

**STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS**

**COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2013**

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

**McGREAL & COMPANY, PC
CERTIFIED PUBLIC ACCOUNTANTS
OAK LAWN, ILLINOIS 60453**

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2013

TABLE OF CONTENTS

	<u>Schedule</u>	<u>Page</u>
Department Officials		1
Management Assertion Letter		2
Compliance Report		
Summary		3
Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		5
Schedule of Findings		
Current Findings – State Compliance		9
Prior Findings Not Repeated		16
Supplementary Information for State Compliance Purposes		
Summary		17
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures and Lapsed Balances Fiscal Year 2013	1	18
Schedule of Appropriations, Expenditures and Lapsed Balances Fiscal Year 2012	2	20
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	3	22
Schedule of Changes in State Property	4	25
Comparative Schedule of Cash Receipts and Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller	5	26
Analysis of Significant Variations in Expenditures	6	30
Analysis of Significant Variations in Receipts	7	35
Analysis of Significant Lapse Period Spending	8	36
Analysis of Operations (Not Examined)		
Agency Functions and Planning Program (Not Examined)		41
Average Number of Employees (Not Examined)		44
Service Efforts and Accomplishments (Not Examined)		44

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2013

DEPARTMENT OFFICIALS

Director

Mr. Rocco Claps

Deputy Director

Ms. Bobbie Wanzo

Chief Fiscal Officer

Mrs. Lynne Turner

Legal Counsel

Mr. Lon Meltesen

Department offices are located at:

100 West Randolph Street
Suite 10-100
Chicago, IL 60601

222 South College
Floor 1
Springfield, IL 62704

2309 West Main Street
Suite 112
Marion, IL 62959

ILLINOIS DEPARTMENT OF
Human Rights

Pat Quinn, Governor
Rocco J. Claps, Director

December 30, 2013

McGreal & Company, PC
Certified Public Accountants
5740 West 95th Street
Oak Lawn, Illinois 60453

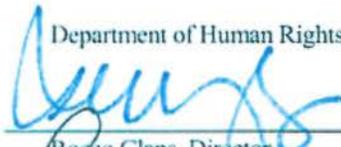
Ladies and Gentlemen:

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 Department. 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 Department's compliance with the following assertions during the two-year period ended June 30, 2013. Based on this evaluation, we assert that during the years ended June 30, 2012 and June 30, 2013, the Department has materially complied with the assertions below.

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

Yours very truly,

Department of Human Rights



Rocco Claps, Director



Lynne Turner, Fiscal Officer

100 West Randolph Street, Suite 10-100, Chicago, IL 60601, (312) 814-6200, TTY (866) 740-3953, Housing Line (800) 662-3942
222 South College Street, Room 101, Springfield, IL 62704, (217) 785-5100
2309 West Main Street, Marion, IL 62959 (618) 993-7463
www.illinois.gov/dhr

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE REPORT

SUMMARY

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

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>Compliance</u>	<u>Prior Compliance</u>
<u>Findings</u>	<u>Report</u>	<u>Report</u>
Findings	4	4
Repeated findings	4	4
Prior recommendations implemented or not repeated	0	2

SCHEDULE OF FINDINGS

<u>Item</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
<u>No.</u>			
FINDINGS (STATE COMPLIANCE)			
2013-001	9	Inadequate financial report - Generally Accepted Accounting Principles	Significant Deficiency and Noncompliance
2013-002	11	Inadequate controls over voucher processing	Significant Deficiency and Noncompliance
2013-003	13	Employee evaluations not completed timely	Significant Deficiency and Noncompliance
2013-004	14	Inadequate controls over state property and equipment	Significant Deficiency and Noncompliance

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE REPORT

SUMMARY

PRIOR FINDINGS NOT REPEATED

The findings noted during the compliance examination for the two years ended June 30, 2011, were repeated during the current examination.

EXIT CONFERENCE

The finding and recommendations appearing in this report were discussed with the Department of Human Rights personnel in an exit conference on December 19, 2013. Attending were:

- Julie Rauch, Office of the Auditor General
- Rocco Claps, Director of Human Rights
- Bobbie Wanzo, Deputy Director of Human Rights
- Lynne Turner, Chief Fiscal Officer of Human Rights
- Marla Butler, Accountant Supervisor of Human Rights
- Thomas McGreal, Special Assistant Audit Partner
- Colleen Porter, Special Assistant Audit Manager

Responses to the recommendations were provided by Lynne Turner in correspondence dated December 24, 2013.

INDEPENDENT ACCOUNTANT'S 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

As Special Assistant Auditors for the Auditor General, we have examined the State of Illinois, Illinois Department of Human Rights' compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2013. The management of the State of Illinois, Illinois Department of Human Rights is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Illinois Department of Human Rights' compliance based on our examination.

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

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois, Illinois Department of Human Rights' 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, Illinois Department of Human Rights' compliance with specified requirements.

In our opinion, the State of Illinois, Illinois Department of Human Rights complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2013. However, the results of our procedures disclosed instances of noncompliance with the requirements, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying schedule of findings as items (2013-001, 2013-002, 2013-003, and 2013-004).

Internal Control

Management of the State of Illinois, Illinois Department of Human Rights 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 examination, we considered the State of Illinois, Illinois Department of Human Rights' internal control over compliance with the requirements listed in the first paragraph of this report to determine the examination procedures that are appropriate in the circumstances 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, Illinois Department of Human Rights' internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Illinois Department of Human Rights' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings as items 2013-001, 2013-002, 2013-003, and 2013-004, that we consider to be significant deficiencies.

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

The State of Illinois, Illinois Department of Human Rights' responses to the findings identified in our examination are described in the accompanying schedule of findings. We did not examine the State of Illinois, Illinois Department of Human Rights' responses and, accordingly, we express no opinion on the responses.

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 for the years ended June 30, 2013 and June 30, 2012 in Schedules 1 through 8 and the Analysis of Operations Section 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 June 30, 2013 and June 30, 2012 accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the June 30, 2011 accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.



McGreal & Company, PC
Oak Lawn, Illinois

December 30, 2013

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

2013-001 **FINDING** (Inadequate Financial Reporting – Generally Accepted Accounting Principles)

The Department of Human Rights (Department) did not prepare an accurate “GAAP Reporting Package” for submission to the Office of the State Comptroller. The Department did not keep adequate records or schedules to support grant/contract data and accounts receivable.

We noted the following in our review of the GAAP Reporting Package submitted to the Comptroller’s Office:

- As of June 30, 2012, accounts receivable, revenues, and the fund balance were overstated by \$483,000.
- In the year ended June 30, 2013, revenues were then understated by the same amount.

The Department’s books and records were maintained using the balances in the Comptroller’s appropriation reports which is on a cash basis of accounting. As part of the year-end accounting and financial reporting closing process, State Agencies are required to prepare adjustments to convert to accrual basis of accounting and submit to the Illinois Office of the Comptroller their GAAP Reporting Packages which summarize their yearly financial activities and the status of their funds at year-end. The Department was able to identify accounts payables at year-end but did not maintain adequate records to establish and report accounts receivables related to its federal operating grants.

The Statewide Accounting Management System (SAMS) Manual Chapter 27 details the procedures for Agency Reporting. Agencies are required to submit GAAP Reporting Packages which are used by the Comptroller to prepare the State’s Basic Financial Statements. The information reported by the agency should agree to the underlying supporting records at the Agency and should be reconciled to the records at the Office of the State Comptroller.

Department management stated they tried to prepare the GAAP Reporting Package in a manner consistent with prior years when the Comptroller’s Office prepared it. Therefore, the Department had confidence in the amounts they had incorporated into the GAAP Reporting Package.

Inaccurate information in the Department’s GAAP Reporting Package increases the potential for errors in the Statewide financial statements prepared by the Comptroller. (Finding Code Nos. 2013-001, 11-1, 09-1, 07-1, 05-02, 03-1, 01-1, 99-5, 97-5)

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

RECOMMENDATION

We recommend the Department keep adequate records or schedules to support grant/contract data and accounts receivables so that accurate “GAAP Reporting Packages” can be prepared in the future.

DEPARTMENT RESPONSE

The Department has made significant improvements over the course of Fiscal Year 2013. The Department completed accurate schedules to support the contract data and the accounts receivable for Fiscal Year 2013 so accurate GAAP packages will be prepared going forward.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

2013-002 **FINDING** (Inadequate Controls over Voucher Processing)

The Illinois Department of Human Rights (Department) did not have adequate controls over voucher processing.

During our review of 134 vouchers, we noted the following:

- Seventeen (13%) vouchers tested totaling \$298,324 were approved more than 30 days after receipt of the vendor's invoice. The vouchers pertained to commodities, telecommunications, lump sums and lapse period. The vouchers were approved for payment 1 to 533 days late.
- Eleven (8%) vouchers tested totaling \$33,947 were paid more than 90 days after receipt of the vendor's invoice. For 1 (1%) voucher, interest totaling \$144 was due and was not paid. The vouchers were paid 4 to 101 days late.

The Illinois Administrative Code, Title 74, Section 900.70(b) requires state agencies to approve proper bills or deny bills with defects, in whole or in part, within 30 days after receipt.

The State Prompt Payment Act (30 ILCS 540/3-2) states for fiscal year 2012 and future fiscal years, interest shall begin accruing on the 91st day after the proper bill date. Interest is calculated at a rate of 1% per month or 0.033% (one-thirtieth of one percent) of any amount approved and unpaid for each day, after the end of the 90-day period, until final payment is made.

Agencies are required to pay interest amounting to \$50 or more automatically. Interest due to a vendor amounting to greater than \$5 and less than \$50 shall not be paid but shall be accrued until all interest due the vendor for all similar warrants exceeds \$50, at which time the accrued interest shall be payable and interest will begin accruing again, except that interest accrued as of the end of the fiscal year that does not exceed \$50 shall be payable at that time.

The Illinois Administrative Code, Title 74, Section 1000.50 requires user agencies to process payments within 30 days after physical receipt of internal service fund bills and to make reasonable efforts to review, approve and pay all internal service fund bill in the fiscal year in which the liability was incurred. User agencies are not to leave internal service fund bills unpaid in order to circumvent fiscal year budgetary controls.

Department management stated that: 1) late payments were mainly due to funds not being available at the time of receipt of vendor invoices; and 2) late approval and other exceptions were due to oversight.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

Late approval of invoices resulted in non-compliance with the Illinois Administrative Code. Failure to pay invoices in a timely manner led to incurring unnecessary interest charges and also resulted in noncompliance with the State Prompt Payment Act. (Finding Code nos. 2013-002, 11-2, 09-4, 07-4, 05-4, 03-3, 01-2, 99-4, 97-4, 95-3)

RECOMMENDATION

We recommend the Department strengthen controls over voucher processing to ensure compliance with statutory requirements and its own policies.

DEPARTMENT RESPONSE

The Department has made significant improvements over the course of Fiscal Year 2013. The Illinois Administrative Code, Title 74, Section 1000.50 states the user agencies shall make reasonable efforts to review, approve and pay all Internal Service Fund bills in the fiscal year in which the liability was incurred or within the fiscal year that the Department issues a catch-up billing. We believe we do make reasonable efforts to pay these bills. One major factor in paying timely is the cash flow of the Department. Because of limited cash flow, at times, throughout the fiscal year, the Department is unable to fulfill some payments until cash and/or transfers are made available. The Department will continue to strengthen controls over voucher processing.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

2013-003 **FINDING** (Employee Evaluations Not Completed Timely)

The Illinois Department of Human Rights (Department) did not complete annual employee performance evaluations timely.

The Department did not timely complete annual evaluations for 10 of 25 (40%) employees tested during the period. The employee evaluations were completed from 44 to 310 days late.

The Illinois Administrative Code, Title 80, Section 302.270 requires the preparation of an evaluation for certified employees on an annual basis. Also, the Department's internal personnel policy requires annual evaluations of employees based on either the anniversary date of hire or fiscal year.

Department officials stated evaluations were performed late due to supervisors being out of the office when staff evaluations were due and also oversight by supervisors regarding evaluation due dates. Additionally, the Department stated that evaluations for investigative staff were performed upon receipt of production reports, quality return reports and case management summaries which provide the supervisor with the necessary information to properly evaluate the staff.

Performance evaluations are a systematic and uniform approach used for the development of employees and communication of performance expectations to employees. Performance evaluations should serve as a foundation for salary adjustments, promotion, demotion, discharge, recall, and reinstatement decisions. (Finding Code No. 2013-003, 11-3, 09-6)

RECOMMENDATION

We recommend the Department take appropriate measures to ensure performance evaluations are conducted annually as required by policy.

DEPARTMENT RESPONSE

The Department has made significant improvements over the course of Fiscal Year 2013. The Department will take the appropriate measures to ensure performance evaluations are conducted as required by policy. As noted, there are several issues affecting the timeliness of employee performance evaluations. One of the major issues is the process used to determine production for Human Rights Investigators. Approximately three-fourths of the Department's staff are involved in investigations. The Department is unable to prepare evaluations for this staff until 30 days after the 12-month reporting period to give the employee every opportunity to produce the required number of cases for the reporting period. Another issue has been and continues to be staff leave of absences. When employees (staff and/or supervisors) are on leave, the evaluation cannot be completed until the employee returns to work. Evaluations are issued 60 days in advance and reminder notices are sent to staff frequently until the evaluation has been completed.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

2013-004 **FINDING** (Inadequate Controls Over State Property and Equipment)

The Department of Human Rights (Department) did not have adequate controls over its property and equipment.

We tested all 8 (100%) Agency Report of State Property Reports (Form C-15) including related fixed asset transactions and noted the following:

- The Department did not report 4 property additions totaling \$940 on Form C-15 in the quarter when the equipment items were received. All equipment additions for Fiscal Years 2012 and 2013 were recorded on the Fiscal Year 2013 4th quarter Form C-15. The Statewide Accounting management System (SAMS) (Procedure 29.20.10) requires an agency to report all additions to each asset class that occurred during the quarter being reported.
- The Department did not report 1 property addition totaling \$243 on any Form C-15. SAMS (Procedure 29.20.10) requires an agency to report all additions to each asset class that occurred during the quarter being reported.
- The Department reported items totaling \$228,637 as deletions on Form C-15; however, these items were transfers. SAMS (Procedure 29.20.10) requires agencies to report items as transfers if they are moved between agencies (i.e. Central Management Services surplus property).
- The Department erroneously reported amounts on a Form C-15 as capital leases instead of equipment. SAMS (Procedure 29.10.30) requires an agency to present the total cost of State property by category.
- In addition, the Department charged equipment rentals from CMS totaling \$50,077 to detail object code #1515 "EDP Equipment" instead of #1235 "Rental, EDP Equipment." SAMS (Procedure 11.50.30) suggests that an agency use detail object code #1235 when no specific appropriation is received for the purpose of EDP operation and should be used for the rental of EDP equipment.

According to Department personnel, the exceptions noted were due to staff oversight.

Inadequate controls over Department property and equipment resulted in inaccurate and incomplete property records. Failure to report accurate property information resulted in non-compliance with SAMS rules. (Finding Code No. 2013-004, 11-4, 09-3, 07-3)

STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS

CURRENT FINDINGS (STATE COMPLIANCE)
FOR THE TWO YEARS ENDED JUNE 30, 2013

RECOMMENDATION

We recommend the Department ensure that property and equipment rules and regulations are followed and that records are accurately maintained and updated.

DEPARTMENT RESPONSE

The Department recorded the transactions on the C-15 when the voucher was recorded at the Comptroller's Office and appeared on the GAS54 report. In addition, although \$228,637 was recorded as deletions and not transfers, the net effect of the transaction was to reduce the inventory balance by the same amount. The Department has taken note of the corrections for future reporting periods and will adhere to the recommendation.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

PRIOR FINDINGS NOT REPEATED
FOR THE TWO YEARS ENDED JUNE 30, 2013

The findings noted during the compliance examination for the two years ended June 30, 2011, were repeated during the current examination.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2013

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

Fiscal Schedules and Analysis:

- Schedule of Appropriations, Expenditures and Lapsed Balances
- Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
- Schedule of Changes in State Property
- Comparative Schedule of Cash Receipts and Reconciliation
- Schedule of Cash Receipts to Deposits Remitted to the State Comptroller
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Variations in Receipts
- Analysis of Significant Lapse Period Spending

Analysis of Operations (Not Examined):

- Agency Functions and Planning Program (Not Examined)
- Average Number of Employees (Not Examined)
- Service Efforts and Accomplishments (Not Examined)

The accountant's 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 to the June 30, 2013 and June 30, 2012 in Schedules 1 through 8. However, the accountants do not express an opinion on the supplementary information. The accountant's report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2013

FOURTEEN MONTHS ENDED AUGUST 31, 2013

Public Act 97-0730	Appropriations (Net after Transfers)	Expenditures Through 6/30/13	Approximate Lapse Period Expenditures 7/01 - 8/31/13	Approximate Total Expenditures	Approximate Balances Lapsed
<u>APPROPRIATED FUNDS</u>					
<u>General Revenue Fund - 001</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Personal services	\$ 834,700	\$ 833,606	\$ 889	\$ 834,495	\$ 205
State contributions to social security	63,900	60,432	68	60,500	3,400
Contractual services	70,800	36,074	30,874	66,948	3,852
Travel	1,969	1,968	-	1,968	1
Commodities	7,477	5,747	1,730	7,477	-
Printing	4,700	939	3,715	4,654	46
Equipment	26,900	320	26,580	26,900	-
Telecommunications services	22,000	-	22,000	22,000	-
Operation of automotive equipment	2,344	1,258	126	1,384	960
Lump sum and other purposes	77,500	286	77,213	77,499	1
Division Totals	<u>\$ 1,112,290</u>	<u>\$ 940,630</u>	<u>\$ 163,195</u>	<u>\$ 1,103,825</u>	<u>\$ 8,465</u>
<u>CHARGE PROCESSING DIVISION</u>					
Personal services	\$ 5,151,200	\$ 5,076,077	\$ 74,779	\$ 5,150,856	\$ 344
State contributions to social security	381,400	375,487	5,720	381,207	193
Contractual services	39,400	2,953	33,592	36,545	2,855
Travel	10,348	8,466	1,833	10,299	49
Commodities	2,564	2,047	516	2,563	1
Printing	1,300	-	1,300	1,300	-
Equipment	13,416	320	13,096	13,416	-
Telecommunications services	50,000	-	50,000	50,000	-
Lump sum and other purposes	1,255,400	1,254,258	815	1,255,073	327
Division Totals	<u>\$6,905,028</u>	<u>\$6,719,608</u>	<u>\$ 181,651</u>	<u>\$6,901,259</u>	<u>\$ 3,769</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2013

FOURTEEN MONTHS ENDED AUGUST 31, 2013

Public Act 97-0730	Appropriations (Net after Transfers)	Expenditures Through 6/30/13	Lapse Period Expenditures 7/01 - 8/31/13	Total Expenditures	Balances Lapsed
<u>COMPLIANCE DIVISION</u>					
Personal services	\$ 785,500	\$ 784,183	\$ 774	\$ 784,957	\$ 543
State contributions to social security	60,100	58,211	42	58,253	1,847
Contractual services	82,982	-	82,982	82,982	-
Travel	-	-	-	-	-
Commodities	2,100	-	-	-	2,100
Printing	1,000	-	1,000	1,000	-
Telecommunications services	3,000	-	3,000	3,000	-
Division Totals	<u>\$ 934,682</u>	<u>\$ 842,394</u>	<u>\$ 87,798</u>	<u>\$ 930,192</u>	<u>\$ 4,490</u>
SUBTOTAL	<u>\$ 8,952,000</u>	<u>\$ 8,502,632</u>	<u>\$ 432,644</u>	<u>\$ 8,935,276</u>	<u>\$ 16,724</u>
<u>Special Projects Division Fund - 607</u>					
<u>CHARGE PROCESSING DIVISION</u>					
Personal services	\$ 2,250,000	\$ 1,261,606	\$ 422,908	\$ 1,684,514	\$ 565,486
State contributions to state employees retirement system	854,700	479,987	160,884	640,871	213,829
State contributions to social security	153,750	92,849	31,250	124,099	29,651
Group insurance	464,000	-	323,313	323,313	140,687
Contractual services	195,127	144,134	50,979	195,113	14
Travel	61,600	61,568	22	61,590	10
Commodities	6,800	6,796	-	6,796	4
Printing	7,523	5,894	1,628	7,522	1
Equipment	-	-	-	-	-
Telecommunications	-	-	-	-	-
SUBTOTAL	<u>\$ 3,993,500</u>	<u>\$ 2,052,834</u>	<u>\$ 990,984</u>	<u>\$ 3,043,818</u>	<u>\$ 949,682</u>
<u>DHR Training and Development Fund - 778</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Administrative Expenses	<u>\$ 350,000</u>	<u>\$ 3,350</u>	<u>\$ 4,244</u>	<u>\$ 7,594</u>	<u>\$ 342,406</u>
<u>DHR Special Fund - 797</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Funding Expenses for DHR	<u>\$ 350,000</u>	<u>\$ 29,974</u>	<u>\$ 320,025</u>	<u>\$ 349,999</u>	<u>\$ 1</u>
GRAND TOTAL ALL FUNDS	<u>\$ 13,645,500</u>	<u>\$ 10,588,790</u>	<u>\$ 1,747,897</u>	<u>\$ 12,336,687</u>	<u>\$ 1,308,813</u>

Appropriations, expenditures, and lapsed balances were obtained from the records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2012

EIGHTEEN MONTHS ENDED DECEMBER 31, 2012

Public Act 97-0070, 97-642	Appropriations (Net after Transfers)	Expenditures Through 6/30/12	Approximate Lapse Period Expenditures 7/01 - 12/31/12	Approximate Total Expenditures	Approximate Balances Lapsed
<u>APPROPRIATED FUNDS</u>					
<u>General Revenue Fund - 001</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Personal services	\$689,700	\$546,391	\$24,808	\$571,199	\$118,501
State contributions to social security	52,800	39,043	1,898	40,941	11,859
Contractual services	66,800	27,932	38,801	66,733	67
Travel	8,200	6,773	772	7,545	655
Commodities	13,200	6,434	6,764	13,198	2
Printing	2,300	2,258	-	2,258	42
Equipment	13,500	384	13,115	13,499	1
Telecommunications services	11,000	321	7,513	7,834	3,166
Operation of automotive equipment	1,500	1,479	-	1,479	21
Lump sum and other purposes	77,500	683	75,536	76,219	1,281
Division Totals	<u>\$936,500</u>	<u>\$631,698</u>	<u>\$169,207</u>	<u>\$800,905</u>	<u>\$135,595</u>
<u>CHARGE PROCESSING DIVISION</u>					
Personal services	\$6,392,500	\$5,757,608	\$632,054	\$6,389,662	\$2,838
State contributions to social security	508,200	425,168	47,311	472,479	35,721
Contractual services	166,000	3,081	162,902	165,983	17
Travel	14,700	13,354	1,342	14,696	4
Commodities	10,900	9,728	1,169	10,897	3
Printing	700	659	-	659	41
Equipment	10,000	-	10,000	10,000	-
Telecommunications services	221,000	-	217,854	217,854	3,146
Lump sum and other purposes	500,000	9,201	487,301	496,502	3,498
Division Totals	<u>\$7,824,000</u>	<u>\$6,218,799</u>	<u>\$1,559,933</u>	<u>\$7,778,732</u>	<u>\$45,268</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2012

EIGHTEEN MONTHS ENDED DECEMBER 31, 2012

Public Act 97-0070, 97-642	Appropriations (Net after Transfers)	Expenditures Through 6/30/12	Lapse Period Expenditures 7/01 - 12/31/12	Total Expenditures	Balances Lapsed
<u>COMPLIANCE DIVISION</u>					
Personal services	\$ 887,500	\$ 856,078	\$ 30,597	\$ 886,675	\$ 825
State contributions to social security	66,000	63,490	2,341	65,831	169
Contractual services	1,700	-	1,700	1,700	-
Travel	6,500	-	1,698	1,698	4,802
Commodities	1,800	-	1,779	1,779	21
Printing	500	-	494	494	6
Telecommunications services	1,500	-	-	-	1,500
Division Totals	<u>\$ 965,500</u>	<u>\$ 919,568</u>	<u>\$ 38,609</u>	<u>\$ 958,177</u>	<u>\$ 7,323</u>
SUBTOTAL	<u>\$ 9,726,000</u>	<u>\$ 7,770,065</u>	<u>\$ 1,767,749</u>	<u>\$ 9,537,814</u>	<u>\$ 188,186</u>
<u>Special Projects Division Fund - 607</u>					
<u>CHARGE PROCESSING DIVISION</u>					
Personal services	\$ 2,250,000	\$ 1,486,726	\$ 147,595	\$ 1,634,321	\$ 615,679
State contributions to state employees retirement system	769,300	508,945	50,549	559,494	209,806
State contributions to social security	172,200	109,783	11,311	121,094	51,106
Group insurance	464,000	-	-	-	464,000
Contractual services	156,000	54,587	60,083	114,670	41,330
Travel	73,600	67,178	6,414	73,592	8
Commodities	6,800	6,790	-	6,790	10
Printing	9,300	8,938	-	8,938	362
Equipment	-	-	-	-	-
Telecommunications	7,000	1,439	-	1,439	5,561
SUBTOTAL	<u>\$ 3,908,200</u>	<u>\$ 2,244,386</u>	<u>\$ 275,952</u>	<u>\$ 2,520,338</u>	<u>\$ 1,387,862</u>
<u>DHR Training and Development Fund - 778</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Administrative Expenses	<u>\$ 350,000</u>	<u>\$ 23,149</u>	<u>\$ 553</u>	<u>\$ 23,702</u>	<u>\$ 326,298</u>
<u>DHR Special Fund - 797</u>					
<u>ADMINISTRATIVE DIVISION</u>					
Funding Expenses for DHR	<u>\$ 350,000</u>	<u>\$ 44,129</u>	<u>\$ 37,803</u>	<u>\$ 81,932</u>	<u>\$ 268,068</u>
GRAND TOTAL ALL FUNDS	<u>\$ 14,334,200</u>	<u>\$ 10,081,729</u>	<u>\$ 2,082,057</u>	<u>\$ 12,163,786</u>	<u>\$ 2,170,414</u>

Appropriations, expenditures, and lapsed balances were obtained from the records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEARS ENDED JUNE 30, 2013, 2012 and 2011

	Fiscal Year		
	2013	2012	2011
	P.A. 97-0730	P.A. 97-0070 P.A. 97-642	P.A. 96-0956
<u>General Revenue Fund - 001</u>			
Appropriations (Net After Transfers)	\$ 8,952,000	\$ 9,726,000	\$ 9,153,400
Expenditures			
Personal services	6,770,308	7,847,536	-
State contributions to social security	499,960	579,251	-
Contractual services	186,475	234,416	-
Travel	12,267	23,939	-
Commodities	10,040	25,874	-
Printing	6,954	3,411	-
Equipment	40,316	23,499	-
Telecommunications services	75,000	225,688	-
Operation of automotive equipment	1,384	1,479	-
Lump sum - operational expenses	-	-	5,287,879
Lump sum - operational expenses, awards, grants and permanent improvements	-	-	2,369,662
Lump sum - Governors discretionary appropriation	-	-	1,444,491
Lump sum and other purposes	1,332,572	572,721	-
Total Expenditures	\$ 8,935,276	\$ 9,537,814	\$ 9,102,032
Lapsed Balances	\$ 16,724	\$ 188,186	\$ 51,368

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEARS ENDED JUNE 30,

	Fiscal Year		
	2013	2012	2011
	P.A. 97-0730	P.A. 97-0070 P.A. 97-642	P.A. 96-0956
<u>Special Projects Division Fund - 607</u>			
Appropriations (Net After Transfers)	\$ 3,993,500	\$ 3,908,200	\$ 3,776,100
Expenditures			
Personal services	1,684,514	1,634,321	1,530,920
State contributions to state employees retirement system	640,871	559,494	454,569
State contributions to social security	124,099	121,094	112,510
Employer contribution group insurance	323,313	-	463,811
Contractual services	195,113	114,670	124,810
Travel	61,590	73,592	110,259
Commodities	6,796	6,790	7,698
Printing	7,522	8,938	6,899
Equipment	-	-	-
Telecommunications	-	1,439	-
Total Expenditures	\$ 3,043,818	\$ 2,520,338	\$ 2,811,476
Lapsed Balances	\$ 949,682	\$ 1,387,862	\$ 964,624
<u>DHR Training and Development Fund - 778</u>			
Appropriations (Net After Transfers)	\$ 350,000	\$ 350,000	\$ -
Expenditures			
Administrative expenses	\$ 7,594	\$ 23,702	\$ -
Total Expenditures	\$ 7,594	\$ 23,702	\$ -
Lapsed Balances	\$ 342,406	\$ 326,298	\$ -
<u>DHR Special Fund - 797</u>			
Appropriations (Net After Transfers)	\$ 350,000	\$ 350,000	\$ -
Expenditures			
Funding expenses for DHR	\$ 349,999	\$ 81,932	\$ -
Total Expenditures	\$ 349,999	\$ 81,932	\$ -
Lapsed Balances	\$ 1	\$ 268,068	\$ -
<u>GRAND TOTAL, ALL FUNDS</u>			
Appropriations (Net After Transfers)	\$ 13,645,500	\$ 14,334,200	\$ 12,929,500
Total Expenditures	12,336,687	12,163,786	11,913,508
Lapsed Balances	\$ 1,308,813	\$ 2,170,414	\$ 1,015,992

Fiscal Year 2011, expenditures and related lapsed balances do not reflect interest payments approved after August.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
FOR THE FISCAL YEARS ENDED JUNE 30,

	Fiscal Year		
	2013	2012	2011
	P.A. 97-0730	P.A. 97-0070 P.A. 97-642	P.A. 96-0956
<u>General Revenue Fund - 001 State Comptroller</u>			
Appropriations (Net After Transfers)	\$ 115,700	\$ 115,700	\$ 115,700
Director's Salary	115,613	115,613	110,297
Total Expenditures	\$ 115,613	\$ 115,613	\$ 110,297
Lapsed Balances	\$ 87	\$ 87	\$ 5,403

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

SCHEDULE OF CHANGES IN STATE PROPERTY
FOR THE TWO YEARS ENDED JUNE 30, 2013

	<u>State Property</u>
Balance at July 1, 2011	\$ 687,714
Additions	384
Deletions	(1,457)
Net Transfers	(98,503)
Adjustments	-
	<hr/>
Balance at June 30, 2012	<u>\$ 588,138</u>
Balance at July 1, 2012	\$ 588,138
Additions	1,259
Deletions	-
Net Transfers	(130,087)
Adjustments	-
	<hr/>
Balance at June 30, 2013	<u>\$ 459,310</u>

Note: This schedule has been reconciled to property reports (C-15 Agency Report of State Property) submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF CASH RECEIPTS
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
General Revenue Fund - 001			
Jury duty and reimbursement	\$ 185	\$ 7,237	\$ 697
Copying fees	-	30	130
Settlement for cases	-	-	-
Salary refunds	-	-	-
Prior Year Refunds	<u>8</u>	<u>-</u>	<u>-</u>
Total Receipts	<u>\$ 193</u>	<u>\$ 7,267</u>	<u>\$ 827</u>

RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
REMITTED TO THE STATE COMPTROLLER
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Cash Receipts per Department	\$ 193	\$ 7,267	\$ 827
Deposits in transit:			
Beginning of year	7,031	52	-
End of year	<u>(7,048)</u>	<u>(7,031)</u>	<u>(52)</u>
Deposits Remitted to Comptroller	<u>\$ 176</u>	<u>\$ 288</u>	<u>\$ 775</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF CASH RECEIPTS
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Special Projects Division Fund - 607			
Equal Employment Opportunity Commission (EEOC)	\$ 1,689,450	\$ 895,800	\$ 1,892,950
U.S. Department of Housing and Urban Development	1,055,000	821,285	676,727
Salary Refund	-	25,888	-
Total Receipts	<u>\$ 2,744,450</u>	<u>\$ 1,742,973</u>	<u>\$ 2,569,677</u>

RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
REMITTED TO THE STATE COMPTROLLER
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Cash Receipts per Department	\$ 2,744,450	\$ 1,742,973	\$ 2,569,677
Deposits in transit:			
Beginning of year	-	896,400	-
End of year	-	-	(896,400)
Deposits Remitted to Comptroller	<u>\$ 2,744,450</u>	<u>\$ 2,639,373</u>	<u>\$ 1,673,277</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF CASH RECEIPTS
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
DHR Training and Development Fund - 778			
Training fees	\$ 19,304	\$ 19,232	\$ 8,888
Total Receipts	<u>\$ 19,304</u>	<u>\$ 19,232</u>	<u>\$ 8,888</u>

RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
REMITTED TO THE STATE COMPTROLLER
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Cash Receipts per Department	\$ 19,304	\$ 19,232	\$ 8,888
Deposits in transit:			
Beginning of year	-	2,165	56
End of year	<u>(4,352)</u>	<u>-</u>	<u>(2,165)</u>
Deposits Remitted to Comptroller	<u>\$ 14,952</u>	<u>\$ 21,397</u>	<u>\$ 6,779</u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

COMPARATIVE SCHEDULE OF CASH RECEIPTS
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
DHR Special Fund - 797			
Registration fees	<u>\$ 176,923</u>	<u>\$ 143,406</u>	<u>\$ 209,625</u>
Total Receipts	<u><u>\$ 176,923</u></u>	<u><u>\$ 143,406</u></u>	<u><u>\$ 209,625</u></u>

RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
REMITTED TO THE STATE COMPTROLLER
FOR THE FISCAL YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Cash Receipts per Department	\$ 176,923	\$ 143,406	\$ 209,625
Deposits in transit:			
Beginning of year	-	12,675	-
End of year	<u>(4,725)</u>	<u>-</u>	<u>(12,675)</u>
Deposits Remitted to Comptroller	<u><u>\$ 172,198</u></u>	<u><u>\$ 156,081</u></u>	<u><u>\$ 196,950</u></u>

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2013

FISCAL YEAR 2013

Significant variations in expenditures (\$10,000 and 20%) for the fiscal years ended June 30, 2013 and June 30, 2012 is shown below:

General Revenue Fund - 001

<u>Expenditure Item</u>	<u>Fiscal Year Ended June 30,</u>		<u>Increase (Decrease)</u>	
	<u>2013</u>	<u>2012</u>	<u>Amount</u>	<u>%</u>
Contractual Services	\$ 186,475	\$ 234,416	\$ (47,941)	(20%)
Travel	\$ 12,267	\$ 23,939	\$ (11,672)	(49%)
Commodities	\$ 10,040	\$ 25,874	\$ (15,834)	(61%)
Equipment	\$ 40,316	\$ 23,499	\$ 16,817	72%
Telecommunications	\$ 75,000	\$ 225,688	\$ (150,688)	(67%)
Lump Sum and Other Purposes	\$1,332,572	\$ 572,721	\$ 759,851	133%

Contractual Services

Contractual services decreased \$47,941 (20%) due to Statistical Services being paid out of the DHR Special Fund #797 during fiscal year 2013 compared to the General Revenue Fund in fiscal year 2012.

Travel

The \$11,672 (49%) decrease in travel during fiscal year 2013 is due to more travel expenses being paid out of DHR Special Fund #797 compared to the General Revenue Fund.

Commodities

The decrease of \$15,834 (61%) in commodities expenditures from fiscal year 2012 is due to the Department not purchasing as many office supplies in fiscal year 2013.

Equipment

Equipment expenditures increased \$16,817 (72%) during fiscal year 2013 due to the purchase of computers and monitors from CMS. These purchases were made from the General Revenue Fund during fiscal year 2013; whereas, they were purchased out of the DHR Special Fund #797 in fiscal year 2012.

Telecommunications

The \$150,688 (67%) decrease in telecommunication expenditures related to the Department catching up in fiscal year 2012 for prior year's outstanding telecommunication invoices.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2013

Lump Sums and Other Purposes

Lump sums and other purposes increased \$759,851 (133%) due to the payment of some fiscal year 2013 payroll expenditures from lump sums compared to these items being paid from the personal service line item during fiscal year 2012.

Special Projects Division Fund - 607

<u>Expenditure Item</u>	<u>Fiscal Year Ended June 30,</u>		<u>Increase (Decrease)</u>	
	<u>2013</u>	<u>2012</u>	<u>Amount</u>	<u>%</u>
Employer Contribution				
Group Insurance	\$ 323,313	\$ -	\$ 323,313	100%
Contractual Services	\$ 195,113	\$ 114,670	\$ 80,443	70%

Employer Contribution Group Insurance

Employer contribution group insurance increased \$323,313 (100%) due to the fiscal year 2013 group insurance being paid from the Special Projects Fund #607 and the fiscal year 2012 group insurance being paid from the General Revenue Fund.

Contractual Services

Contractual service expenditures increased \$80,443 (70%) due to a HUD funded partnership project during fiscal year 2013 and also the hiring of an Illinois State University Professional Practice Intern.

DHR Training and Development Fund - 778

<u>Expenditure Item</u>	<u>Fiscal Year Ended June 30,</u>		<u>Increase (Decrease)</u>	
	<u>2013</u>	<u>2012</u>	<u>Amount</u>	<u>%</u>
Administrative expenses	\$ 7,594	\$ 23,702	\$ (16,108)	(68%)

Administrative expenses

Administrative expenses decreased \$16,108 (68%) due to a lower available cash balance in fiscal year 2013 compared to fiscal year 2012.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2013

DHR Special Fund - 797

<u>Expenditure Item</u>	<u>Fiscal Year</u> <u>Ended June 30,</u>		<u>Increase</u> <u>(Decrease)</u>	
	<u>2013</u>	<u>2012</u>	<u>Amount</u>	<u>%</u>
Funding expenses for DHR	\$ 349,999	\$ 81,932	\$ 268,067	327%

Funding expenses for DHR

Funding expenses for DHR increased \$268,067 (327%) due to a higher available cash balance in fiscal year 2013 and a repayment of funds by the State of Illinois that was borrowed during a prior year.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2013

FISCAL YEAR 2012

Significant variations in expenditures (\$10,000 and 20%) for the fiscal years ended June 30, 2012 and June 30, 2011 is shown below:

General Revenue Fund - 001

During fiscal year 2011, the Department received 3 separate lump sum appropriations totaling \$9,153,400. During fiscal year 2012, the Department paid the majority of expenditures from individual line items; therefore, individual line item comparisons are not available. Overall General Revenue Fund expenditures increased \$435,782 (5%) from 2011 to 2012 due to an increase in General Revenue funding.

Special Projects Division Fund - 607

Expenditure Item	Fiscal Year Ended June 30,		Increase (Decrease)	
	2012	2011	Amount	%
State contributions to state employees retirement system	\$ 559,494	\$ 454,569	\$ 104,925	23%
Employer contributions group insurance	\$ -	\$ 463,811	\$ (463,811)	(100%)
Travel	\$ 73,592	\$ 110,259	\$ (36,667)	(33%)

State Contributions to State Employees Retirement System

State contributions to state employees retirement system expenditures increased \$104,925 (23%). The overall State retirement contribution rate increased in 2012 to 34.19% over 27.99% in 2011.

Employer Contribution Group Insurance

Employer contributions group insurance decreased \$463,811 (100%) due to the fiscal year 2012 group insurance being paid from the General Revenue Fund and the fiscal year 2011 group insurance being paid from the Special Projects Fund #607.

Travel

Travel decreased \$36,667 (33%) due to cost saving initiatives that the Department implemented during fiscal year 2012.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
FOR THE TWO YEARS ENDED JUNE 30, 2013

DHR Training and Development Fund - 778

<u>Expenditure Item</u>	<u>Fiscal Year Ended June 30,</u>		<u>Increase (Decrease)</u>	
	<u>2012</u>	<u>2011</u>	<u>Amount</u>	<u>%</u>
Administrative expenses	\$ 23,702	\$ -	\$ 23,702	100%

Administrative expenses

Administrative expenses increased \$23,702 (100%) due to no federal funding for this fund during fiscal year 2011.

DHR Special Fund - 797

<u>Expenditure Item</u>	<u>Fiscal Year Ended June 30,</u>		<u>Increase (Decrease)</u>	
	<u>2012</u>	<u>2011</u>	<u>Amount</u>	<u>%</u>
Funding expenses for DHR	\$ 81,932	\$ -	\$ 81,932	100%

Funding expenses for DHR

Funding expenses for DHR increased \$81,932 (100%) due to no federal funding for this fund during fiscal year 2011.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
FOR THE TWO YEARS ENDED JUNE 30, 2013

General Revenue Fund – 001

Jury Duty and Reimbursement – Jury duties and reimbursements are refunds from employees who have to absent for jury duty. They fluctuate from year to year with the number of employees being called for duty.

Special Projects Division Fund - 607

Federal Grant receipts fluctuate from year to year depending upon the cases closed by the Department and the timing of federal drawdowns.

Training and Development Fund – 778

During fiscal year 2011, the Department had vacancies in the training department which resulted in less paid trainings. Also, private companies had less funding to contribute to paid trainings. During 2012 and continuing into 2013, the economy was on the upside and the Department has hired 2 full-time trainers which allowed for more paid training seminars.

DHR Special Fund – 797

During fiscal year 2012, less state contracts were offered for bidding, which resulted in less bidders applying for a public contractor number. During fiscal year 2013, there was an increase in the number state contracts out for bid which resulted in an increase in the number of public contractor numbers being applied for.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2013

FISCAL YEAR 2013

Our testing of lapse period expenditures for fiscal year ended June 30, 2013 disclosed the following significant (\$10,000 and 20%) lapse period expenditures:

General Revenue Fund -001

Administrative Division

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 66,498	\$ 30,874	46%
Equipment	26,900	26,580	99%
Telecommunications	22,000	22,000	100%
Lump Sums and Other Purposes	77,499	77,213	100%

Contractual Services

Expenditure payouts in the lapse period were due to CMS statistical and data charges for the entire year.

Equipment

Expenditure payouts in the lapse period were due to payments to CMS for computers and monitors.

Telecommunications

Expenditure payouts in the lapse period were due to payments of prior telecommunication invoices.

Lump Sums and Other Purposes

Expenditure payouts in the lapse period were due to payments to CMS for printing and statistical and data services.

Charge Processing Division

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 36,545	\$ 33,592	92%
Equipment	13,416	13,096	98%
Telecommunications	50,000	50,000	100%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2013

Contractual Services

Expenditure payouts in the lapse period were due to payments to CMS for statistical and data charges for the entire year.

Equipment

Expenditure payouts in the lapse period were due to payments to CMS for computers and monitors.

Telecommunications

Expenditure payouts in the lapse period were due to payments of prior telecommunication invoices.

Compliance Division

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 82,982	\$ 82,982	100%

Contractual Services

Expenditure payouts in the lapse period were due to payments to CMS for statistical and data charges for the entire year.

Special Projects Division Fund - 607

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Personal Services	\$ 1,684,514	\$ 422,908	25%
State Contributions to State Employees Retirement	640,871	160,884	25%
State Contributions to Social Security Employer Contribution	124,099	31,250	25%
Group Insurance	323,313	323,313	100%
Contractual Services	195,113	50,979	26%

Personal Services

Expenditure payouts in the lapse period were due to the fourth quarter payments for payroll.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2013

State Contributions to State Employees Retirement System

Expenditure payouts in the lapse period were due to the fourth quarter payments for payroll.

State Contributions to Social Security

Expenditure payouts in the lapse period were due to the fourth quarter payments for payroll.

Employer Contribution Group Insurance

Expenditure payouts in the lapse period were due to the annual group insurance payment.

Contractual Services

Expenditure payouts in the lapse period were due to fourth quarter HUD partner payments.

DHR Special Fund - 797

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Funding Expenses for DHR	\$ 349,999	\$ 320,025	91%

Funding Expenses for DHR

Expenditure payouts in the lapse period were due to payments to CMS for printing and statistical and data services.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2013

FISCAL YEAR 2012

Our testing of lapse period expenditures for fiscal year ended June 30, 2012 disclosed the following significant (\$10,000 and 20%) lapse period expenditures:

General Revenue Fund – 001

Administrative Division

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 66,733	\$ 38,801	58%
Equipment	13,499	13,115	97%
Lump Sums and Other Purposes	76,219	75,536	99%

Contractual Services

Expenditure payouts in the lapse period were due to CMS statistical and data charges for the entire year.

Equipment

Expenditure payouts in the lapse period were due to payments to CMS for computers and monitors.

Lump Sums and Other Purposes

Expenditure payouts in the lapse period were due to payments to CMS for printing and statistical and data services.

Charge Processing Division

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 165,983	\$ 162,902	98%
Telecommunications	217,854	217,854	100%
Lump Sums and Other Purposes	496,502	487,301	98%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FOR THE TWO YEARS ENDED JUNE 30, 2013

Contractual Services

Expenditure payouts in the lapse period were due to payments to CMS for statistical and data charges for the entire year.

Telecommunications

Expenditure payouts in the lapse period were due to payments of prior telecommunication invoices.

Lumps Sums and Other Purposes

Expenditure payouts in the lapse period were due to payments to CMS for postage and statistical and data services.

Special Projects Division Fund - 607

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Contractual Services	\$ 114,670	\$ 60,083	52%

Contractual Services

Expenditure payouts in the lapse period were due to payments to CMS for postage and statistical and data services.

DHR Special Fund - 797

<u>Expenditure Item</u>	<u>Total Expenditures</u>	<u>Lapse Period Expenditures</u>	<u>%</u>
Funding Expenses for DHR	\$ 81,932	\$ 37,803	46%

Funding Expenses for DHR

Expenditure payouts in the lapse period were due to payments to CMS for computers and monitors.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

AGENCY FUNCTIONS AND PLANNING PROGRAM (Not Examined)

FUNCTIONS

Introduction

The Department of Human Rights administers the Illinois Human Rights Act, which prohibits discrimination because of race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status (with regard to employment), age 40 and over, marital status, physical or mental handicap, military service or unfavorable military discharge. The Act prohibits discrimination in connection with employment opportunities, real estate transactions, access to financial credit, and the availability of public services and public accommodations. It also provides protection from sexual harassment in employment, sexual harassment of students in higher education, and retaliation for having filed a discrimination charge. A discrimination charge can be initiated by calling, writing, or appearing in person at the Department's Chicago or Springfield office within 180 days of the date of the alleged discrimination took place in all cases except housing discrimination (one year filing deadline).

Administration Division

The Administration division is the managerial and administrative body for the Illinois Department of Human Rights and is responsible for the following functions: Financial Management, Fiscal Planning, Procurement, Inventory, Auditing, Legislative Bill Review and Analysis, Governmental Relations, Personnel, Public Information/Communications, General Office Services, Information Systems and Operational Planning.

Organizationally, the Administrative Division consists of the following program areas: Fiscal, Legislative Operations, Management Operations, Personnel, Public information and Research Planning and Development.

Charge Processing Division

The Charge Processing Division receives and investigates charges of discrimination in connection with employment opportunities, housing and real estate transactions, access to financial credit, or the availability of public services and public accommodations, sexual harassment in employment, sexual harassment of students in higher education, and retaliation for having opposed discrimination. The Charge Processing Division receives about 30,000 inquires and processes an average of 4,000 cases per year. The Charge Processing is the largest division in the Department, consisting of the Intake unit, Investigation groups, and Quality control unit.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

Legal Division

The Legal Division oversees the investigative works of the Department and monitors the Liaison Unit and the Public Contracts Unit.

Attorneys

Staff attorneys review all investigation reports that recommend a finding of Substantial Evidence and approve the findings before they become final and the parties are notified. Attorneys also conciliate these cases and attempt settlements. If the investigator recommends a finding of Lack of Substantial Evidence, the complainant may file a Request for Review with the Chief Legal Counsel. The Chief Legal Counsel enters an order, which decides the case.

The Legal Division also provides investigators with technical advice, and responds to inquires from the public on a daily basis by staffing the “Attorney of the Day” post.

Liaison Unit

Liaison Unit provides specialized technical assistance to state agencies and other entities to enhance, strengthen, and promote their equal employment opportunity/Affirmative Action compliance obligations.

It provides technical assistance on disability issues as the Department’s Coordinator of American Disability Association and Section 503/504 for disability issues. That makes the Department Director, in his capacity, co-chair of the Interagency Committee for Employees with Disabilities.

Public Contracts Unit

Public Contracts Unit processes the registration of companies bidding on public contracts and provides technical assistance in matters of equal employment and Affirmative Action implementation.

Other Services

Institute for Training and Development

Institute for Training and Development provides a broad range of workshops and seminars in the areas of equal employment opportunity and fair housing, etc., to enhance the sensitivity and technical knowledge of human rights organization, municipal agencies, and the business sector.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

Disability Program

Disability Program provides information and advice to individuals and organizations around the state about disability issues and the requirements of related laws. The program coordinator also serves as internal expert concerning matters relating to disability issues.

PLANNING PROGRAM

The Department's mission is to secure for all individuals within the State of Illinois freedom from unlawful discrimination, and to establish and promote equal opportunity and affirmative action as the policy of the state for all its residents.

The Strategic Plan for fiscal years 2008 to 2013 set forth the following priorities:

- I. Prohibit discrimination in employment, housing, public accommodations, financial credit and sexual harassment in higher education.
- II. Monitor state agencies' compliance with Equal Employment Opportunity / AA guidelines. In addition, monitor public contractor and eligible bidder compliance with non-discrimination and affirmative action legal requirements.
- III. Promote public outreach, education and training regarding unlawful discrimination.
- IV. Combat discrimination based on ethnicity, religion, skin color, gender, gender identification, disability or sexual orientation.

Consultants were hired by the State to provide guidance on how to prepare the plan. The Department is also required to submit a metric, a report showing the performance measures linked to the strategic plan, to the State on a quarterly basis. There were 9 initiatives developed to address the priorities. Each initiative has goals and objectives.

The service efforts and accomplishments reports summarized the number of employment and housing cases that were completed and the programs that were implemented to achieve the objectives of the strategic plan.

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

AVERAGE NUMBER OF EMPLOYEES (Not Examined)

The following table, prepared from Department records, presents the average number of employees by division, for the fiscal years ended June 30,

	Fiscal Year		
	2013	2012	2011
Administration	10	10	11
Charge Processing	123	119	126
Compliance	11	11	11
Total	144	140	148

SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)

The following caseload information and Department statistics were prepared from Department records and have not been examined

Charge Processing Division – Annual Caseload Statistics

Caseload Information

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Docketed	3,759	4,097	3,994
Completed	3,881	3,552	3,043
Complainant filings	48	91	60
Carryover	1,010	564	571
Charges completed per month per investigator	6.2	5.4	5.10
Investigators employed at end of year	54	56	60

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

Employment Charges by Basis

Basis of Discrimination

	2013	% of Total	2012	% of Total	2011	% of Total
Race	906	27%	1,025	28%	932	23%
Sex	1,017	30%	1,153	32%	1,095	27%
Age	775	23%	911	25%	793	20%
National Origin/Ancstry	467	14%	523	14%	466	12%
Retaliation	1,008	30%	1,117	31%	1,082	27%
Physical Disability	662	20%	678	19%	600	15%
Sexual Harassment	414	12%	449	12%	417	10%
Mental Disability	146	4%	165	5%	186	5%
Other*	151	4%	218	6%	177	4%
Religion	73	2%	80	2%	73	2%
Sexual Orientation	98	3%	135	3%	165	4%
Arrest Record	44	1%	56	2%	39	1%
Color	17	1%	27	1%	29	1%
Marital Status	12	0%	12	0%	24	1%
Coercion	5	0%	3	0%	2	0%
Military Discharge	7	0%	11	0%	6	0%

Note: Percent of total charges filed is greater than 100% because charges can be filed on more than one basis.

* Includes non-jurisdictional bases such as personality conflict

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

Housing Discrimination Charges By Basis:

Basis of Discrimination

	2013	% of Total	2012	% of Total	2011	% of Total
Race	150	41%	117	37%	151	41%
Physical Disability	89	24%	87	28%	94	26%
National Origin	55	15%	41	13%	51	14%
Familial Status	33	9%	43	14%	42	11%
Sex	35	9%	30	10%	40	11%
Mental Disability	45	12%	45	14%	51	14%
Religion	14	4%	10	3%	21	6%
Retaliation	28	8%	20	6%	16	4%
Age	3	0%	0	0%	3	1%
Other	1	0%	2	1%	1	0%
Marital Status	4	1%	2	1%	6	2%
Coercion	0	0%	0	0%	1	0%
Sexual Orientation	13	4%	12	4%	8	2%
Color	3	0%	1	0%	3	1%

Note: Number of charges by basis is greater than total charges filed because some charges were filed under more than one basis.

Disposition of Completed Investigations for both Charge Processing and Fair Housing Divisions:

	2013	2012	2011
Inquiries received	11,732	12,131	11,936
Charges filed	3,759	4,097	3,994
Completed Investigations	3,881	3,552	3,423

	2013	% of Total	2012	% of Total	2011	% of Total
Substantial evidence	304	8%	300	8%	260	8%
Settlements	1,018	26%	846	24%	936	27%
Withdrawn by complainant	405	10%	443	13%	464	14%

STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

ANALYSIS OF OPERATIONS
FOR THE TWO YEARS ENDED JUNE 30, 2013

Service Efforts and Accomplishments (Not Examined), Continued

	2013	% of Total	2012	% of Total	2011	% of Total
Dismissals:						
Lack of substantial evidence	1,599	41%	1,488	42%	1,297	38%
Lack of jurisdiction	181	5%	160	5%	177	5%
Failure to proceed	306	8%	296	8%	250	7%
Administrative closures	68	2%	19	1%	39	1%

Compliance Division – Annual Bidder Registration Activity Summary:

	2013	2012	2011
Forms received during year	2,331	3,288	3,264
Forms processed during the year	2,125	2,986	3,276
Forms responded to during the year	1,532	1,997	2,329