

**STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008**

STATE OF ILLINOIS
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JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
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CENTER OFFICIALS

Warden (1/26/08 to present)	Ms. Jennifer Ward
Warden (7/1/06 to 1/25/08)	Mr. Terry Polk
Assistant Warden – Programs (11/16/07 to present)	Mr. Richard Pillow
Assistant Warden – Programs (4/1/07 to 11/15/07)	Vacant
Assistant Warden – Programs (7/1/06 to 3/31/07)	Mr. Neil Rossi
Assistant Warden – Operations (4/1/07 to present)	Mr. Neil Rossi
Assistant Warden – Operations (7/1/06 to 3/31/07)	Mr. Mike McKinney
Superintendent – Pittsfield Work Camp	Mr. Jerry Clements
Superintendent – Greene County Work Camp	Mr. Kim Kirchner
Business Office Administrator (6/16/08 to present)	Mr. Roger Greenwood
Business Office Administrator (8/1/07 to 6/15/08)	Vacant
Business Office Administrator (7/1/06 to 7/31/07)	Ms. Earlene Castleberry

The Center is located at:

2268 East Morton Avenue
Jacksonville, Illinois 62650



Illinois
Department of
Corrections

Rod R. Blagojevich
Governor

Roger E. Walker Jr.
Director

Jacksonville Correctional Center/2268 East Morton Avenue/Jacksonville, IL 62650/Telephone: (217) 245-1481/ TDD: (800) 526-0844

January 6, 2009

Office of the Auditor General
740 East Ash
Springfield, IL 62703

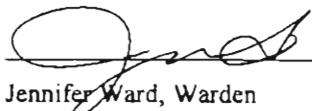
Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Jacksonville Correctional Center. 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 Center's compliance with the following assertions during the two-year period ended June 30, 2008. Based on this evaluation, we assert that during the years ended June 30, 2007 and June 30, 2008, the Center has materially complied with the assertions below.

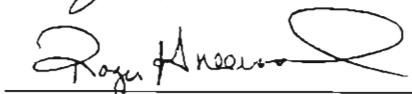
- A. The Center has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Center has obligated, expended, received and used public funds of the State in accordance with any limitations,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

Yours very truly,

Jacksonville Correctional Center



Jennifer Ward, Warden



Roger Greenwood, Business Administrator

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

COMPLIANCE REPORT

SUMMARY

The limited scope compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes (Report) relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies" which are identified in the Report as having testing performed and 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	4	2
Repeated findings	0	0
Prior recommendations implemented or not repeated	2	2

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

SCHEDULE OF FINDINGS

FINDINGS (STATE COMPLIANCE)

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
08-1	9	Inadequate controls over inventory	Material Noncompliance and Material Weakness
08-2	11	Inadequate controls over contractual services expenditures	Noncompliance and Significant Deficiency
08-3	13	Inadequate controls over employee timekeeping	Noncompliance and Significant Deficiency
08-4	14	Inadequate controls over State property	Noncompliance and Significant Deficiency

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PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
A	16	Operational security control weaknesses
B	16	Employee performance evaluations not performed timely

EXIT CONFERENCE

Center management waived having an exit conference per a correspondence dated December 30, 2008.

Responses to the recommendations were provided by Mary Ann Bohlen per correspondence dated January 6, 2009.

SPRINGFIELD OFFICE:
ILES PARK PLAZA
740 EAST ASH • 62703-3154
PHONE: 217/782-6046
FAX: 217/785-8222 • TTY: 888/261-2887



CHICAGO OFFICE:
MICHAEL A. BILANDIC BLDG. • SUITE 5-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006

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 performed a limited scope compliance examination of the State of Illinois Department of Corrections – Jacksonville Correctional Center's compliance with the requirements listed below, as more fully described in the Audit Guide for Performing 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, 2008. The management of the State of Illinois Department of Corrections – Jacksonville Correctional Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Corrections – Jacksonville Correctional Center's compliance based on our examination.

- A. The State of Illinois Department of Corrections – Jacksonville Correctional Center 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 State of Illinois Department of Corrections – Jacksonville Correctional Center 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 State of Illinois Department of Corrections – Jacksonville Correctional Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. For the locally held funds examined the State revenues and receipts collected by the State of Illinois Department of Corrections – Jacksonville Correctional Center 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 State of Illinois Department of Corrections – Jacksonville Correctional Center on behalf of the State or held in trust by the State of Illinois Department of Corrections – Jacksonville Correctional Center have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our limited scope compliance examination of the Center was limited to the following areas of the *Audit Guide*:

- Chapter 8 – Personal Services Expenditures
- Chapter 9 – Contractual Services Expenditures
- Chapter 11 – Commodities Expenditures
- Chapter 18 – Appropriations, Transfers and Expenditures
- Chapter 22 – Review of Agency Functions and Planning Program
- Chapter 30 – Auditing Compliance with Agency Specific Statutory Mandates

The areas of the *Audit Guide* not examined at the Center have had procedures performed on a Department-wide basis through the compliance examination of the State of Illinois Department of Corrections - General Office, and accordingly, any findings from the results of those procedures have been included in the State of Illinois Department of Corrections – General Office compliance report.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the *Audit Guide* as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois Department of Corrections - Jacksonville Correctional Center’s compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois Department of Corrections – Jacksonville Correctional Center’s compliance with specified requirements.

As described in finding 08-1 in the accompanying schedule of findings, the State of Illinois Department of Corrections – Jacksonville Correctional Center did not comply with requirements regarding:

- C. The State of Illinois Department of Corrections – Jacksonville Correctional Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

Compliance with such requirements is necessary, in our opinion, for the State of Illinois Department of Corrections – Jacksonville Correctional Center to comply with the requirements listed in the first paragraph of this report.

In our opinion, except for the noncompliance described in the preceding paragraph, the State of Illinois Department of Corrections – Jacksonville Correctional Center complied, in all material

respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2008. However, the results of our procedures disclosed other instances of noncompliance, 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 Findings as findings 08-2, 08-3, and 08-4.

Internal Control

The management of the State of Illinois Department of Corrections – Jacksonville Correctional Center is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Corrections – Jacksonville Correctional Center’s internal control over compliance with the requirements listed in the first paragraph of this report in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide*, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois Department of Corrections - Jacksonville Correctional Center’s internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois Department of Corrections – Jacksonville Correctional Center’s internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies and other deficiencies we consider to be material weaknesses.

A *control deficiency* in an entity’s internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity’s ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity’s internal control. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings as findings 08-1, 08-2, 08-3, and 08-4 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity’s internal control. Of the significant deficiencies in internal control over compliance described in the accompanying Schedule of Findings, we consider item 08-1 to be a material weakness.

As required by the *Audit Guide*, immaterial findings excluded from this report have been reported in a separate letter.

The State of Illinois Department of Corrections - Jacksonville Correctional Center's response to the findings identified in our examination are described in the accompanying Schedule of Findings. We did not examine the State of Illinois Department of Corrections - Jacksonville Correctional Center's response and, accordingly, we express no opinion on it.

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 2008 and 2007 Supplementary Information for State Compliance Purposes, except for information on the Comparative Schedule of Cash Receipts and Deposits, Schedule of Changes in Inventories, Employee Overtime, 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 2006 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 Center and Department management, and is not intended to be and should not be used by anyone other than these specified parties.


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

January 6, 2009

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

08-1. **FINDING** (Inadequate controls over inventory)

The Jacksonville Correctional Center (Center) commodities inventory procedures were not in accordance with the Department of Corrections' (Department) Administrative Directives and were insufficient to ensure the proper accounting and reporting of inventory transactions and balances.

The reported value of the Center's inventory at June 30, 2008 was misstated due to inaccurate and untimely record maintenance. As a result of the Center's inadequate controls over inventory reporting, we were unable to report on the commodities inventory balances at June 30, 2008 and 2007 in the Center's Limited Scope Compliance Examination for the two years ended June 30, 2008 and 2007.

The following conditions were noted during testing of the Center's inventory records:

- Requisitions were not prepared at the Pittsfield Work Camp when issuing goods from inventory. The Department's Administrative Directive (02.82.106A-J) requires that a store requisition be prepared and approved prior to the withdrawal of any item from a storeroom.
- 22 requisitions and 1 receipt of 59 (39%) inventory transactions tested that were completed during fiscal year 2008 were posted to the Inventory System as fiscal year 2009 transactions, resulting in a net overstatement of \$9,194 at June 30, 2008. Of the 23 inventory transactions, 21 requisitions were entered into the Inventory System 5 to 8 days after issuance. The Department's Administrative Directive (02.82.101) requires that inventory records be maintained in a timely manner to accurately reflect commodity usage and consumption to ensure accurate accounting records are maintained.
- 5 of 62 (8%) requisitions and receiving reports selected for testing totaling \$3,467 could not be located. The Department's Administrative Directive (02.82.106A-J) requires the storekeeper and perpetual inventory clerk to retain a file copy of all requisitions.
- During the Center's annual physical inventory count, the Center adjusted 191 inventory items with a net adjustment of \$5,088. The Department's Administrative Directive (02.82.106A-J) requires that store requisition be prepared and approved prior to the withdrawal of any item from a storeroom.

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SCHEDULE OF FINDINGS (STATE COMPLIANCE)
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- 2 of 59 (3%) requisitions and receiving reports selected for testing totaling \$831 did not contain the Storekeeper's signature and date. The Department's Administrative Directive (02.82.106A-J) requires the Storekeeper to fill the requisition, complete data field on items withdrawn from stock, and sign and date the Store Requisition.

Facility management indicated the weaknesses were a result of a lengthy absence of staff and oversights.

Total commodities inventory as of June 30, 2008 and 2007 as reported in the Center's perpetual inventory records was \$325,109 and \$267,350, respectively. Untimely data processing and failure to conduct proper inventory procedures increases the potential for misstatement of inventory balances and distortion of the Center's financial transactions. Additionally, failure to maintain accurate and timely inventory records could result in unexpected shortages, overstocking, or unauthorized disposition, misappropriation, or spoilage of commodities. (Finding Code No. 08-1)

RECOMMENDATION

We recommend the Center comply with the Department's Administrative Directives and institute procedures to strengthen controls over inventory procedures and related data processing.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure absolute compliance with the Department's policies on inventory handling.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
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LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

08-2. **FINDING** (Inadequate controls over contractual services expenditures)

The Jacksonville Correctional Center (Center) did not exercise adequate controls over contractual services expenditures.

During testing, we noted the following:

- The Center entered into two separate contracts with a contractor for repair and maintenance of heating, air conditioning, and refrigeration at the Pittsfield and Greene County Work Camps. The Center paid expenditures for repair and maintenance work at the Greene County Work Camp in the amount of \$4,676 out of the Pittsfield Work Camp contract.
- The Center entered into two separate contracts for trash removal services at the Greene County and Pittsfield Work Camps. The Center paid expenditures for trash removal services for the Pittsfield Work Camp in the amount of \$4,809 out of the Greene County Work Camp contract.
- The Center entered into two contracts with a contractor for the repair and maintenance of dietary equipment at the Center and Pittsfield Work Camp. The Center made payments in the amount of \$1,995 for services performed at the Greene County Work Camp. There was no contract for these services at the Greene County Work Camp.
- The Center entered into a contract for repair and maintenance work at the Pittsfield Work Camp for the repair and maintenance of heating, air conditioning, and refrigeration. The Center incorrectly paid for mileage reimbursements, totaling \$409. Mileage was not an allowable reimbursement specified in the contract.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies shall establish and maintain a system, or systems, of internal fiscal and administrative controls, which shall provide assurance that: resources are utilized efficiently, effectively, and in compliance with applicable law; obligations and costs are in compliance with applicable law; funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation; 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.

STATE OF ILLINOIS
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JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

Good business practices require that the terms of all contracts be properly complied with and proper internal controls be established to help prevent improper expenditures.

Facility management indicated the errors found were due to staff oversights and errors.

Failure to comply with contract terms results in improper payments to contractors. In addition, failure to exercise adequate control over contractual agreements and expenditures may result in loss of State funds. (Finding Code No. 08-2)

RECOMMENDATION

We recommend the Center monitor contracts to ensure all terms are met. In addition, the Center and the contractor should carefully review contract language prior to execution and discuss contract content to ensure all parties are knowledgeable of and understand the contract requirements.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure proper monitoring of the contracts.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

08-3. **FINDING** (Inadequate controls over employee timekeeping)

The Jacksonville Correctional Center (Center) did not exercise adequate controls over employee attendance and the calculation of accrued leave time balances.

Six of 50 (12%) employee leave time accrual records contained errors in the calculations of accrued leave time. The errors resulted in a total overstatement of 16.75 hours. In addition, we noted 18 instances where the official documentation of 84 total hours of time used or overtime accrued could not be located. Furthermore, we noted 2 instances where an employee's timesheet reflected time off that was never taken for a total of 7.5 hours.

The Illinois Administrative Code (80 Ill. Admin. Code 303.340) states each agency shall maintain accurate, daily attendance records.

Facility management indicated the exceptions noted were due to staff errors and exacerbated by a manual timekeeping system.

Failure to maintain accurate attendance records and accumulated leave records for all employees increases the risk of the Center paying for services not rendered by employees. (Finding Code No. 08-3)

RECOMMENDATION

We recommend the Center implement the necessary controls in order to maintain accurate time records in compliance with the Illinois Administrative Code. Specifically, the Center should ensure the employee attendance records are correct, complete, and reconcile with leave requests.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure accurate records are in compliance with the Illinois Administrative Code.

STATE OF ILLINOIS
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SCHEDULE OF FINDINGS (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

08-4. **FINDING** (Inadequate controls over State property)

The Jacksonville Correctional Center (Center) did not maintain sufficient control over the accuracy and reporting of its property.

During detail testing of State property, we noted the following:

- Three of 8 (37.5%) Agency Reports of State Property (C-15) tested did not agree to the Center’s Change of Status of Equipment form. The Center misclassified additions, deletions and net transfers; however, the ending property balances reported on the C-15s were correct. The following misclassifications were noted:

	Fiscal Year 2007			Fiscal Year 2008		
	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>
Per Center	38,954	(71,323)	10,798	52,369	(27,472)	264,821
Per C-15's	38,945	(145,039)	84,513	51,305	(35,129)	273,541
Difference	9	73,716	(73,715)	1,064	7,657	(8,720)

The Statewide Accounting Management System (SAMS) (Procedure 29.10.10) states that the objective of State property reporting is to provide current information applicable to property held by or on behalf of the State and ensures that agencies update property records, as necessary, to reflect the current balance of State property. In addition, SAMS (Procedure 29.20.10) provides instructions for the proper completion of the Agency Report of State Property.

- A transfer of 408 radios totaling \$246,044 from the Department of Corrections General Office was not inventoried subsequent to the transfer.

The Illinois Department of Corrections Administrative Directive (02.70.115) requires upon receipt, the receiving employee inventory the property against the Equipment Transfer Permit form and ensure any discrepancies are corrected. The receiving and the releasing employees shall date and sign the form.

Facility management indicated the weaknesses were a result of a lengthy absence of staff and oversights.

Inaccurate property reporting reduces the reliability of Statewide property information. (Finding Code No. 08-4)

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RECOMMENDATION

We recommend the Center properly complete the Agency Report of State Property in accordance with SAMS procedures. Further, the Center should comply with the Department's Administrative Directives and ensure all transferred property is inventoried.

CENTER RESPONSE

Recommendation accepted. The facility will make every effort to ensure compliance with the Department's policies on State property.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)
For the Two Years Ended June 30, 2008

A. **FINDING** (Operational security control weaknesses)

During the prior examination, the Jacksonville Correctional Center did not always exercise adequate control over security doors and access keys.

During the current examination, the Center has implemented procedures that provide control over security doors and access keys based on our testing. (Finding Code No. 06-1)

B. **FINDING** (Employee performance evaluations not performed timely)

During the prior examination, the Jacksonville Correctional Center did not complete annual employee performance evaluations on a timely basis.

During the current examination, the Center has not adequately improved the timeliness of the annual employee performance evaluations. However, this weakness in employee performance evaluations will be addressed in the Department of Corrections General Office compliance report. (Finding Code No. 06-2)

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LIMITED SCOPE COMPLIANCE EXAMINATION
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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
- Description of Locally Held Funds
- Schedule of Locally Held Funds – Special Revenue Funds
- Schedule of Locally Held Funds – Cash Basis
- Schedule of Changes in State Property
- Comparative Schedule of Cash Receipts and Deposits (Not Examined)
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories (Not Examined)

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (Not Examined)
- Inmate Commissary Operation
- Annual Cost Statistics
 - Center Inmate Statistics (Not Examined)
 - Center Employee Statistics (Not Examined)
 - Cell Square Feet Per Inmate (Not Examined)
 - Food Services (Not Examined)
 - Medical and Clergy Service Contracts (Not Examined)
- Service Efforts and Accomplishments (Not Examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the *Audit Guide* as adopted by the Auditor General, except for information on the Comparative Schedule of Cash Receipts and Deposits, Schedule of Changes in Inventories, Employee Overtime, Annual Cost Statistics and Service Efforts and Accomplishments, on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS
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LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2008

P.A. 95-0348	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
	\$ 26,494,000	\$ 25,079,985	\$ 1,414,009	\$ 26,493,994	\$ 6	
GENERAL REVENUE FUND - 001						
Personal services						
Student, member and inmate compensation	418,700	383,712	34,935	418,647	53	
State contributions to State Employees' Retirement System	4,387,600	4,153,340	234,196	4,387,536	64	
State contributions to Social Security	1,962,300	1,856,800	105,467	1,962,267	33	
Contractual services	3,050,600	2,882,787	167,484	3,050,271	329	
Travel	5,400	5,013	343	5,356	44	
Travel and allowances for committed, paroled and discharged prisoners	5,000	4,411	532	4,943	57	
Commodities	2,273,000	1,882,665	389,785	2,272,450	550	
Printing	21,200	15,791	5,316	21,107	93	
Equipment	3,600	3,560	0	3,560	40	
Telecommunications services	51,400	41,597	9,803	51,400	0	
Operation of automotive equipment	183,500	140,668	42,767	183,435	65	
Total - Fiscal Year 2008	\$ 38,856,300	\$ 36,450,329	\$ 2,404,637	\$ 38,854,966	\$ 1,334	

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Year Ended June 30, 2007

P.A. 94-0798	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to August 31	Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 23,716,500	\$ 22,447,948	\$ 1,268,459	\$ 23,716,407	\$ 93
Student, member and inmate compensation	442,300	405,648	36,627	442,275	25
State contributions to State Employees' Retirement System	2,733,500	2,586,836	146,197	2,733,033	467
State contributions to Social Security	1,755,600	1,661,109	94,444	1,755,553	47
Contractual services	3,153,200	2,789,665	324,630	3,114,295	38,905
Travel	2,811	1,897	914	2,811	0
Travel and allowances for committed, paroled and discharged prisoners	7,300	7,265	0	7,265	35
Commodities	2,099,273	2,056,001	43,271	2,099,272	1
Printing	20,800	20,669	55	20,724	76
Equipment	0	0	0	0	0
Telecommunications services	70,500	41,942	28,558	70,500	0
Operation of automotive equipment	214,200	177,510	33,673	211,183	3,017
 Total - Fiscal Year 2007	 <u>\$ 34,215,984</u>	 <u>\$ 32,196,490</u>	 <u>\$ 1,976,828</u>	 <u>\$ 34,173,318</u>	 <u>\$ 42,666</u>

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES AND LAPSED BALANCES**
For the Fiscal Years Ended June 30,

	FISCAL YEAR		
	2008	2007	2006
<u>GENERAL REVENUE FUND - 001</u>	P.A. 95-0348	P.A. 94-0798	P.A. 94-0015
Appropriations (net of transfers)	<u>\$ 38,856,300</u>	<u>\$ 34,215,984</u>	<u>\$ 34,719,700</u>
EXPENDITURES			
Personal services	\$ 26,493,994	\$ 23,716,407	\$ 24,702,840
Employee retirement contributions paid by employer	0	0	320,995
Student, member and inmate compensation	418,647	442,275	457,061
State contributions to State Employees' Retirement System	4,387,536	2,733,033	1,924,460
State contributions to Social Security	1,962,267	1,755,553	1,827,429
Contractual services	3,050,271	3,114,295	3,148,947
Travel	5,356	2,811	1,288
Travel and allowances for committed, paroled and discharged prisoners	4,943	7,265	8,410
Commodities	2,272,450	2,099,272	1,988,045
Printing	21,107	20,724	22,478
Equipment	3,560	0	35,912
Telecommunications services	51,400	70,500	46,526
Operation of automotive equipment	183,435	211,183	155,598
Total Expenditures	<u>\$ 38,854,966</u>	<u>\$ 34,173,318</u>	<u>\$ 34,639,989</u>
LAPSED BALANCES	<u>\$ 1,334</u>	<u>\$ 42,666</u>	<u>\$ 79,711</u>

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

The locally held funds of the Center are grouped into two fund categories, Governmental and Fiduciary funds. These are non-appropriated funds with the exception of the Travel and Allowance Revolving Fund, which is an appropriated fund. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Revenue Fund

The Travel and Allowance Revolving Fund is a cash imprest fund located at the Center and is used to provide cash for travel and allowances for discharged inmates and to pay out inmate Trust Fund balances under \$100 upon the inmate being paroled or discharged. The Travel and Allowance Revolving Fund is replenished from the Center's Inmate Benefit Fund account and the Trust Fund. The Center's Inmate Benefit Fund account is reimbursed from the General Revenue Fund appropriation on a monthly basis upon submission of a duly authorized voucher.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The Center maintains three special revenue funds.

The Residents' Commissary Fund is used to maintain a store for selling food, candy, health and beauty aids and other personal items. The inmate commissary sells solely to inmates. Profits derived from commissary sales are allocated 60% to pay the wages and benefits of employees who work at the commissary and 40% to the Residents' Benefit Fund for sales from the Inmate Commissary.

Residents' Benefit Fund and Employees' Benefit Fund are used to provide entertainment and recreational activities and equipment for inmates and employees. The Employees' Benefit Fund can also be used to provide travel expense reimbursement for correctional officers while travel vouchers are being processed. Beginning in fiscal year 2006 the locally held Residents' Benefit Fund account at each Center was closed and the balance transferred to a single locally held Residents' Benefit Fund bank account administered by the General Office. The Center has a sub-account within the Residents' Benefit Fund account at the General Office that records their specific transactions.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

Expenditures from the Residents' Benefit Fund are initiated at the Center but all the transactions are processed through the General Office. All of the financial accounting for the Center's Residents' Benefit Fund transactions are also performed and maintained at the General Office. Because the Center does not maintain the financial records, a summary of the Center's Residents' Benefit Fund activity for fiscal years 2008 and 2007 will be presented in the General Office Compliance Report for the two years ending June 30, 2008.

2. Fiduciary Fund

Agency Fund

An agency fund is used to account for assets held as the agent for others. The Center maintains one such fund, the Residents' Trust Fund. The Residents' Trust Fund is maintained as a depository for funds of inmates while incarcerated at the Center. Receipts and disbursements of the inmates are recorded in each inmate's individual account within the Residents' Trust Fund.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the Year Ended June 30, 2008

	<u>Residents' Commissary Fund</u>	<u>Employees' Benefit Fund</u>
<u>REVENUES</u>		
Income from Sales	\$ 1,466,768	\$ 8,302
Interest / Investment Income	47	2
Miscellaneous:		
Other	1	3,423
Donations	0	2,786
Total Revenues	<u>1,466,816</u>	<u>14,513</u>
<u>EXPENDITURES</u>		
Purchases	1,198,081	12,306
General and Administrative	2,578	241
Contractual	0	1,897
Equipment	0	50
Donations	0	0
Other	317	193
Total Expenditures	<u>1,200,976</u>	<u>14,687</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>265,840</u>	<u>(174)</u>
<u>OTHER FINANCING SOURCES</u>		
Transfers In	0	0
Transfers (Out)	(265,840)	0
Total Other Financing Sources	<u>(265,840)</u>	<u>0</u>
Net Change in Fund Balance	0	(174)
Fund Balance July 1, 2007	0	1,680
Fund Balance June 30, 2008	<u>\$ 0</u>	<u>\$ 1,506</u>

Note: Schedule is presented on the accrual basis of accounting.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the Year Ended June 30, 2007

	<u>Residents' Commissary Fund</u>	<u>Employees' Benefit Fund</u>
<u>REVENUES</u>		
Income from Sales	\$ 1,488,412	\$ 10,392
Interest / Investment Income	162	7
Miscellaneous:		
Other	7	1,785
Donations	0	5,990
Total Revenues	<u>1,488,581</u>	<u>18,174</u>
<u>EXPENDITURES</u>		
Purchases	1,209,883	13,110
General and Administrative	1,323	5,440
Contractual	0	0
Equipment	0	0
Donations	0	0
Other	7	359
Total Expenditures	<u>1,211,213</u>	<u>18,909</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>277,368</u>	<u>(735)</u>
<u>OTHER FINANCING SOURCES</u>		
Transfers In	0	0
Transfers (Out)	(277,368)	0
Total Other Financing Sources	<u>(277,368)</u>	<u>0</u>
Net Change in Fund Balance	0	(735)
Fund Balance July 1, 2006	0	2,415
Fund Balance June 30, 2007	<u>\$ 0</u>	<u>\$ 1,680</u>

Note: Schedule is presented on the accrual basis of accounting.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For the Years Ended June 30,

	2008		2007	
	Travel and Allowance Rev. Fund	Residents' Trust Fund	Travel and Allowance Rev. Fund	Residents' Trust Fund
Balance - July 1	\$ 915	\$ 68,777	\$ 965	\$ 83,376
Receipts				
Investment Income		105		277
Inmate Account Receipts		1,799,548		1,753,643
Appropriations from General Revenue Fund	4,496	0	7,215	0
TOTAL RECEIPTS	<u>4,496</u>	<u>1,799,653</u>	<u>7,215</u>	<u>1,753,920</u>
Disbursements				
Inmate Account Disbursements		1,770,663		1,768,242
Disbursements for Released Inmate	4,943	0	7,265	0
TOTAL DISBURSEMENTS	<u>4,943</u>	<u>1,770,663</u>	<u>7,265</u>	<u>1,768,242</u>
Fund Transfers				
Fund Transfers In				
Fund Transfers (Out)		(105)		(277)
TOTAL TRANSFERS	<u>0</u>	<u>(105)</u>	<u>0</u>	<u>(277)</u>
Balance - June 30	<u>\$ 468</u>	<u>\$ 97,662</u>	<u>\$ 915</u>	<u>\$ 68,777</u>

Note: Schedule is presented on the cash basis of accounting

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN STATE PROPERTY

For the Year Ended June 30, 2008

	Land	Buildings	Equipment	Land Improvements	Total
Balance July 1, 2007	\$ 653,954	\$ 29,016,761	\$ 3,562,403	\$ 243,284	\$ 33,476,402
Additions:					
Purchases			5,704		5,704
Transfers-in			149,484		149,484
Capital Development Board			4,760		4,760
Employees' Commissary Fund					0
Employees' Benefit Fund					0
Residents' Commissary Fund					0
Residents' Benefit Fund			46,175		46,175
Donations			115,838		115,838
Grants			31,532		31,532
Adjustments			490		490
Total Additions	0	0	353,983	0	353,983
Deductions:					
Transfers-out			13,968		13,968
Scrap property			26,646		26,646
Surplus property			22,824		22,824
Condemned and lost property			245		245
Adjustment			581		581
Total Deductions	0	0	64,264	0	64,264
Balance June 30, 2008	\$ 653,954	\$ 29,016,761	\$ 3,852,122	\$ 243,284	\$ 33,766,121

Note: Center management indicated the balance at June 30, 2008 has been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Year Ended June 30, 2007

	Land	Buildings	Equipment	Land Improvements	Total
Balance July 1, 2006	\$ 653,954	\$ 29,016,761	\$ 3,583,983	\$ 243,284	\$ 33,497,982
Additions:					
Purchases			19,833		19,833
Transfers-in			87,709		87,709
Capital Development Board					0
Employees' Commissary Fund			1,447		1,447
Employees' Benefit Fund					0
Residents' Commissary Fund			16,554		16,554
Residents' Benefit Fund					0
Donations			1,486		1,486
Grants			2,734		2,734
Adjustments					
Total Additions	0	0	129,763	0	129,763
Deductions:					
Transfers-out			27,279		27,279
Scrap property			72,635		72,635
Surplus property			51,118		51,118
Condemned and lost property			311		311
Adjustment					0
Total Deductions	0	0	151,343	0	151,343
Balance June 30, 2007	\$ 653,954	\$ 29,016,761	\$ 3,562,403	\$ 243,284	\$ 33,476,402

Note: Center management indicated the balance at June 30, 2007 has been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
For the Years Ended June 30,
(Not Examined)

	FISCAL YEAR		
	2008	2007	2006
RECEIPTS			
Jury Duty	\$ 363	\$ 282	\$ 175
Inmate Restitution	641	1,168	5,802
Dormant Inmate Accounts	73	105	0
Funeral Furlough	2,782	1,570	0
Staff Witness Fees	0	0	0
Contraband Cash	0	0	0
Copying Fees	1,287	993	0
Postage	9,642	8,810	5,194
Miscellaneous	8,714	6,458	1,602
TOTAL RECEIPTS	\$ 23,502	\$ 19,386	\$ 12,773
REMITTANCES			
General Revenue Fund - 001	\$ 456	\$ 442	\$ 516
Department of Corrections Reimbursement Fund - 523	23,046	18,944	12,257
TOTAL RECEIPTS REMITTED DIRECTLY TO STATE TREASURER	\$ 23,502	\$ 19,386	\$ 12,773
DEPOSITS			
Receipts recorded by Center	\$ 456	\$ 442	\$ 516
Add: Deposits in transit - Beginning of year	20	0	0
Deduct: Deposits in transit - End of year	(20)	(20)	0
DEPOSITS RECORDED BY THE STATE COMPTROLLER	\$ 456	\$ 422	\$ 516

Note: The Deposits reconciliation section of this schedule is a reconciliation of the Center's General Revenue Fund receipts to the Comptroller's General Revenue Fund deposits only. The Comptroller's records do not provide a detail breakdown of deposits into the Department of Corrections Reimbursement Fund #523 by Center.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2008

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED JUNE 30</u>		<u>INCREASE (DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
State Contribution to State Employees' Retirement System	\$4,387,536	\$2,733,033	\$1,654,503	61%
Travel	\$5,356	\$2,811	\$2,545	91%
Travel and Allowance for Committed, Paroled and Discharged Prisoners	\$4,943	\$7,265	\$(2,322)	(32%)
Equipment	\$3,560	\$0	\$3,560	100%
Telecommunications Services	\$51,400	\$70,500	\$(19,100)	(27%)

Center management provided the following explanations for the significant variations identified above.

State Contribution to State Employees' Retirement System

The increase in State contribution to State employees' retirement system was due to the overall State employee retirement rate increasing from 11.525% in fiscal year 2007 to 16.561% in fiscal year 2008.

Travel

The increase in travel expenditures was due to correctional officers attending FBI Sniper Training. Additionally, correctional officers were needed to supervise inmates during cleanup efforts during the winter 2007-2008 ice storms and the spring 2008 downstate Illinois floods.

Travel and Allowance for Committed, Paroled and Discharged Prisoners

The decrease in travel and allowance for committed, paroled and discharged prisoners expenditures was a result of a change in policy from purchasing bus tickets for released prisoners to purchasing Amtrak tickets utilizing the discounted State rate.

Equipment

The increase in equipment expenditures was due to no equipment items being purchased in fiscal year 2007. In fiscal year 2008, the Center purchased a walk-through metal detector.

Telecommunications Services

The decrease in expenditures for telecommunications services was due to fiscal year 2008 expenditures being paid from fiscal year 2009 appropriations.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2007

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2007 and June 30, 2006 are shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED JUNE 30</u>		<u>INCREASE (DECREASE)</u>	
	<u>2007</u>	<u>2006</u>	<u>AMOUNT</u>	<u>%</u>
Employee Retirement Contributions				
Paid by Employer	\$0	\$320,995	\$(320,995)	(100%)
State Contribution to State Employees' Retirement System	\$2,733,033	\$1,924,460	\$808,573	42%
Travel	\$2,811	\$1,288	\$1,523	118%
Equipment	\$0	\$35,912	\$(35,912)	(100%)
Telecommunications Services	\$70,500	\$46,526	\$23,974	52%
Operation of Automotive Equipment	\$211,183	\$155,598	\$55,585	36%

Center management provided the following explanations for the significant variations identified above.

Employee Retirement Contributions Paid by Employer

The decrease in employee retirement contributions paid by employer was due to the State ceasing to pay the employee's portion of the State Employee Retirement Contribution on December 31, 2005.

State Contribution to State Employees' Retirement System

The increase in State contribution to State employees' retirement system was due to the overall State employee retirement rate increasing from 7.792% in fiscal year 2006 to 11.525% in fiscal year 2007.

Travel

The increase in travel expenditures was due to several tactical call-outs and special operation details assigned to various correctional officers during fiscal year 2007.

Equipment

No equipment items were purchased during fiscal year 2007 due to no budget line for such expenditures. In 2006, the Center purchased several equipment items for dietary to replace older items, including fryers, ovens, shelving, and a new griddle.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Telecommunications Services

The increase in telecommunications services expenditures during fiscal year 2007 was due to payments totaling \$20,489 being made from fiscal year 2007 appropriations for services received and billed in fiscal year 2006.

Operation of Automotive Equipment

The increase in operation of automotive equipment expenditures was due to increased fuel costs and repairs for older automobiles.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2008

Fiscal Year 2008

Our testing of lapse period expenditures for fiscal year ended June 30, 2008 disclosed two appropriation line items with significant (20% or more) lapse period expenditures, as scheduled below:

Fiscal Year Ended June 30, 2008			
<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Printing	\$21,107	\$5,316	25%
Operation of Automotive Equipment	\$183,435	\$42,767	23%

Center management provided the following explanations for the significant lapse period expenditures identified above.

Printing

Printing expenditures incurred prior to June 30 were paid during the lapse period due to printing items purchased late in the fiscal year but the invoices were not received until lapse period.

Operation of Automotive Equipment

Operation of automotive equipment expenditures incurred prior to June 30 were paid during the lapse period due to sufficient funds not being available until after June 30, 2008. The Center could not approve vouchers for payment until after the Department of Corrections General Office made funds available through line item transfers.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2008

Fiscal Year 2007

Our testing of lapse period expenditures for fiscal year ended June 30, 2007 disclosed two appropriation line items with significant (20% or more) lapse period expenditures, as scheduled below:

	Fiscal Year Ended June 30, 2007		
<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Travel	\$2,811	\$914	33%
Telecommunications Services	\$70,500	\$28,558	41%

Center management provided the following explanations for the significant lapse period expenditures identified above.

Travel

Travel expenditures incurred prior to June 30 were paid during the lapse period due to the Department of Corrections General Office not allowing the use of funds for these expenditures until after June 30, 2007.

Telecommunications Services

Telecommunications expenditures incurred prior to June 30 were paid during the lapse period due to the Department of Corrections General Office not allowing the use of funds for these expenditures until after June 30, 2007.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN INVENTORIES
Two Years Ended June 30, 2008
(NOT EXAMINED)

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
GENERAL REVENUE FUND				
General Stores	\$ 67,441	\$ 235,538	\$ 233,586	\$ 69,393
Mechanical Stores	24,180	92,794	89,083	27,891
Inmate Clothing	17,735	54,645	46,570	25,810
Officers' Clothing	0	11,789	11,789	0
Office Supplies	12,879	49,776	49,814	12,841
Kitchen Store	69,451	1,125,528	1,149,052	45,927
Pittsfield Regular Stores	58,962	644,202	590,867	112,297
Postage	3,603	14,500	12,124	5,979
Greene County Workcamp	13,099	210,640	198,768	24,971
	<u>\$ 267,350</u>	<u>\$ 2,439,412</u>	<u>\$ 2,381,653</u>	<u>\$ 325,109</u>
LOCAL FUNDS				
Residents' Commissary Fund	<u>\$ 60,479</u>	<u>\$ 1,215,102</u>	<u>\$ 1,196,475</u>	<u>\$ 79,106</u>
	Balance July 1, 2006	Additions	Deletions	Balance June 30, 2007
GENERAL REVENUE FUND				
General Stores	\$ 45,090	\$ 281,920	\$ 259,569	\$ 67,441
Mechanical Stores	25,773	76,900	78,493	24,180
Inmate Clothing	13,986	67,653	63,904	17,735
Officers' Clothing	0	12,070	12,070	0
Office Supplies	7,318	42,321	36,760	12,879
Kitchen Store	86,802	1,075,042	1,092,393	69,451
Pittsfield Regular Stores	72,656	534,456	548,150	58,962
Postage	3,925	16,514	16,836	3,603
Greene County Workcamp	21,913	202,592	211,406	13,099
	<u>\$ 277,463</u>	<u>\$ 2,309,468</u>	<u>\$ 2,319,581</u>	<u>\$ 267,350</u>
LOCAL FUNDS				
Residents' Commissary Fund	<u>\$ 50,232</u>	<u>\$ 1,220,130</u>	<u>\$ 1,209,883</u>	<u>\$ 60,479</u>

Note: Due to inadequate controls over inventory reporting as noted in finding 08-1, we were unable to report on the commodities inventory balances at June 30, 2008 and June 30, 2007. Inventory amounts were obtained from Center records.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JACKSONVILLE CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

CENTER FUNCTIONS

The Jacksonville Correctional Center opened October 8, 1984. The facility is a 1,440 bed, high-minimum security unit that provides for the custody, care, and safety of adult males who have been placed under its jurisdiction. In addition to the operation of the facility, management is also responsible for the operation of a “Work Camp” in Pittsfield, Illinois and a “Work Camp” in Roodhouse, Illinois commonly referred to as the Greene County Work Camp. The Pittsfield Work Camp, with a rated capacity for four hundred low risk offenders close to release, was officially opened on September 5, 1996. The Greene County Work Camp, with a rated capacity of two hundred offenders became operational in March of 2004. The Greene County Work Camp was previously known as the Greene County “Boot Camp” before being closed in September 2002 due to a lack of funding.

The mission of the Jacksonville Correctional Center is to protect the public from criminal offenders through a system of incarceration and supervision, which securely segregates offenders from society, assures offenders of their constitutional rights and maintains programs to enhance the success of offenders’ reentry into society. The operational and program philosophy which has been developed at the Jacksonville Correctional Center focuses on providing opportunities for program participation; increases the range of the individual’s responsibility and decision-making authority; and provides an atmosphere with reasonable freedom, while maintaining a necessary level of security and control to ensure a safe and secure environment for the inmates, staff, visitors and the community. The primary focus of the Jacksonville Correctional Center’s Programs Department is to reduce recidivism by helping the inmate population to develop the skills necessary for a more positive and successful reintegration process back into the community. The work camps are another venue for attempting to achieve these goals and objectives.

The function, purpose and mission of the “Work Camp” as an alternative form of incarceration has as its overall goal helping the individual change their basic value system from negative to positive. This is achieved through changing an inmate’s attitude and instilling a positive work ethic through various community service projects in which inmates are assigned to work crews and perform a task on a daily basis as if it were their job.

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PLANNING PROGRAM

The Department of Corrections General Office started developing both short-term and long-term objectives for all Centers in an effort to meet the overall goals of the Centers and improve programs and other services to the inmates, as well as improve the safety and institutional environment for the staff and inmates. These objectives are reviewed periodically throughout the year as part of the monthly meetings when senior administrative personnel meet to keep abreast of current operating, financial, and security matters. The Center prepares the Illinois Department of Corrections' Indicator Report, for the Jacksonville Correctional Center, the Pittsfield Work Camp, and the Greene County Work Camp that is submitted to the General Office to ensure that the agency has adequate systems in place for planning and monitoring. On a quarterly basis, the Center performs a formal analysis of variances between actual and budgeted expenditures and reports those findings to the Department of Corrections.

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AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Center records, presents the average number of employees, by function, for the past three years.

	<u>Fiscal Year Ending June 30,</u>		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Administrative	5	5	4
Business office and stores	12	13	14
Clinical services	18	18	18
Work Camps			
Greene County	70	69	68
Pittsfield	117	126	130
Recreation	3	3	3
Maintenance	6	7	7
Utilities	0	0	0
Laundry	1	1	1
Correctional Officers	204	207	220
Dietary	11	11	11
Medical/Psychiatric	11	11	12
Religion	1	1	0
Total	<u>459</u>	<u>472</u>	<u>488</u>

An analysis of the activity regarding the changes in staffing of correctional officers, prepared from Center records, is presented in the table below for the fiscal years ending June 30.

	<u>Fiscal Year</u>	
	<u>2008</u>	<u>2007</u>
Correctional Officers, beginning of the year	367	376
New Correctional Officers hired	0	1
Correctional Officers transferred-in	0	0
Correctional Officers transferred-out	0	0
Correctional Officers separated from Department	(8)	(10)
Correctional Officers, end of the year	<u>359</u>	<u>367</u>

Correctional Officers for the above schedule is defined as all employees with security related responsibilities.

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EMPLOYEE OVERTIME (Not Examined)

Certain employees are eligible for overtime if the hours worked during a day exceed the employees standard work hours. Correctional Officers receive a ¼-hour of overtime for each day they stand for roll call. The roll call overtime is paid at straight time for all but Correctional Lieutenants who receive 1 ½ times normal pay.

Overtime is to be distributed as equally as possible among employees who normally perform the work in the position in which the overtime is needed. An employees' supervisor must approve any overtime. In most cases, except for roll call, employees are compensated at 1 ½ times their normal hourly rate for overtime hours worked. Employees have the opportunity to be compensated either in pay for the overtime or receive compensatory time off.

The following table, prepared from Department records presents the paid overtime and earned compensatory time incurred for the last three fiscal years, ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Paid overtime hours worked during fiscal year	<u>5,851</u>	<u>5,820</u>	<u>4,909</u>
Value of overtime hours worked during fiscal year	<u>\$290,746</u>	<u>\$265,391</u>	<u>\$218,098</u>
Compensatory hours earned during fiscal year	<u>17,152</u>	<u>13,663</u>	<u>14,717</u>
Value of compensatory hours earned during fiscal year	<u>\$513,702</u>	<u>\$376,055</u>	<u>\$389,362</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>23,003</u>	<u>19,483</u>	<u>19,626</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$804,448</u>	<u>\$641,446</u>	<u>\$607,460</u>

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INMATE COMMISSARY OPERATION

The Center operates a commissary for the benefit of the inmates. The commissary purchases goods from outside vendors and then retails the items to the inmates. The commissary purchases goods at wholesale prices where possible.

Effective January 1, 2004 the Unified Code of Corrections, 730 ILCS 5/3-7-2a, was amended to change the mark-up of cost on the goods purchased for resale in the commissary. Effective January 1, 2004 the selling price for all goods shall be sufficient to cover the cost of the goods and an additional charge of up to 35% for tobacco products and up to 25% for non-tobacco products. Effective January 1, 2008 the inmate commissaries at all Centers discontinued selling tobacco products.

The financial transactions of the Inmate Commissary are recorded in the Residents' Commissary Fund. A summary of the financial activity of the Residents' Commissary Fund for the years ended June 30, 2008 and 2007 are presented on pages 23 and 24 of this report.

As part of our testing, 15 inmate commissary products were selected and their sale price recomputed to determine compliance with the Unified Code of Corrections regarding the statutorily required mark-up. As a result of our testing, we noted the Center, at the direction of the Department, adds 7% to the purchase price of a product to cover the administrative expenses at the inmate commissary. After the 7% is added, the Center adds an additional charge of up to 25%. This matter was addressed with the compliance examination of the Department of Corrections General Office.

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CENTER INMATE STATISTICS (Not Examined)

Comparative costs of inmate care, prepared from Center records for the fiscal year ended June 30, are shown below:

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Rated population	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Inmate population (as of May 31)	<u>1,450</u>	<u>1,565</u>	<u>1,442</u>
Average number of inmates	<u>1,490</u>	<u>1,521</u>	<u>1,470</u>
Expenditures from appropriations	\$38,854,966	\$ 34,173,318	\$34,639,989
Less-equipment and capital improvements	<u>3,560</u>	<u>0</u>	<u>35,912</u>
Net expenditures	<u>\$38,851,406</u>	<u>\$34,173,318</u>	<u>\$34,604,077</u>
Net inmate cost per year	<u>\$ 26,075</u>	<u>\$ 22,468</u>	<u>\$ 23,540</u>

Net expenditures for computing net inmate cost per year represent total expenditures from appropriations less equipment expenditures divided by average number of inmates.

The rated population and inmate population noted above was taken from the Department of Corrections' quarterly reports to the State legislature.

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CENTER EMPLOYEE STATISTICS (Not Examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Average number of employees	<u>459</u>	<u>472</u>	<u>488</u>
Average number of correctional officers	<u>360</u>	<u>371</u>	<u>389</u>
Average number of inmate	<u>1,490</u>	<u>1,521</u>	<u>1,470</u>
Ratio of employees to inmate	<u>1 to 3.2</u>	<u>1 to 3.2</u>	<u>1 to 3.0</u>
Ratio of correctional officers to inmate	<u>1 to 4.1</u>	<u>1 to 4.1</u>	<u>1 to 3.8</u>

The following comparison of reported inmate assaults on staff is prepared from Department of Corrections records for the fiscal years ending June 30:

	<u>Fiscal Year</u>	
	<u>2008</u>	<u>2007</u>
Number of assaults on staff	2	0

CELL SQUARE FEET PER INMATE (Not Examined)

The following comparisons are from a report issued by the Department of Corrections to the State legislature:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Approximate Square Feet Per Inmate	<u>29</u>	<u>27</u>	<u>30</u>

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FOOD SERVICES (Not Examined)

The following table, prepared from the Center records, summarizes the number of meals served and the average cost per meal.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Breakfast	94,684	94,864	115,395
Lunch	189,026	204,936	252,021
Dinner	173,066	195,406	265,183
1:00 a.m. meal	4,613	2,628	*
Staff meals	36,240	36,240	36,500
Total Meals Served	<u>497,629</u>	<u>534,074</u>	<u>669,099</u>
Food Cost	<u>\$ 1,799,007</u>	<u>\$ 1,666,838</u>	<u>\$ 1,590,044</u>
Cost Per Meal	<u>\$ 3.62</u>	<u>\$ 3.12</u>	<u>\$ 2.38</u>

* - Information was not available during fiscal year 2006.

MEDICAL AND CLERGY SERVICE CONTRACTS (Not Examined)

The following table, prepared from Center records, summarizes what was paid to vendors for medical and clergy contractual services for fiscal years 2008, 2007 and 2006.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Medical Services:			
Wexford Health Solutions, Inc.	\$1,362,019	\$1,349,762	\$ 702,404
Morgan County	2,737	0	0
Health Professionals, LTD.	<u>0</u>	<u>0</u>	<u>857,758</u>
	<u>\$1,364,756</u>	<u>\$1,349,762</u>	<u>\$1,560,162</u>

Clergy contracts were paid through General Office during the examination period; therefore, no statistical data is available through the Jacksonville Correctional Center.

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SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)

Security Initiatives

The Jacksonville Correctional Center (Center) has reviewed and revised many security issues to improve overall operations. The Center implemented a committee comprised of staff from several different work areas to tour the facilities monthly to check for potential weapon-making material and other contraband. They also have a Safety and Health committee who make routine inspections to prevent dangerous situations. A major renovation project has been ongoing to eliminate metal springs from the offender beds in the housing units. The springs are being replaced with solid metal plates. The Center holds orientation meetings on a routine basis with supervisors and managers of work sites where work crews are assigned to instruct the members of the public about the facility's security procedures. This helps to eliminate many potential issues prior to the offenders arriving on the scene of a community work project.

An area of significance is the lack of positive offender drug tests. During FY08, 706 tests were administered with 0 positive results; and during FY07, 783 tests were administered with 0 positive results. These results can be contributed to heightened security procedures and overall commitment of staff to ensure drugs are not introduced into the facilities. During FY08, 331 offender grievances were filed while in FY07, 360 were filed. In addition, the number of major disciplinary reports written in FY08 was 882, an increase compared to the 679 written in FY07. The increase in this area can be attributed to the different caliber of inmates received at the Center.

The Center's competency-based audit process has proven to be a successful tool in ensuring staff is familiar with all practices and procedures. During FY08, 351 audits were performed resulting in a compliance rate of 83 percent; during FY07, 350 audits were performed resulting in a compliance rate of 73 percent. This can be attributed to the continuing efforts of all staff to learn new procedures as well as maintain current practices.

Special emphasis has been placed on reducing contraband into the facilities with an increase in vehicle searches and daily shakedowns of offender living areas. Vehicle searches are conducted daily on each shift to deter introduction of dangerous or prohibited items. During the examination period, more than 4,500 vehicles were searched prior to entering the grounds at Jacksonville. Additionally, more than 40,000 inmate property searches were conducted.