

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE  
SECURITY FUND

FINANCIAL AUDIT

For the Year Ended June 30, 2013

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

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND

FINANCIAL AUDIT

For the Year Ended June 30, 2013

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STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

AGENCY OFFICIALS

Director	Mr. Malcolm Weems (Through June 30, 2013)
Assistant Directors	Mr. Steve McCurdy (Through December 31, 2012)
	Mr. Israel Salazar - Acting (Effective March 18, 2013)
Chief Operating Officer	Ms. Tasha Cruzat (Through December 15, 2012)
Chief Fiscal Officer	Mr. Paul Romiti
General Counsel	Mr. Jeff Shuck – Acting (Effective June 16, 2012 through July 9, 2012)
	Mr. Kevin Connor (Effective July 10, 2012)
Chief Internal Auditor	Ms. Amy Walter – Acting (Effective March 29, 2012 through February 28, 2013)
	Ms. Deborah Abbott (Effective March 1, 2013)

AGENCY OFFICE LOCATION

715 Stratton Office Building  
401 South Spring Street  
Springfield, IL 62706

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND

FINANCIAL STATEMENT REPORT

SUMMARY

The audit of the accompanying financial statements of the State of Illinois, Department of Central Management Services' Community College Health Insurance Security Fund as of June 30, 2013 and for the year then ended, was performed by Sikich LLP as Special Assistant Auditors to the Auditor General, State of Illinois.

Based on their audit, the auditors expressed an unmodified opinion on the Community College Health Insurance Security Fund's financial statements.

SUMMARY OF FINDINGS

The auditors identified matters involving the Department's internal control over financial reporting that they considered to be a material weakness. The material weakness is described in the accompanying Schedule of Findings listed in the table of contents as finding 2013-001, weaknesses in internal control over financial reporting.

## INDEPENDENT AUDITORS' REPORT

Honorable William G. Holland  
Auditor General  
State of Illinois

### **Report on the Financial Statements**

As Special Assistant Auditors for the Auditor General, we have audited the accompanying financial statements of the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services, as of and for the year ended June 30, 2013, and the related notes to the financial statements, as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services, as of June 30, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Emphasis of Matter*

As discussed in Note 2, the financial statements present only the Community College Health Insurance Security Fund and do not purport to, and do not, present fairly the financial position of the State of Illinois, Department of Central Management Services as of June 30, 2013, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Schedule of Funding Progress and Schedule of Contributions from Employers and Other Contributing Entities on pages 17-18 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis for the Community College Health Insurance Security Fund that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by the missing information.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated January 24, 2014 on our consideration of the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the State of Illinois, Department of Central Management Services' internal control over financial reporting and compliance.



Springfield, Illinois  
January 24, 2014

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
**STATEMENT OF PLAN NET POSITION**  
June 30, 2013

(amounts expressed in thousands)

<b>Assets</b>	
Cash equity with State Treasurer	\$ 9,835
Cash and cash equivalents	1,861
Securities Lending Collateral Equity with State Treasurer	4,751
Receivables	
Employer	267
Employee	266
Federal Government Medicare Part D	515
Interest	2
Other Receivables	<u>1,311</u>
Total Receivables	2,361
<b>Total Assets</b>	<u><u>18,808</u></u>
<b>Liabilities</b>	
Accounts Payable and Other	27,221
Due to Other Funds	69
Obligations under Securities Lending of State Treasurer	<u>4,751</u>
<b>Total Current Liabilities</b>	32,041
Long-term Compensated Absences	<u>5</u>
<b>Total Liabilities</b>	<u><u>32,046</u></u>
<b>Net Position held in Trust for Other</b>	
<b>Postemployment Benefits</b>	<u><u>\$ (13,238)</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

STATE OF ILLINOIS  
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COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
**STATEMENT OF CHANGES IN PLAN NET POSITION**  
For the Year Ended June 30, 2013

(amounts expressed in thousands)

<b>Additions</b>	
Contributions	
Employer	\$ 4,148
State	40,176
Plan Members	
Actives	4,148
Retirees	15,833
Federal Government Medicare Part D	2,322
Total Contributions	<u>66,627</u>
Interest Income	26
Total Additions	<u>66,653</u>
 <b>Deductions</b>	
Benefit Payments and Refunds	36,258
General and Administrative Expense	5,647
Total Deductions	<u>41,905</u>
 <b>Net Additions / (Deductions)</b>	 24,748
 <b>Net Position held in Trust for Other Postemployment Benefits</b>	
Beginning of Year	<u>(37,986)</u>
End of Year	<u>\$ (13,238)</u>

The accompanying notes to the financial statements are an integral part of this statement.

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**1) Organization**

The Community College Health Insurance Security Fund (CCHISF) is a non-appropriated trust fund held outside the State Treasury, with the State Treasurer as custodian. Revenues deposited into the Trust are for the sole purpose of providing health benefits to retirees and their dependents as established under the plan, and associated administrative costs. CCHISF is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers retired employees and their dependents of Illinois community college districts throughout the State of Illinois, excluding the City Colleges of Chicago. CCHISF health coverage includes provisions for medical, prescription drugs, vision, dental, and behavioral health benefits.

Eligibility to participate in the CCHISF is defined in the State Employees Group Insurance Act of 1971 (Act) (5 ILCS 375/3). The Act (5 ILCS 375/6.9) also establishes health benefits for community college benefit recipients and dependent beneficiaries. As a result of the Governor's Executive Order 12-01, the responsibilities in relation to CCHISF were transferred to the Department of Central Management Services (Department) as of July 1, 2012. The Department administers the plan with the cooperation of the State Universities Retirement System and the boards of trustees of the various community college districts.

**2) Summary of Significant Accounting Policies**

**a) Financial Reporting Entity**

As defined by Generally Accepted Accounting Principles (GAAP), the financial reporting entity consists of a primary government, as well as its component units, which are legally separate organizations for which the elected officials of the primary government are financially accountable. Financial accountability is defined as:

- 1) Appointment of a voting majority of the component unit's board and either (a) the primary government's ability to impose its will, or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
- 2) Fiscal dependence on the primary government and the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government.

Based upon the required criteria, CCHISF has no component units and is not a component unit of any other entity. However, because CCHISF is not legally separate from the State of Illinois, the financial statements of the CCHISF are included in the financial statements of the State of Illinois as a pension (and other employee benefit) trust fund. The State of Illinois' Comprehensive Annual Financial Report may be obtained by writing to the State Comptroller's Office, Division of Financial Reporting, 325 West Adams Street, Springfield, Illinois, 62704-1871.

**b) Basis of Presentation**

The financial statements present only the CCHISF administered by the State of Illinois, Department of Central Management Services. They are intended to present the financial position and the changes in financial position of only the CCHISF. They do not purport to, and do not, present fairly the financial position of the Department as of June 30, 2013, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
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**c) Measurement Focus and Basis of Accounting**

CCHISF's financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions to the plan are recognized when due and when the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

**d) Cash and Cash Equivalents**

Cash equivalents are defined as short-term, highly liquid investments readily convertible to cash with maturities of less than 90 days at the time of purchase. Cash and cash equivalents include cash equity with State Treasurer and cash in banks for locally held funds.

**e) Deposits and Investments**

Investments are reported at fair value.

**f) Compensated Absences**

Compensated absences reported in the statement of plan net position consist of unpaid, accumulated vacation and sick leave balances for Department employees. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. The liability has been calculated based on the employees' current salary level and includes salary related costs (e.g., Social Security and Medicare tax).

Legislation that became effective January 1, 1998, capped the paid sick leave for all State Employees' Retirement System members at December 31, 1997. Employees continue to accrue twelve sick days per year, but will not receive monetary compensation for any additional time earned after December 31, 1997. Sick days earned between 1984 and December 31, 1997, (with a 50% cash value) would only be used after all days with no cash value are depleted. Any sick days earned and unused after December 31, 1997, will be converted to service time for purposes of calculating employee pension benefits.

**g) Use of Estimates**

The preparation of financial statements in conformity with Generally Accepted Accounting Principles (GAAP) requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and to disclose contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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**3) Contribution Information**

Membership in the plan consisted of the following at June 30, 2013:

Retirees and beneficiaries receiving benefits	6,555
Waived retirees who may elect healthcare coverage in the future	1,499
Terminated plan members entitled to but not yet receiving benefits	4,240
Active plan members	<u>22,425</u>
Total	<u>34,719</u>
 Number of participating employers	 39

The State Employees Group Insurance Act of 1971 (5 ILCS 375/6.10) requires every active contributor of the State Universities Retirement System (SURS), who is a full-time employee of a community college district or an association of community college boards, to make contributions to the plan at the rate of .5% of salary. The same section of statute requires every community college district or association of community college boards, that is an employer under the SURS, to contribute to the plan an amount equal to .5% of the salary paid to its full-time employees who participate in the plan. The State Pension Funds Continuing Appropriation Act (40 ILCS 15/1.4) requires the State to make an annual appropriation to the fund in an amount certified by the SURS Board of Trustees. The State Employees Group Insurance Act of 1971 (5 ILCS 375/6.9) requires the Director of the Department to determine the rates and premiums for annuitants and dependent beneficiaries and establish the cost-sharing parameter, as well as funding. At the option of the board of trustees, the college districts may pay all or part of the balance of the cost of coverage for retirees from their district. Administrative costs are paid by the CCHISF.

For the year ending 2013, member annuitants (including their dependent beneficiaries) contributed \$15.833 million, or approximately 24.62% of total premiums through their required contributions, ranging from \$107.12 to \$105.20 per month per retiree, and from \$428.46 to \$420.81, per month per dependent beneficiary (assuming Medicare eligibility). Non-Medicare eligible members' required contributions ranged from \$101.03 to \$431.11 per retiree and from \$404.11 to \$1,724.44 per dependent family members. Active employees contributed \$4.148 million, or approximately 6.45% of total premiums, representing .5% of their salaries, and participating college districts contributed \$4.148 million, or 6.45% of total premiums, representing their required .5% contribution. The State contributed \$40.176 million, or approximately 62.48% of total premiums, representing their required contribution of .5% of estimated active employee salaries. The fund received \$2.322 million in Medicare Part D subsidy payments from the federal government.

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4) Deposits and Investments

a) Deposits

The State Treasurer is the custodian of the State's cash and cash equivalents for funds maintained in the State Treasury. Deposits in the custody of the State Treasurer are pooled and invested with other State funds in accordance with the Deposit of State Moneys Act of the Illinois Compiled Statutes (15 ILCS 520/11). Funds held by the State Treasurer have not been categorized as to credit risk because the Department does not own individual securities. Detail on the nature of these deposits and investments are available within the State of Illinois' Comprehensive Annual Financial Report.

Cash on deposit with the State Treasurer totaled \$9.835 million and cash on deposit for funds held outside the State Treasury totaled \$1 thousand at June 30, 2013.

b) Investments

Section 2 of the Public Funds Investment Act limits the State's investments outside the State Treasury to securities of the U.S. government or its agencies, short-term obligations of domestic corporations exceeding \$500 million in assets that are rated in the three highest categories by at least two nationally recognized statistical ratings organizations not to exceed ten percent of the domestic corporations outstanding obligations, money market mutual funds invested in the U.S. government and/or its agencies, and repurchase agreements securities of the U.S. government or its agencies or money market mutual funds invested in the U.S. government or its agencies. Investments of public funds in a Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act are also permitted.

As of June 30, 2013, the Department had the following investments in the Illinois Public Treasurers' Investment Pool:

	Fair Value (Thousands)	Weighted Average Maturity (Years)
Illinois Public Treasurers' Investment Pool	<u>\$1,860</u>	0.112
Total fixed income investments	<u>\$1,860</u>	

**Interest Rate Risk:** Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Department does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Credit Risk:** Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Department does not have a formal investment policy that limits investment choices. Investments in the Illinois Public Treasurers' Investment Pool were rated AAAm by Standard & Poor's.

**Custodial Credit Risk:** The Department does not have a formal investment policy which restricts investments to address custodial credit risk. Custodial credit risk is the risk that, in the event of

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failure of the counterparty to a transaction, the Department would not be able to recover the value of investments or collateral securities in the possession of an outside party.

**c) Reconciliation to Statement of Net Position**

	<b>Deposits (Thousands)</b>	<b>Investments (Thousands)</b>
Amounts per Note 4(a)(b)	\$9,836	\$1,860
Cash Equivalents	<u>1,860</u>	<u>(1,860)</u>
Total per Statement of Net Position	<u>\$11,696</u>	<u>\$ 0</u>

**d) Securities Lending Transactions**

The State Treasurer lends securities to broker-dealers and other entities for collateral that will be returned for the same securities in the future. The State Treasurer has, through a Securities Lending Agreement, authorized Deutsche Bank Group to lend the State Treasurer's securities to broker-dealers and banks pursuant to a form of loan agreement.

During fiscal year 2013, Deutsche Bank Group lent U.S. Agency and U.S. Treasury securities and received as collateral U.S. dollar denominated cash. Borrowers were required to deliver collateral for each loan equal to at least 100% of the aggregated fair value of the loaned securities. Loans are marked to market daily. If the fair value of collateral falls below 100%, the borrower must provide additional collateral to raise the fair value to 100%.

The State Treasurer did not impose any restrictions during fiscal year 2013 on the amount of the loans available, eligible securities. In the event of borrower default, Deutsche Bank Group provides the State Treasurer with counterparty default indemnification. In addition, Deutsche Bank Group is obligated to indemnify the State Treasurer if the Deutsche Bank Group loses any securities, collateral or investments of the State Treasurer in Deutsche Bank Group's custody. Moreover, there were no losses during fiscal year 2013 resulting from a default of the borrowers or Deutsche Bank Group.

During fiscal year 2013, the State Treasurer and the borrowers maintained the right to terminate all securities lending transactions on demand. The cash collateral received on each loan was invested in repurchase agreements with approved counterparties collateralized with securities approved by the Deutsche Bank Group and marked to market daily at no less than 102%. Because the loans are terminable at will, their duration did not generally match the duration of the investments made with the cash collateral. The State Treasurer had no credit risk as a result of its securities lending program as the collateral held exceeded the fair value of the securities lent. The securities lending collateral invested in repurchase agreements and the fair value of securities on loan for the State Treasurer as of June 30, 2013 were \$6.764 million and \$6.743 million, respectively.

In accordance with GASB Statement No. 28, paragraph 9, the Office of the State Treasurer has allocated the assets and obligations at June 30, 2013 arising from securities lending agreements to the various funds of the state. The total allocated to the CCHISF at June 30, 2013 was \$4.751 million.

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**5) Status and Funding Progress – OPEB Plans**

The funded status of the plan as of the most recent actuarial valuation date available as of June 30, 2013, is as follows (amounts expressed in thousands):

Actuarial Date	Actuarial Value of Assets (a)	Actuarial Liability (AAL)-- Projected Unit (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ([b-a]/c)
6/30/13	\$(13,238)	\$2,382,196	\$2,395,434	-0.56%	\$938,286	243.62%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial values of plan assets are increasing or decreasing over time, relative to the actuarial accrued liabilities for benefits.

The accompanying Schedule of Contributions from Employers and Other Contributing Entities presents trend information about the amounts contributed to the plan by employers in comparison to the Annual Required Contribution (ARC), an amount that is actuarially determined in accordance with the parameters of GASB Statement 43. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost for each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. Additional information as of the latest actuarial valuation follows:

Valuation Date	6/30/13
Actuarial Cost Method	Projected Unit Credit
Amortization Method	Level Percentage of Pay
Remaining Amortization Period	30 years
Asset Valuation Method	Market Value
Actuarial Assumptions	
Inflation Rate	3.0%
Amortization Period	Open
Investment Rate of Return*	4.5%
Healthcare Cost Trend Rate	8.5% grading down .5% per year over 5 years to 6% and in the 6 <sup>th</sup> year grading down .4% to 5.6% - Medical/Rx Initial
	7.5% grading down .5% per year over 5 years to 5.0% - Dental Initial

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3.0% - Vision Initial  
5.0% - Ultimate

\*Determined as a blended rate of the expected long-term investment returns on plan assets based upon the funded level of the plan as of the valuation date.

**6) Long-Term Obligations**

Changes in long-term obligations (amounts expressed in thousands) for the year ended June 30, 2013, were as follows:

	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013	Amounts Due Within One Year
Compensated Absences	\$6	\$15	\$16	\$5	\$0
<b>Total</b>	<b>\$6</b>	<b>\$15</b>	<b>\$16</b>	<b>\$5</b>	<b>\$0</b>

**7) Pension Plan**

The vested full-time employees paid from CCHISF may participate in the State Employees' Retirement System (SERS), which is a pension trust fund in the State of Illinois reporting entity. The SERS is a single-employer defined benefit public employee retirement system (PERS) in which State employees participate, except those covered by the State Universities, Teachers', General Assembly, and Judges' Retirement Systems. The financial position and results of operations of the SERS for fiscal year 2013 are included in the State of Illinois' Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2013. The SERS issues a separate CAFR that may be obtained by writing to the SERS, 2101 South Veterans Parkway, Springfield, Illinois, 62794-9255.

A summary of SERS benefit provisions, changes in benefit provisions, employee eligibility requirements including eligibility for vesting, and the authority under which benefit provisions are established are included as an integral part of the SERS' CAFR. Also included is a discussion of employer and employee obligations to contribute and the authority under which those obligations are established.

The Department pays employer retirement contributions based upon an actuarially determined percentage of their payrolls. For fiscal year 2013, the employer contribution rate was 37.987%. Effective for pay periods beginning after December 31, 1991, the State opted to pay the employee portion of retirement for most State agencies (including the Department) with employees covered by the State Employees' and Teachers' Retirement Systems. However, effective with the fiscal year 2004 budget, the State opted to stop paying the portion or a part of the portion of retirement for many State agencies (including the Department) for certain classes of employees covered by the State Employees' and Teachers' Retirement Systems. The pickup, when applicable, is subject to sufficient annual appropriations and those employees covered may vary across employee groups and State agencies.

**8) Post-employment Benefits**

The State provides health, dental, vision, and life insurance benefits for retirees and their dependents in a program administered by the Department. Substantially all State employees become eligible for post-employment benefits if they eventually become annuitants of one of the State sponsored pension plans. Health, dental, and vision benefits include basic benefits for annuitants and

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dependents under the State's self-insurance plan and insurance contracts currently in force. Annuitants may be required to contribute towards health, dental, and vision benefits with the amount based on factors such as date of retirement, years of credited service with the State, whether the annuitant is covered by Medicare, and whether the annuitant has chosen a managed health care plan. Annuitants who retired prior to January 1, 1998, and who are vested in the State Employee's Retirement System do not contribute towards health, dental, and vision benefits. For annuitants who retired on or after January 1, 1998, the annuitant's contribution amount is reduced five percent for each year of credited service with the State allowing those annuitants with twenty or more years of credited service to not have to contribute towards health, dental, and vision benefits. Annuitants also receive life insurance coverage equal to the annual salary of the last day of employment until age 60, at which time the benefit becomes \$5,000.

However, Public Act 97-0695, effective, July 1, 2012, alters the contributions to be paid by the State, annuitants, survivors, and retired employees under the State Employees Group Insurance Act. This Act requires the Director of the Department to, on an annual basis, determine the amount that the State should contribute. The remainder of the cost of coverage shall be the responsibility of the annuitant, survivor, or retired employee. These costs will be assessed beginning July 1, 2013.

The total cost of the State's portion of health, dental, vision, and life insurance benefits of all members, including post-employment health, dental, vision, and life insurance benefits, is recognized as an expense by the State in the Illinois Comprehensive Annual Financial Report. The State finances the costs on a pay-as-you-go basis. The total costs incurred for health, dental, vision, and life insurance benefits are not separated by department or component unit for annuitants and their dependents nor active employees and their dependents.

A summary of post-employment benefit provisions, changes in benefit provisions, employee eligibility requirements including eligibility for vesting, and the authority under which benefit provisions are established are included as an integral part of the financial statements of the Department of Central Management Services. A copy of the financial statements of the Department may be obtained by writing to the Department of Central Management Services, 401 South Spring Street, Springfield, Illinois, 62706-4100.

**9) Fund Deficit**

For the fiscal year ending June 30, 2013, total benefits and expenses were \$41.905 million which were financed by \$40.176 million in State contributions, \$4.148 million in employer contributions, \$2.322 million in the federal government Medicare Part D subsidy, \$4.148 million in active member contributions, and \$15.833 million in retired member contributions, resulting in a net surplus of approximately \$24.748 million. The surplus is the result of a one-time \$36 million contribution from the General Revenue Fund. Net position as of June 30, 2013 was a deficit of \$13.238 million.

Because contributions made by the State, employers, and employees are defined as a fixed percentage of payroll, and retired member contributions are subject to a 5.0% per year increase, the funding policy does not provide a provision for adverse experience. The following factors contributed to the deficit: total payroll increasing at a rate lower than expected, premium rates increasing by more than 5.0%, overall claim costs increasing at a rate higher than expected, or more retirements occurring than expected. Also, the current financing policy does not provide a specific provision for claims incurred during the fiscal year that are expected to be paid in the following fiscal year.

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2013

**10) Contingencies**

The Department is a party to numerous legal proceedings, many of which occur normally in the course of operations. These proceedings are not, in the opinion of the Department's legal counsel, likely to have a material adverse impact on the Department's financial position. In the event a material action is settled against the Department, such amounts would be paid from future appropriations or by another State agency. Accordingly, no amounts have been provided in the accompanying financial statements related to outstanding litigation.

REQUIRED SUPPLEMENTARY INFORMATION

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013

**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF FUNDING PROGRESS**  
(amounts expressed in thousands)  
(unaudited)

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets (a)</u>	<u>Actuarial Accrued Liability (AAL)– Projected Unit (b)</u>	<u>Unfunded AAL (UAAL) (b-a)</u>	<u>Funded Ratio (a/b)</u>	<u>Covered Payroll (c)</u>	<u>UAAL as a Percentage of Covered Payroll ( b-a /c)</u>
6/30/2007	\$ 9,562	\$ 1,846,969	\$ 1,837,407	0.52%	\$ 740,214	248.23%
6/30/2009	\$ 1,446	\$ 1,894,272	\$ 1,892,826	0.08%	\$ 903,257	209.56%
6/30/2011	\$ (19,657)	\$ 2,053,133	\$ 2,072,790	-0.96%	\$ 922,823	224.61%
6/30/2013	\$ (13,238)	\$ 2,382,196	\$ 2,395,434	-0.56%	\$ 983,286	243.62%

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND  
NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2013

**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CONTRIBUTIONS FROM EMPLOYERS**  
**AND OTHER CONTRIBUTING ENTITIES**  
(amounts expressed in thousands)  
(unaudited)

<u>Year Ended June 30</u>	<u>Annual Required Contribution</u>	<u>State Contributions</u>	<u>State Percentage Contributed</u>	<u>Employer's Contributions</u>	<u>Employer's Percentage Contributed</u>	<u>Medicare Part D Contributions</u>	<u>Medicare Part D Percentage Contributed</u>
2009	\$ 188,466	\$ 3,916	2.08%	\$ 3,646	1.93%	\$ 2,013	1.07%
2010	\$ 196,947	\$ 4,059	2.06%	\$ 3,966	2.01%	\$ 2,267	1.15%
2011	\$ 182,236	\$ 5,237	2.87%	\$ 4,090	2.24%	\$ 2,219	1.22%
2012	\$ 190,437	\$ 4,396	2.31%	\$ 4,269	2.24%	\$ 2,424	1.27%
2013	\$ 197,000	\$ 40,176	20.39%	\$ 4,148	2.11%	\$ 2,322	1.18%

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

Honorable William G. Holland  
Auditor General  
State of Illinois

As Special Assistant Auditors for the Auditor General, we have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services' financial statements, and have issued our report thereon dated January 24, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the State of Illinois, Department of Central Management Services' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois, Department of Central Management Services' internal control. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Department of Central Management Services' internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings, we identified certain deficiencies in internal control that we consider to be a material weakness.

*A deficiency in internal control* 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, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable

possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in finding 2013-001 in the accompanying schedule of findings to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Community College Health Insurance Security Fund of the State of Illinois, Department of Central Management Services' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as item 2013-001.

### **State of Illinois, Department of Central Management Services' Response to Finding**

The State of Illinois, Department of Central Management Services' response to the finding identified in our audit is described in the accompanying schedule of findings. The State of Illinois, Department of Central Management Services' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the State of Illinois, Department of Central Management Services' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the State of Illinois, Department of Central Management Services' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Springfield, Illinois  
January 24, 2014

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND

CURRENT FINDINGS –  
*GOVERNMENT AUDITING STANDARDS*

FOR THE YEAR ENDED JUNE 30, 2013

**2013-001 FINDING:** (Weaknesses in internal control over financial reporting)

The Department of Central Management Services' (the Department's) internal controls over the determination of unpaid claims liabilities were inadequate and preparation of financial statements was not timely.

The Illinois Office of the State Comptroller (IOC) requires State agencies to prepare year-end financial reports (GAAP Reporting Packages) to assist in the annual preparation of the statewide financial statements and the financial statements of the Community College Health Insurance Security Fund. GAAP Reporting Package instructions are specified in the Statewide Accounting Management System (SAMS) Manual, Chapter 27.

In accordance with the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001), management is responsible for establishing and maintaining a system, or systems, of internal fiscal and administrative controls, that will provide assurance that, among other things, revenues, expenditures, and transfers of assets, resources, or funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State's resources.

During our audit of the June 30, 2013 financial statements we noted the Department conducted an inadequate review of the independent actuarial valuation report for unpaid claims liabilities to evaluate the overall reasonableness of the Department's calculation of unpaid claims liabilities at June 30, 2013. A variance of \$255 thousand was noted between the unpaid claims liabilities calculation for claims reported in the fund as prepared by the Department and the independent actuary. In addition, individual plan variances ranged from the Department calculation exceeding the actuary calculation by \$335 thousand to the actuary calculation exceeding the Department calculation by \$560 thousand. The variances were not adequately evaluated to determine if the Department's calculations were reasonable or if the potential for factors which may cause divergent results were present. Such factors could include, but are not limited to, inaccurate data provided to the actuary or invalid assumptions used in the valuation methodology. In addition, the lack of an adequate evaluation conducted by the Department led to delays in obtaining a timely resolution as to whether the Department's calculation of unpaid claims liabilities for health insurance claims appeared reasonably stated as of June 30, 2013. The Civil Administrative Code of Illinois (20 ILCS 405/405-105(1)) requires the Department to establish and implement a program to coordinate the handling of all fidelity, surety, property, and casualty insurance exposures of the State and the

departments, divisions, agencies, branches, and universities of the State. We recommend the Department conduct appropriate reviews of the independent actuarial valuation report for unpaid claims liabilities for the fund to effectively evaluate the overall reasonableness of the Department's calculation of unpaid claims liabilities.

The State Comptroller Act (Act) (15 ILCS 405/19.5) requires State agencies to report, on or before October 31, 2013, all financial information as directed by the Comptroller in order to compile and publish a comprehensive annual financial report (CAFR) in accordance with generally accepted accounting principles (GAAP). The Act permits the Comptroller to require certain State agencies to submit information before this date. Department personnel in the Office of Finance and Management received a memorandum from the Comptroller dated November 4, 2013 noting the following financial information relating to the Community College Health Insurance Security Fund was requested and not received as of the October 31, 2013 due date:

- Community College Insurance Plan of the State of Illinois – GASB No. 45 Actuarial Valuation Report as of June 30, 2013.
- Footnote disclosure and/or supplementary information relating to actuarially calculated amounts for the above listed health insurance plan.

In response to the letter, the Department submitted a report and action plan on November 15, 2013 to the Comptroller, Governor, Speaker of the House, House Minority Leader, Senate President, Senate Minority Leader and the Auditor General. The action plan included fifteen steps which did not provide a pre-determined timeline for receipt of final copies of the actuarial reports necessary to prepare the appropriate footnote disclosure and/or supplementary information cited above. Department personnel stated the “other post employment benefit” (OPEB) valuations are performed by a third party actuary under contract with the retirement system. While some of the data required to complete these valuation comes from the Department, the majority of the data comes from the retirement system. Not all of the retirement system data was submitted to the actuary in a timely fashion, hampering the timeline for completion of the OPEB valuations.

As a result of these deficiencies, auditors did not receive a complete draft of the financial statements and footnotes from the Department until December 20, 2013, approximately one and one half months late. (Finding Code No. 2013-001)

**RECOMMENDATION:**

We recommend the Department implement procedures to ensure GAAP Reporting Packages prepared and submitted to the Office of the State Comptroller for financial reporting purposes are complete and accurate and financial statements are completed in a timely manner.

**DEPARTMENT RESPONSE:**

The Department concurs with the recommendation and is dedicated to providing accurate financial reporting information by stipulated due dates.

Actuarial Valuation for Unpaid Claims

The Department will continue to work with the actuary to complete a review of the actuarial evaluation. While the Department's calculations were determined reasonable, we agree that performing a timely review of the independent actuary calculation of the aforementioned data will support the reasonableness of the calculations.

Other Post Employment Benefit (OPEB) Obligation Information

The Department is committed to working with applicable retirement systems that, in addition to CMS, are primarily responsible for providing essential data to the independent actuary for accurate valuation. As a partner in the data submission, the Department will continue to provide its portion of data to the actuary timely. In addition, the Department will communicate timelines to all affected partners and update intergovernmental agreements with the retirement systems to incorporate actuary requested due dates to meet stipulated reporting due dates

STATE OF ILLINOIS  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
COMMUNITY COLLEGE HEALTH INSURANCE SECURITY FUND

PRIOR FINDINGS NOT REPEATED

None