

**STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
COMPLIANCE EXAMINATION**

For the Year Ended June 30, 2019

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
COMPLIANCE EXAMINATION
For the Year Ended June 30, 2019

TABLE OF CONTENTS

	<u>Schedule</u>	<u>Page</u>
Commission Officials		1
Management Assertion Letter		3
Compliance Report		
Summary		5
Independent Accountant’s Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		6
Office of the Auditor General Management Audit Recommendations Update (State’s Procurement of Inmate Telephone Service Vendors)		9
Office of the Auditor General Management Audit Recommendations Update (State’s Leasing Decision)		10
Supplementary Information for State Compliance Purposes		
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures, and Lapsed Balances: Fiscal Year 2019	1	12
Comparative Schedule of Net Appropriations, Expenditures, and Lapsed Balances	2	13
Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller	3	14
Schedule of Changes in State Property	4	15
Analysis of Operations		
Agency Functions and Planning Program		16
Analysis of Significant Variations in Expenditures		18
Analysis of Significant Variations in Receipts		19
Analysis of Significant Lapse Period Spending		20
Analysis of Accounts Receivable		21
Average Number of Employees		22
Memorandum of Understanding		23

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
COMPLIANCE EXAMINATION
For the Year Ended June 30, 2019

COMMISSION OFFICIALS

Chair (07/01/2020 to Present)	Ms. Amalia Rioja
Chair (07/01/2018 to 06/30/2020)	Ms. Chasity Boyce
Executive Director (12/20/2019 to Present)	Ms. Michelle Casey
Interim Executive Director (10/18/2019 to 12/19/2019)	Ms. Michelle Casey
Executive Director (07/01/2018 to 10/15/2019)	Mr. Chad Fornoff
Deputy Executive Director	Vacant
General Counsel	Mr. Stephen Rotello
Chief of Staff (09/01/2019 to Present)	Ms. Amy Adams
Chief of Staff (03/01/2019 to 08/31/2019)	Vacant
Chief of Staff (05/01/2018 to 02/28/2019)	Mr. Craig Williams II
Chief Financial Officer (03/01/2019 to Present)	Ms. Amy Adams
Chief Financial Officer (07/01/2018 to 02/28/2019)	Mr. Craig Williams II

COMMISSION MEMBERS

Commissioner	Ms. Teresa Bartels
Commissioner	Ms. Chasity Boyce
Commissioner (08/23/2019 to Present)	Ms. Cara Hendrickson
Commissioner (07/01/2018 to 08/22/2019)	Mr. James Schink
Commissioner	Ms. Maria Kuzas
Commissioner	Ms. Amalia Rioja
Commissioner (07/15/2020 to Present)	Ms. Patricia A. Schuh
Commissioner (07/01/2020 to 07/14/2020)	Mr. Shawn W. Denney
Commissioner	Mr. Walter P. Turner III
Commissioner (08/23/2019 to Present)	Ms. Cynthia Ervin
Commissioner (07/01/2018 to 08/22/2019)	Mr. Andrew Volpert
Commissioner (08/19/2019 to Present)	Ms. Patricia Yadgir
Commissioner (07/01/2018 to 08/18/2019)	Mr. Ryan Ruskin

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
COMPLIANCE EXAMINATION
For the Year Ended June 30, 2019

COMMISSION OFFICE

The Commission's office is located at:

William G. Stratton Building
401 S. Spring Street, Room 513
Springfield, Illinois 62706



EXECUTIVE ETHICS COMMISSION

STATE OF ILLINOIS

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November 10, 2020

MANAGEMENT ASSERTION LETTER

Honorable Frank J. Mautino
Auditor General
State of Illinois
740 East Ash Street
Springfield, Illinois 62703-3154

Auditor General Mautino:

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 State of Illinois, Executive Ethics Commission (Commission). 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 Commission's compliance with the following specified requirements during the year ended June 30, 2019. Based on this evaluation, we assert that during the year ended June 30, 2019, the Commission has materially complied with the specified requirements listed below.

- A. The Commission 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 Commission 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 Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

- D. State revenues and receipts collected by the Commission 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.

Yours truly,

State of Illinois, Executive Ethics Commission

SIGNED ORIGINAL ON FILE

Michelle Casey, Executive Director

SIGNED ORIGINAL ON FILE

Amy Adams, Chief Financial Officer

SIGNED ORIGINAL ON FILE

Stephen Rotello, General Counsel

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
STATE COMPLIANCE EXAMINATION
For the Year Ended June 30, 2019

COMPLIANCE REPORT

SUMMARY

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

ACCOUNTANT'S REPORT

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
	<u>Report</u>	<u>Report</u>
Findings	0	0
Repeated Findings	0	0
Prior Recommendations Implemented or Not Repeated	0	1

EXIT CONFERENCE

The Commission waived an exit conference in a correspondence from Amy Adams, Chief of Staff, on October 27, 2020.

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OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

**INDEPENDENT ACCOUNTANT'S REPORT
ON STATE COMPLIANCE, ON INTERNAL CONTROL OVER COMPLIANCE, AND
ON SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

Honorable Frank J. Mautino
Auditor General
State of Illinois

and

Governing Board
State of Illinois, Executive Ethics Commission

Compliance

We have examined compliance by the State of Illinois, Executive Ethics Commission (Commission) with the specified requirements listed below, as more fully described in the *Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide)* as adopted by the Auditor General, during the year ended June 30, 2019. Management of the Commission is responsible for compliance with the specified requirements. Our responsibility is to express an opinion on the Commission's compliance with the specified requirements based on our examination.

The specified requirements are:

- A. The Commission 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 Commission 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 Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

- D. State revenues and receipts collected by the Commission 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.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Illinois State Auditing Act (Act), and the *Audit Guide*. Those standards, the Act, and the *Audit Guide* require that we plan and perform the examination to obtain reasonable assurance about whether the Commission complied with the specified requirements in all material respects. An examination involves performing procedures to obtain evidence about whether the Commission complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance with the specified requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Commission's compliance with the specified requirements.

In our opinion, the Commission complied with the specified requirements during the year ended June 30, 2019, in all material respects.

The purpose of this report is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Internal Control Over Compliance

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the specified requirements (internal control).

In planning and performing our examination, we considered the Commission's internal control to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Commission's compliance with the specified requirements and to test and report on the Commission's internal control in accordance with the *Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

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, noncompliance with the specified requirements 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 material noncompliance with the specified requirements will not be

prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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. Given these limitations, during our examination, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

The purpose of this report is solely to describe the scope of our testing of internal control and the results of that testing based on the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on the Commission's compliance with the specified requirements. The accompanying supplementary information for the year ended June 30, 2019, in Schedules 1 through 4 and the Analysis of Operations section are presented for purposes of additional analysis. Such information is the responsibility of Commission management. We have applied certain limited procedures as prescribed by the *Audit Guide* to the accompanying supplementary information for the year ended June 30, 2019, in Schedules 1 through 4. We have not applied procedures to the accompanying supplementary information for the year ended June 30, 2018, in Schedules 2 through 4 and in the Analysis of Operations Section. We do not express an opinion, a conclusion, nor provide any assurance on the accompanying supplementary information in Schedules 1 through 4 or the Analysis of Operations Section.

SIGNED ORIGINAL ON FILE

JANE CLARK, CPA
Director of Financial and Compliance Audits

Springfield, Illinois
November 10, 2020

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
OFFICE OF THE AUDITOR GENERAL
MANAGEMENT AUDIT RECOMMENDATIONS UPDATE
For the Year Ended June 30, 2019

State's Procurement of Inmate Telephone Service Vendors

In August 2014, the Office of the Auditor General released a management audit of the State's Procurement of Inmate Telephone Service Vendors. The audit contained six recommendations directed at various State agencies, including the Executive Ethics Commission with regards to the Chief Procurement Officer (CPO) for General Services.

As part of the compliance examination of the Executive Ethics Commission for the period ended June 30, 2019, auditors followed up on the status of the recommendations related to the CPO for General Services and reported the following:

Recommendation 2 Not Implemented

Recommendation 2: The Department of Central Management Services and the Chief Procurement Officer for General Services should ensure that the solicitation document specifies, for procurements that include mandatory site visits, whose attendance is required to meet the mandatory attendance requirement.

Not Implemented: The CPO for General Services has historically held the view point that specifying attendance at mandatory pre-submission conferences would lead to procurement delays, protests, and disqualifications. No action was taken by the CPO for General Services during the examination period. As a result, no further specification of attendance requirements were added to the solicitation documents. However, effective August 29, 2019, the CPO for General Services issued Notice 2020.03 (Notice), which introduced the use of a sign-in form for all pre-submission conferences. This form will become part of the procurement file, and a vendor's representation on this form evidences compliance with a solicitation that requires mandatory attendance requirements. Additionally, the Notice requires agencies to clearly explain the reason for attendance limitations or specifications, if any, within the solicitation document. We will test implementation of this form during the next examination.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
OFFICE OF THE AUDITOR GENERAL
MANAGEMENT AUDIT RECOMMENDATIONS UPDATE
For the Year Ended June 30, 2019

State's Leasing Decision

In May 2018, the Office of the Auditor General released a management audit of the State's Leasing Decision. The audit contained 10 recommendations directed at various State agencies, including the Executive Ethics Commission with regards to the Chief Procurement Officer (CPO) for General Services.

As part of the compliance examination of the Executive Ethics Commission for the period ended June 30, 2019, auditors followed up on the status of the three recommendations related to the CPO for General Services and reported the following:

Recommendation #1	Partially Implemented
Recommendation #8	Partially Implemented
Recommendation #9	Partially Implemented

Recommendation #1 – Awarding Leases to Qualified Respondents

The Department of Central Management Services and the Chief Procurement Office for General Services should put procedures in place to ensure that leases are awarded only to qualified respondents who submitted bids meeting the original lease specifications.

Partially Implemented: Since the recommendation was made, the CPO for General Services implemented new leasing procedures through the issue of CPO Notice 2018-08, which requires additional documentation of real property and capital improvements to be maintained in the State's procurement system. In addition, the procedures require documented review by the State Purchasing Officer (SPO) on a standard form to identify whether responses meet minimum criteria. Further, the SPO assigned to the Department of Central Management Services (Department) leasing is now headquartered within the Department's leasing office to promote open and frequent communication. Finally, the Request for Information procurement document was updated to include additional required information critical to making leasing decisions. All of these procedures are designed to ensure leases are awarded only to qualified respondents who submit bids which meet the original lease specifications.

No leases related to real property and capital improvements were procured by the CPO for General Services during the examination period. Therefore, although procedures were put in place to address the recommendation, the procedures were not utilized during the examination period. We will test implementation of these procedures during the next examination.

Recommendation #8 – Procurement Bulletin Postings

The Chief Procurement Office for General Services should put procedures in place to ensure all required information is included in postings to the Illinois Procurement Bulletin.

Partially Implemented: Since the recommendation was made, the Illinois Procurement Bulletin was replaced by a more modern electronic procurement system. The new system has fields for all

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
OFFICE OF THE AUDITOR GENERAL
MANAGEMENT AUDIT RECOMMENDATIONS UPDATE
For the Year Ended June 30, 2019

of the required information to be entered. In addition, the CPO for General Services put new procedures in place with the issuance of CPO Notice 2018-08 to ensure all procurement information for the leasing of real property and capital improvements are maintained in the State's procurement system.

No leases related to real property and capital improvements were procured by the CPO for General Services during the examination period. Therefore, although procedures were put in place to address the recommendation, the procedures were not utilized during the examination period. We will test implementation of these procedures during the next examination.

Recommendation #9 – State Purchasing Officer Written Determination and Approval

The Chief Procurement Office for General Services should put procedures in place to ensure that:

- *A State Purchasing Officer makes a written determination identifying responses that meet the minimum criteria in the request for information as required by the Illinois Procurement Code; and,*
- *Comments and approvals of the procurement steps are documented.*

Partially Implemented: Since the recommendation was made, the CPO for General Services issued CPO Notice 2018-08 requiring documented review by the SPO on a standard form to identify whether responses in the Request for Information meet minimum criteria as required by the Illinois Procurement Code. SPO comments and approvals are documented within the State's procurement system, which also prevents a procurement from moving forward without the SPO's approval. The CPO for General Services provided approval training for the SPOs within the State's procurement system.

No leases related to real property and capital improvements were procured by the CPO for General Services during the examination period. Therefore, although procedures were put in place to address the recommendation, the procedures were not utilized during the examination period. We will test implementation of these procedures during the next examination.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
Appropriations for Fiscal Year 2019

Sixteen Months Ended October 31, 2019

Public Act 100-0586 FISCAL YEAR 2019	Expenditure Authority	Expenditures Through June 30	Lapse Period		Balances Lapsed October 31
			Expenditures July 1 to October 31	Total Expenditures 16 Months Ended October 31	
			\$ 6,271,900	\$ 188,311	\$ 656,902
			<u>\$ 5,426,687</u>	<u>\$ 5,614,998</u>	<u>\$ 656,902</u>
GENERAL REVENUE FUND - 0001			<u>\$ 6,271,900</u>	<u>\$ 188,311</u>	<u>\$ 656,902</u>
			<u>\$ 5,426,687</u>	<u>\$ 5,614,998</u>	<u>\$ 656,902</u>
GRAND TOTAL - ALL FUNDS			<u>\$ 6,271,900</u>	<u>\$ 188,311</u>	<u>\$ 656,902</u>
			<u>\$ 5,426,687</u>	<u>\$ 5,614,998</u>	<u>\$ 656,902</u>

APPROPRIATED FUNDS

GENERAL REVENUE FUND - 0001

Ordinary and Contingent Expenses	\$ 6,271,900	\$ 5,426,687	\$ 188,311	\$ 5,614,998	\$ 656,902
GRAND TOTAL - ALL FUNDS	<u>\$ 6,271,900</u>	<u>\$ 5,426,687</u>	<u>\$ 188,311</u>	<u>\$ 5,614,998</u>	<u>\$ 656,902</u>

Note 1: Appropriations, expenditures, reapportioned balances, and lapsed balances in this schedule were prepared by the Commission and have been reconciled to the State Comptroller's records as of October 31, 2019.

Note 2: Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES, AND LAPSED BALANCES**
For the Fiscal Years Ended June 30,

	Fiscal Year	
	2019	2018
	P.A. 100-0586	P.A. 100-0021
APPROPRIATED FUNDS		
General Revenue Fund - 0001		
Appropriations	\$ 6,271,900	\$ 6,118,900
Expenditures		
Ordinary and Contingent Expenses	\$ 5,614,998	\$ 5,901,486
Total Expenditures	\$ 5,614,998	\$ 5,901,486
Lapsed Balances	\$ 656,902	\$ 217,414
STATE OFFICERS' SALARIES		
General Revenue Fund - 0001 (State Comptroller)		
Expenditures		
Governing Commission Salaries	\$ 338,138	\$ 337,936
Total Expenditures	\$ 338,138	\$ 337,936

Note 1: Appropriations, expenditures, and lapsed balances in this schedule were prepared by the Commission and have been reconciled to the State Comptroller's records as of October 31, 2019.

Note 2: Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION OF
CASH RECEIPTS TO DEPOSITS REMITTED TO THE COMPTROLLER**
For the Fiscal Year Ended June 30,

	Fiscal Year	
	2019	2018
General Revenue Fund - 001		
Administrative Fines	\$ 7,431	\$ 3,404
Miscellaneous	-	111
Prohibited Political Contributions	7,600	47,750
Total Cash Receipts per Commission	\$ 15,031	\$ 51,265
Less - In Transit at End of Year	209	1,024
Plus - In Transit at Beginning of Year	1,024	-
Total Cash Receipts per State Comptroller's Records	<u>\$ 15,846</u>	<u>\$ 50,241</u>

Note: In the prior examination report, one Administrative Fine totaling \$100 was incorrectly categorized as a Prohibited Political Contribution. The Fiscal Year 2018 amounts presented above have been corrected to reflect the correct receipt categorization.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Year Ended June 30, 2019

	<u>Equipment</u>
Balance at July 1, 2018	\$ 244,960
Additions	11,566
Deletions	(128,500)
Net Transfers	<u>(28,846)</u>
Balance at June 30, 2019	<u><u>\$ 99,180</u></u>

Note: The above schedule was derived from the Commission's records, which have been reconciled to property reports submitted to the Office of the State Comptroller.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Fiscal Year Ended June 30, 2019
(NOT EXAMINED)

AGENCY FUNCTIONS

The Executive Ethics Commission (Commission) was originally created by the State Officials and Employees Ethics Act (Act) (5 ILCS 430/1-1 et seq.). The Commission consists of nine commissioners appointed by the five executive branch constitutional officers. The Governor appoints five of the nine Commissioners, and the Attorney General, Secretary of State, Treasurer, and Comptroller each appoint one.

The jurisdiction of the Commission extends to all officers and employees of State agencies other than the General Assembly, the Senate, the House of Representatives, the President and Minority Leader of the Senate, the Speaker and Minority Leader of the House of Representatives, the Senate Operations Commission, the legislative support services agencies, and the Office of the Auditor General. The Commission also has jurisdiction over all board members and employees of Regional Transit Boards, the Illinois Power Agency and its staff. The Commission's jurisdiction further extends to all chief procurement officers (CPOs), procurement compliance monitors (PCMs), and their respective staffs over matters arising under the Illinois Procurement Code (30 ILCS 500) (Code) where explicit authority is noted.

The Act charges the Commission with the following duties:

- Promulgate rules governing the performance of Commission duties and governing the investigations of the Executive Inspectors General;
- Conduct administrative hearings on investigations brought before the Commission by an Executive Inspector General;
- Receive periodic reports from the Executive Inspectors General and the Attorney General regarding ongoing and completed investigations;
- Prepare and publish manuals and guides and oversee training of executive agency employees;
- Prepare public information materials to facilitate compliance, implementation, and enforcement of the Act;
- Make rulings, issue recommendations, and impose administrative fines on ethics cases brought before the Commission;
- Issue subpoenas with respect to matters pending before the Commission;
- Appoint Special Executive Inspectors General to investigate Executive Inspectors General or to pursue investigations of executive agency ethical misconduct allegations that have failed to be resolved within six months;

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Fiscal Year Ended June 30, 2019
(NOT EXAMINED)

- Receive reports of ex parte communications that each agency and constitutional officer is required to file with the Commission;
- Liaise with Ethics Officers of various Executive Branch offices and agencies; and,
- Provide oversight for the Illinois Power Agency, including appointing and, if necessary, removing its Director.

The Code charges the Commission with the following duties:

- Appoint and establish the salaries of CPOs and PCMs to oversee and review procurements and the procurement process;
- Conduct administrative hearings on a complaint, or possible removal, of a PCM, or State Purchasing Officer (SPO) brought before the Commission by a CPO or an executive officer of a State agency;
- Grant exemptions requested by the CPOs to remove named individuals from conflict of interest prohibitions; and,
- Promulgate rules governing the reporting of procurement communications.

The Commission is charged with various other duties:

- Conduct administrative hearings on a complaint or possible removal of a Chief Internal Auditor;
- Prepare, publish, and receive Supplemental Statements of Economic Interest required to be filed by certain executive branch officers and employees under the jurisdiction of the Governor; and,
- Review and approve in advance exceptions to the gift ban related to educational missions and travel for meetings to discuss State business.

AGENCY PLANNING

The Commission is an adjudicative and monitoring body with its powers and duties detailed in the Act, the Illinois Procurement Code, and the Fiscal Control and Internal Auditing Act. The Commission operates to fulfill the statutory responsibilities in a timely and efficient manner. The Commission documents its long-term and short-term goals in the Public Accountability Report (PAR) and the Budgeting for Results Report.

The Commission's administrative rules help implement and communicate the responsibilities set forth in the Act.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Year Ended June 30, 2019
(NOT EXAMINED)

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2019 AND 2018

There were no significant variations in expenditures between Fiscal Year 2019 and Fiscal Year 2018.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Year Ended June 30, 2019
(NOT EXAMINED)

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2019 AND 2018

General Revenue Fund – 001

Administrative Fines

The administrative fines collected are expected to vary from year to year due to a number of factors, including the completion of investigations by the Inspectors General, the size of the fines levied, and the timing of the subsequent collections.

Prohibited Political Contributions

The Commission's Chief Procurement Offices identified 14 instances of Prohibited Political Contributions during Fiscal Year 2018, while only five such instances were identified during Fiscal Year 2019. Fiscal Year 2018 included an election, which typically leads to an increased number of Prohibited Political Contributions identified compared to non-election years.

Note: In the prior examination report, one Administrative Fine was incorrectly categorized as a Prohibited Political Contribution. The Fiscal Year 2018 amount analyzed above reflects the correct receipt categorization.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Year Ended June 30, 2019
(NOT EXAMINED)

FISCAL YEAR 2019

There were no instances of significant Lapse Period spending noted during Fiscal Year 2019.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
ANALYSIS OF ACCOUNTS RECEIVABLE
For the Year Ended June 30, 2019
(NOT EXAMINED)

Aging of Accounts Receivable, per Commission records, were as follows:

<u>General Revenue Fund - Fund 0001</u>	<u>2019</u>	<u>2018</u>
Current	\$ -	\$ 2,500
1-30 days	-	-
31-90 days	-	-
91-180 days	-	-
181+ days past due	<u>9,617</u>	<u>7,048</u>
Accounts Receivable Gross Balance	9,617	9,548
Less: Estimated Uncollectibles	<u>-</u>	<u>-</u>
Accounts Receivable Net Balance	<u>\$ 9,617</u>	<u>\$ 9,548</u>

These amounts represent receivables related to administrative fines and prohibited political contributions.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
AVERAGE NUMBER OF EMPLOYEES
For the Year Ended June 30, 2019
(NOT EXAMINED)

The following table, prepared from Commission records, presents the average number of employees by function, for the Fiscal Year ended June 30,

<u>Division</u>	<u>2019</u>	<u>2018</u>
Administration	11	11
Procurement Compliance Monitoring	8	8
Procurement Officers and Supporting Staff:		
Capital Development Board	5	5
Department of Transportation	4	3
General Services	24	25
Higher Education	12	11
Total Average Full-Time Employees	<u>64</u>	<u>63</u>

Note: The average number of employees during Fiscal Year 2018 has been recalculated to more accurately reflect the total average full-time employees. The Commission experienced position reorganizations and turnover throughout Fiscal Year 2019 which caused the previously calculated averages to be inaccurate.

STATE OF ILLINOIS
EXECUTIVE ETHICS COMMISSION
MEMORANDUM OF UNDERSTANDING
For the Year Ended June 30, 2019
(NOT EXAMINED)

The Commission had one Memorandum of Understanding (MOU) in effect during the examination period with the Office of the State Comptroller (Comptroller). It went into effect on November 19, 2013, and the MOU defines the roles and responsibilities of the Commission and the Comptroller in regards to the Commission's direct entry of payment voucher documents into the Statewide Accounting Management System (SAMS).