contribution to State | | | | | |
| Employees' Retirement System | 86,400 | 82,623 | 2,968 | 85,591 | 809 |
| State Contributions to Social Security | 66,100 | 60,323 | 2,302 | 62,625 | 3,475 |
| Contractual Services | 169,800 | 150,914 | 15,063 | 165,977 | 3,823 |
| Travel | 131,000 | 101,514 | 12,904 | 114,418 | 16,582 |
| Commodities | 30,100 | 21,761 | 585 | 22,346 | 7,754 |
| Printing | 11,600 | 8,602 | 1,622 | 10,224 | 1,376 |
| Equipment | 1,000 | 0 | 0 | 0 | 1,000 |
| Electronic Data Processing | 19,400 | 9,753 | 3,660 | 13,413 | 5,987 |
| Telecommunications Services | 21,300 | 12,153 | 1,149 | 13,302 | 7,998 |
| Operation of Automotive Equipment | 38,900 | 30,957 | 6,180 | 37,137 | 1,763 |
| Total Fiscal Year 2003 | <u>\$ 1,486,800</u> | <u>\$ 1,322,948</u> | <u>\$ 78,711</u> | <u>\$ 1,401,659</u> | <u>\$ 85,141</u> |

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

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

| | Fiscal Year | | |
|---|---------------------|---------------------|---------------------|
| | 2004 | 2003 | 2002 |
| General Revenue Fund - 001 | P.A. 93-0091 | P.A. 92-0538 | P.A. 92-0008 |
| Appropriations (Net of Transfers) | <u>\$ 1,486,400</u> | <u>\$ 1,486,800</u> | <u>\$ 1,623,300</u> |
| <u>Expenditures</u> | | | |
| Personal Services | \$ 775,900 | \$ 839,492 | \$ 853,157 |
| Employee Retirement | | | |
| Contributions Paid by Employer | 9,883 | 37,134 | 37,929 |
| State Contribution to State | | | |
| Employees' Retirement System | 67,972 | 85,591 | 85,271 |
| State Contributions to Social Security | 57,671 | 62,625 | 63,819 |
| Contractual Services | 169,965 | 165,977 | 169,553 |
| Travel | 107,990 | 114,418 | 101,861 |
| Commodities | 14,537 | 22,346 | 23,501 |
| Printing | 8,485 | 10,224 | 9,559 |
| Equipment | 1,000 | 0 | 25,101 |
| Electronic Data Processing | 23,747 | 13,413 | 21,702 |
| Telecommunications Services | 15,259 | 13,302 | 15,431 |
| Operation of Automotive Equipment | 47,158 | 37,137 | 37,051 |
| Victim Notification Unit | 12,911 | 0 | 0 |
| Total Expenditures | <u>\$ 1,312,478</u> | <u>\$ 1,401,659</u> | <u>\$ 1,443,935</u> |
| Lapsed Balances | <u>\$ 173,922</u> | <u>\$ 85,141</u> | <u>\$ 179,365</u> |
| General Revenue - 001 State Comptroller State Officers' Salaries | | | |
| Appropriations (Net of Transfers) | <u>\$ 1,102,800</u> | <u>\$ 1,091,500</u> | <u>\$ 1,091,500</u> |
| <u>Expenditures</u> | | | |
| Chairman | \$ 81,432 | \$ 81,432 | \$ 81,432 |
| Board Members | 1,010,498 | 984,599 | 937,058 |
| Total Expenditures | <u>\$ 1,091,930</u> | <u>\$ 1,066,031</u> | <u>\$ 1,018,490</u> |
| Lapsed Balances | <u>\$ 10,870</u> | <u>\$ 25,469</u> | <u>\$ 73,010</u> |

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF EFFICIENCY INITIATIVE PAYMENTS
For the Fiscal Year Ended June 30, 2004

| <u>Procurement Efficiency Initiative</u> | <u>Amount</u> |
|--|-------------------------|
| General Revenue Fund - 001 | |
| Contractual Services | \$ 3,838 |
| Travel | 4,620 |
| Commodities | 3,781 |
| Equipment | 1,000 |
| Electronic Data Processing | 1,260 |
| Telecommunications | 1,068 |
| Operation of Automotive Equipment | 1,251 |
| Sub-Total | <u>16,818</u> |
| | |
| <u>Information Technology Initiatives</u> | |
| General Revenue Fund - 001 | |
| Electronic Data Processing | 5,299 |
| Sub-Total | <u>5,299</u> |
| | |
| <u>Vehicle Fleet Initiatives</u> | |
| General Revenue Fund - 001 | |
| Operation of Automotive Equipment | 6,088 |
| Sub-Total | <u>6,088</u> |
| Grand Total | <u><u>\$ 28,205</u></u> |

Note: This schedule includes only those payments made pursuant to 30 ILCS 105/6p-5. Amounts were obtained from the Board and reconciled to information from the Office of the Comptroller.

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2004

| | Fiscal Year | |
|----------------------------|-------------|------------|
| | 2004 | 2003 |
| Beginning Balance, July 1, | \$ 608,490 | \$ 663,996 |
| Additions | 5,577 | 694 |
| Deletions | 0 | 18,892 |
| Net Transfers | (78,369) | (37,308) |
| Ending Balance, June 30, | \$ 535,698 | \$ 608,490 |

This schedule was prepared from Board records and has been reconciled to the property records submitted to the Office of the Comptroller.

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

| <u>General Revenue Fund (001)</u> | Fiscal Year | | |
|-----------------------------------|------------------------|----------------------|----------------------|
| | 2004 | 2003 | 2002 |
| Copy Fees | \$ 0 | \$ 592 | \$ 630 |
| Telephone Reimbursements | 49 | 21 | 6 |
| Prior Year Refunds | 0 | 66 | 46 |
| Miscellaneous | <u>1,650</u> | <u>0</u> | <u>0</u> |
| Total Receipts | <u><u>\$ 1,699</u></u> | <u><u>\$ 679</u></u> | <u><u>\$ 682</u></u> |

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

| <u>General Revenue Fund (001)</u> | 2004 | 2003 | 2002 |
|---|------------------------|----------------------|----------------------|
| Receipts per Board Records | \$ 1,699 | \$ 679 | \$ 682 |
| Add: Deposits in Transit, Beginning of Year | 0 | 0 | 4 |
| Less: Deposits in Transit, End of Year | <u>0</u> | <u>0</u> | <u>0</u> |
| Deposits Recorded by the State Comptroller | <u><u>\$ 1,699</u></u> | <u><u>\$ 679</u></u> | <u><u>\$ 686</u></u> |

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEAR 2002 AND 2003**

EQUIPMENT

The decrease in equipment expenditures was due to the restriction of the purchase of property by legislation.

ELECTRONIC DATA PROCESSING

The decrease in electronic data processing expenditures was due to the restriction of the purchase of EDP property by legislation.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEAR 2003 AND 2004**

EMPLOYEE RETIREMENT CONTRIBUTIONS PAID BY EMPLOYER

The decrease in Employee Retirement Contribution expenditures in FY04 was due to the State not paying the State's portion of the State Employee Retirement Contribution.

COMMODITIES

The decrease in commodities expenditures in FY04 was due to the legislation decreasing the Board's appropriation for commodities.

EQUIPMENT

During FY03 and FY04 the Board did not purchase any equipment, however the Board transferred their entire appropriation totaling \$1,000 to the Efficiency Initiative Revolving Fund during FY04.

ELECTRONIC DATA PROCESSING

The increase in FY04 electronic data processing expenditures was due to the Board purchasing nine computers and two laptops.

OPERATION OF AUTOMOTIVE EQUIPMENT

The increase in operation of automotive equipment expenditures in FY04 was due to a Board member being appointed to fill a vacancy, so the Board experienced additional fuel, repair, and maintenance costs. In addition, the Board's fleet of vehicles is aging, resulting in higher repair and maintenance costs.

VICTIM NOTIFICATION UNIT

FY04 was the first year the Board's Victim Notification Unit received funding from the Office of the Attorney General.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2004

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS

The Board raised the rates for copy fees in FY03 and did not receive any requests for copies in FY04. In FY04, more personal phone calls were reimbursed due to an increase in the enforcement of policies requiring reimbursements for personal calls. The Board did not receive any refunds in FY04. In FY04, a state-owned vehicle was involved in an accident. The Board recorded a receipt when the party at fault paid the Board for the damages.

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FISCAL YEAR 2003

ELECTRONIC DATA PROCESSING

Electronic data processing expenditures incurred prior to June 30 totaling \$3,660 were paid during the lapse period due to the increased workload in the Board's fiscal unit and the expenditures were delayed due to a decrease in the fiscal unit staff.

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FISCAL YEAR 2004

PRINTING

Printing expenditures incurred prior to June 30 totaling \$2,126 were paid during the lapse period due to the increased workload in the Board's fiscal unit and the expenditures were delayed due to a decrease in the fiscal unit staff.

OPERATION OF AUTOMOTIVE EQUIPMENT

Operation of Automotive Equipment expenditures incurred prior to June 30 totaling \$10,596 were paid during the lapse period due to the increased workload in the Board's fiscal unit and the expenditures were delayed due to a decrease in the fiscal unit staff.

VICTIM NOTIFICATION UNIT

Victim notification unit expenditures incurred prior to June 30 totaling \$7,723 were paid during the lapse period due to the Board not receiving the grant funding until late in the fiscal year.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2004

AGENCY FUNCTIONS AND PLANNING PROGRAM

Agency Functions

The Prisoner Review Board was established by Public Act 80-1099, effective February 1, 1978 to replace the abolished Parole and Pardon Board of the Department of Corrections. The Board is an independent agency of the Department of Corrections.

The Board functions as:

- the paroling authority for persons sentenced under the law in effect prior to February 1, 1978;
- the board of review for cases involving the revocation of good conduct credits or a suspension or reduction in the rate of accumulating such credit;
- the board of review and recommendation for the exercise of executive clemency by the Governor;
- the authority for establishing release dates for certain prisoners sentenced under the law in effect prior to February 1, 1978; and
- the authority for setting conditions for parole and mandatory supervised release.

The duties and powers of the Board consist of:

- hearing cases of prisoners who were sentenced prior to February 1, 1978 and who are eligible for parole;
- hearing the conditions of parole and time of discharge from parole, imposes sanctions for violations of parole, and revokes parole for those sentenced under the law in effect prior to February 1, 1978;
- hearing the conditions of mandatory supervised release and the time of discharge from mandatory supervised release for those sentenced under the law in effect after February 1, 1978;
- deciding cases brought by the Department of Corrections against prisoners in the custody of the Department for alleged violation of Department rules with respect to good conduct credits in which the Department seeks to revoke good conduct credits;
- deciding release dates for certain prisoners sentenced under the law in effect prior to February 1, 1978;
- deciding all requests for pardon, reprieve or commutation, and make confidential recommendations to the Governor;
- complying with the requirements of the Open Parole Hearings Act;
- deciding cases brought by the Department of Corrections against a prisoner in the custody of the Department for court dismissal of a frivolous lawsuit in which the Department seeks to revoke up to 180 days of good conduct credit; and

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2004

- deciding whether to grant certificates of relief from disabilities or certificates of good conduct.

Each of the powers and duties of the Board listed above must be heard by at least one member and through a panel of at least 3 members. The three-member panel of the Board travels at least once a month to hearings of each of the twenty-eight adult correctional centers and the nine centrally located juvenile institutions.

The Board also has extensive responsibilities of victim notification rights under the Rights of Crime Victims and Witnesses Act (Act) (725 ILCS 120/4.5). The Act states that upon written request of any victim, witness or concerned citizen, the Board must inform the victim, witness or concerned citizen of any scheduled release, parole hearing, hearing results, or escape by the offender. Board members also consider information submitted by the victims and their families concerning upcoming parole releases and executive clemency positions of the related incarcerated offenders.

The members of the Prisoner Review Board as of June 30, 2004 were:

Jorge Montes, Chairperson

Members:

| | |
|----------------|-------------------------|
| Eric Althoff | Nancy Bridges-Mickelson |
| James Donahue | Robert Dunne |
| Craig Findley | Andrew Fox |
| David Frier | Barbara Hubbard |
| Thomas Johnson | Jesse Madison |
| Milton Maxwell | John Stenson |
| Norman Sula | Geraldine Tyler |

Agency Planning Program

The Chairperson of the Prisoner Review Board has established a Mission Statement, and Goals and Objectives for the Board. The Employee Handbook covers the policies and procedures for office staff operations. Board personnel manage the scheduling and activities in connection to hearings and victim notification. The Board's Legal Counsel tracks all new legislation to monitor the Board's compliance with laws and regulations.

Auditors' Assessment

The Prisoner Review Board appears to have implemented adequate policies and procedures for its mandated and administrative duties.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2004

AVERAGE NUMBER OF EMPLOYEES

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

| <u>Division</u> | <u>2004</u> | <u>2003</u> | <u>2002</u> |
|-----------------------------------|---------------|---------------|---------------|
| Executive and Administrative | 2 | 2 | 2 |
| Accounting and Bookkeeping | 2 | 2 | 2 |
| General Office | 16 | 16 | 18 |
| Machine Operators | 0 | 0 | 3 |
| Technical (Legal) Advisor | <u>1</u> | <u>1</u> | <u>1</u> |
| Total average full-time employees | <u>21</u> | <u>21</u> | <u>26</u> |
| Board Members | <u>15</u> | <u>15</u> | <u>14</u> |

ANNUAL COST STATISTICS

Comparative costs of case reviews are shown below:

| | Fiscal Year Ended June 30, | | |
|--|----------------------------|--------------|--------------|
| | <u>2004</u> | <u>2003</u> | <u>2002</u> |
| Expenditures from Board Appropriations | \$ 1,312,478 | \$ 1,401,659 | \$ 1,443,935 |
| Total Case Reviews | 52,634 | 48,664 | 56,044 |
| Average Cost per Board Appropriations | \$ 24.94 | \$ 28.80 | \$ 25.76 |
| Average Cost per Board Members' Salaries | \$ 20.75 | \$ 21.91 | \$ 18.17 |
| Total Average Cost per Case Review | \$ 45.69 | \$ 50.71 | \$ 43.93 |

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2004

SERVICE EFFORTS AND ACCOMPLISHMENTS

The case reviews of the Board for the three years ended June 30, 2004 are summarized below:

| ADULTS | <u>2004</u> | <u>2003</u> | <u>2002</u> |
|-------------------------------|----------------------|----------------------|----------------------|
| Parole Reviews | 200 | 249 | 345 |
| Release Dates | 0 | 0 | 0 |
| Mandatory Supervised Releases | 26,112 | 25,909 | 30,210 |
| Good Conduct Credit Reviews | 4,863 | 4,817 | 6,018 |
| Parole/Release Revocations | 13,769 | 12,205 | 14,298 |
| Final Discharges | 535 | 512 | 691 |
| Executive Clemency | 816 | 871 | 386 |
| Cases Revised/Amended* | 683 | 0 | 0 |
| Cases Continued* | <u>1,317</u> | <u>0</u> | <u>0</u> |
| Total Adult Consideration | <u>48,295</u> | <u>44,563</u> | <u>51,948</u> |
| | | | |
| JUVENILES | | | |
| Release Dates | 29 | 56 | 53 |
| Parole Reviews | 2,138 | 2,047 | 1,954 |
| Discharge Reviews | 461 | 390 | 336 |
| Revocation Review | 1,399 | 1,192 | 1,016 |
| Annual Review | 308 | 413 | 702 |
| Good Conduct Credit Reviews | <u>4</u> | <u>3</u> | <u>35</u> |
| Total Juvenile Review | <u>4,339</u> | <u>4,101</u> | <u>4,096</u> |
| | | | |
| Total Adults and Juveniles | <u><u>52,634</u></u> | <u><u>48,664</u></u> | <u><u>56,044</u></u> |

*From Jan 04 thru Jun 04. Not in previous reports.