



STATE OF ILLINOIS
OFFICE OF THE
AUDITOR GENERAL

William G. Holland, Auditor General

SUMMARY REPORT DIGEST

ILLINOIS CIVIL SERVICE COMMISSION

Compliance Examination
For the Two Years Ended June 30, 2015

Release Date: December 3, 2015

FINDINGS THIS AUDIT: 2	AGING SCHEDULE OF REPEATED FINDINGS			
	Repeated Since	Category 1	Category 2	Category 3
Category 1:				
Category 2:				
Category 3:				
TOTAL				
FINDINGS LAST AUDIT: 0	No Repeat Findings			

SYNOPSIS

- (15-1) The Commission had an inadequate segregation of duties in the areas of payroll, expenditure control, and State property.
- (15-2) The Commission was not in compliance with the Fiscal Control and Internal Auditing Act.

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

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

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

{Expenditures and Activity Measures are summarized on next page.}

**ILLINOIS CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2015**

EXPENDITURE STATISTICS	2015	2014	2013
Total Operating Expenditures.....	\$ 312,520	\$ 337,869	\$ 376,316
Average Number of Employees (Not Examined).....	3	4	4

SELECTED ACTIVITY MEASURES (Not Examined)	2015	2014	2013
Appeals Granted.....	9	14	9
Appeals Denied.....	13	10	12
Appeals Terminated Without Decision.....	27	26	23
Appeals Pending at Year-End.....	28	24	25
4d(3) Exemptions Granted.....	27	39	55

AGENCY EXECUTIVE DIRECTOR
During Examination Period: Mr. Daniel Stralka Currently: Mr. Daniel Stralka

**FINDINGS, CONCLUSIONS, AND
RECOMMENDATIONS**

INADEQUATE SEGREGATION OF DUTIES

Inadequate segregation of duties

The Illinois Civil Service Commission (Commission) did not properly segregate duties within Commission operations. We noted the following:

- Five of six (83%) payroll vouchers tested were prepared and approved by the same individual.
- Twenty-one of 40 (53%) lump sum vouchers tested were both received and approved for payment by the same individual.
- The Executive Director has authority to initiate and approve transactions within the accounting software, maintains the accounting records, and performs the monthly expenditure reconciliations.
- The Executive Director has responsibility for the custody of assets, maintains the property control records, and is responsible for taking the physical inventory. (Finding 1, pages 7-9)

We recommended the Commission allocate sufficient personnel in order to maintain effective internal control over the authorization, custody and record keeping duties regarding personal services, expenditure control, and State property.

Commission agrees with auditors

The Commission agreed with the recommendation and stated the Executive Director assumed almost all responsibilities of the Fiscal Officer upon his departure on January 31, 2014. The Commission anticipates the segregation of duties issues will be resolved upon the hiring of a new Fiscal Officer.

**NONCOMPLIANCE WITH THE FISCAL CONTROL
AND INTERNAL AUDITING ACT**

The Commission did not comply with the Fiscal Control and Internal Auditing Act (FCIAA).

**FY14 and FY15 FCIAA
Certifications not completed**

The Commission did not perform an evaluation of internal controls or prepare and file its FCIAA certification with the Office of the Auditor General during Fiscal Year 2014 and Fiscal Year 2015. (Finding 2, page 10)

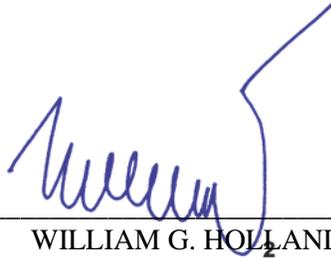
We recommended the Commission perform timely evaluations of its systems of internal fiscal and administrative controls and timely file annual certifications regarding the evaluation with the Office of the Auditor General as required by the FCIAA.

Commission agrees with auditors

The Commission agreed with the recommendation.

ACCOUNTANT'S OPINION

We conducted a compliance examination of the Commission, for the two years ended June 30, 2015, as required by the Illinois State Auditing Act. The accountants stated the Commission complied, in all material respects, with the requirements described in the report.

A handwritten signature in blue ink, appearing to read 'William G. Holland', is written over a horizontal line.

WILLIAM G. HOLLAND
.. Auditor General

WGH:skm

AUDITORS ASSIGNED

This examination was performed by the Office of the Auditor General's staff.