

**STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2014

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2014

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STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

AGENCY OFFICIALS

Executive Director	Ms. Vicki Thomas
Deputy Director	Ms. Mary Craig
Office Manager (1/1/14 to present)	Ms. Crystal Woolard
Office Manager (7/1/12 to 12/31/13)	Ms. Rita Messinger

Agency offices are located at:

700 Stratton Office Building
Springfield, IL 62706

JOINT COMMITTEE ON ADMINISTRATIVE RULES

ILLINOIS GENERAL ASSEMBLY

CO-CHAIR:
SEN. DON HARMON

CO-CHAIR:
REP. RON SANDACK

EXECUTIVE DIRECTOR:
VICKI THOMAS



700 STRATTON BUILDING
SPRINGFIELD, ILLINOIS 62706
217/785-2254

SEN. PAMELA ALTHOFF
SEN. BILL BRADY
SEN. KAREN MCCONNAUGHAY
SEN. TONY MUÑOZ
SEN. IRA SILVERSTEIN
REP. GREG HARRIS
REP. LOU LANG
REP. DAVID R. LEITCH
REP. ANDRE' THAPEDI
REP. MIKE TRYON

February 24, 2015

Honorable William G. Holland
Auditor General
State of Illinois
Hes Park Plaza
740 East Ash
Springfield, IL 62703-3154

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the Joint Committee on Administrative Rules. 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 Joint Committee on Administrative Rules' compliance with the following assertions during the two-year period ended June 30, 2014. Based on this evaluation, we assert that during the years ended June 30, 2013 and June 30, 2014, the Joint Committee on Administrative Rules has materially complied with the assertions below.

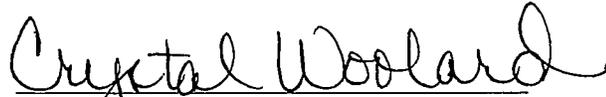
- A. The Joint Committee on Administrative Rules has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Joint Committee on Administrative Rules has obligated, expended, received 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 Joint Committee on Administrative Rules has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Joint Committee on Administrative Rules are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

- E. The money or negotiable securities or similar assets handled by the Joint Committee on Administrative Rules on behalf of the State or held in trust by the Joint Committee on Administrative Rules have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Joint Committee on Administrative Rules


Vicki Thomas, Executive Director


Crystal Woolard, Office Manager

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2014

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>Current</u>	<u>Prior</u>
Findings	Report	Report
Findings	1	2
Repeated findings	1	1
Prior recommendations implemented or not repeated	1	0

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
2014-001	9	Property control weaknesses	Noncompliance and Significant Deficiency
PRIOR FINDINGS NOT REPEATED			
A	10	Failure to comply with the Identity Protection Act	

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

EXIT CONFERENCE

The finding and recommendation appearing in this report were discussed with the Committee personnel at an exit conference on February 17, 2015. Attending were:

Joint Committee on Administrative Rule
Vicki Thomas, Executive Director

Office of the Auditor General
Peggy Hartson, Audit Manager

The response to the recommendation was provided by Ms. Crystal Woolard, Office Manager, in correspondence dated March 3, 2015.

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OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

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

We have examined the State of Illinois Joint Committee on Administrative Rules' 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, 2014. The management of the State of Illinois Joint Committee on Administrative Rules is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Joint Committee on Administrative Rules' compliance based on our examination.

- A. The State of Illinois Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules on behalf of the State or held in trust by the State of Illinois Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules' 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 Joint Committee on Administrative Rules' compliance with specified requirements.

In our opinion, the State of Illinois Joint Committee on Administrative Rules complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2014. 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 item 2014-001.

Internal Control

Management of the State of Illinois Joint Committee on Administrative Rules 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 Joint Committee on Administrative Rules' 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 Joint Committee on Administrative Rules' internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois Joint Committee on Administrative Rules' 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 deficiencies, significant deficiencies, or material weaknesses. 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 that we considered to be significant deficiencies as described in the accompanying schedule of findings as item 2014-001.

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

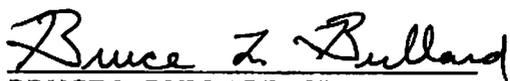
The State of Illinois Joint Committee on Administrative Rules' response to the finding identified in our examination is described in the accompanying schedule of findings. We did not examine the State of Illinois Joint Committee on Administrative Rules' response and, accordingly, we express no opinion on the response.

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, 2014 and June 30, 2013 in Schedules 1 through 7 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, 2014 and June 30, 2013 accompanying supplementary information in Schedules 1 through 7. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2012 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.


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

Springfield, IL
March 3, 2015

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

2014-001. **FINDING** (Property control weaknesses)

The Joint Committee on Administrative Rules (Committee) did not exercise adequate control over the recording of its property and equipment. During our testing, we noted the following:

- Four equipment items observed, totaling \$1,275, were not recorded on the Committee's property records. The Illinois Administrative Code (44 Ill. Adm. Code 5010.400) requires agencies to adjust property records within 30 days of acquisition, change or deletion of equipment items.
- Two of 40 (5%) items tested, totaling \$595, were not properly tagged. The Illinois Administrative Code (44 Ill. Adm. Code 5010.210) requires agencies to mark each item of State owned equipment in their possession with a unique six digit identification number.
- Thirty-two of 80 (40%) items tested were located at different locations than on the inventory listing. The State Property Control Act (Act) (30 ILCS 605/4) requires agencies to be accountable for the supervision, control and inventory of all property under their jurisdiction. The Act (30 ILCS 605/6.02) also requires agencies to maintain a permanent record of all items of property under their jurisdiction and control.

Committee officials stated, as they did during the prior period engagement, the deficiencies were mainly due to the reassignment of property control duties during the period.

Failure to maintain accurate property control records increases the likelihood of inaccurate inventory records and the potential for fraud and possible loss or theft of State property. (Finding Code No. 2014-001, 12-1, 10-1, 08-1, 06-2)

RECOMMENDATION

We recommend the Committee strengthen internal controls over equipment and ensure all equipment items are accurately recorded on the Committee's property records.

COMMITTEE RESPONSE

JCAR agrees with the finding and will strive to timely adjust and maintain its property records.

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2014

A. **FINDING** (Failure comply with the Identity Protection Act)

During the prior period engagement, the Joint Committee on Administrative Rules (Committee) failed to implement the provisions of the Identity Protection Act (Act).

During the current engagement, our testing results indicated the Committee drafted and implemented an identity-protection policy. The policy met all of the Act's requirements. (Finding Code No. 12-2)

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

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 Operations (Not Examined):
 - Agency Functions and Planning Program (Not Examined)
 - Average Number of Employees (Not Examined)
 - Interagency Agreement (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, 2014 and June 30, 2013 accompanying supplementary information in Schedules 1 through 7. 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
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 Appropriations for Fiscal Year 2014

Fourteen Months Ended August 31, 2014

P.A. 98-0064	Appropriations	Expenditures Through June 30 6/30/2014	Lapse Period Expenditures 7/01 - 8/31/14	Total Expenditures	Balances Lapsed
General Revenue Fund - 001					
Operational Expenses	\$ 1,140,700	\$ 1,076,659	\$ 6,017	\$ 1,082,676	\$ 58,024
Total General Revenue Fund	\$ 1,140,700	\$ 1,076,659	\$ 6,017	\$ 1,082,676	\$ 58,024

Note 1: Appropriations, expenditures and lapsed balances were obtained from Committee records and have been reconciled to records of the State Comptroller.
 Note 2: Expenditure amounts are vouchers approved for payment by the Committee and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 Appropriations for Fiscal Year 2013

Fourteen Months Ended August 31, 2013					
P.A. 97-0726	Appropriations	Expenditures Through June 30 6/30/2013	Lapse Period Expenditures 7/01 - 8/31/13	Total Expenditures	Balances Lapsed
General Revenue Fund - 001					
	\$ 1,140,700	\$ 970,639	\$ 10,978	\$ 981,617	\$ 159,083
Total General Revenue Fund	\$ 1,140,700	\$ 970,639	\$ 10,978	\$ 981,617	\$ 159,083

Note 1: Appropriations, expenditures and lapsed balances were obtained from Committee records and have been reconciled to records of the State Comptroller.
 Note 2: Expenditure amounts are vouchers approved for payment by the Committee and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
 EXPENDITURES AND LAPSED BALANCES**
 For the Fiscal Years Ended June 30, 2014, 2013 and 2012

	Fiscal Year		
	2014	2013	2012
	P.A. 98-0064	P.A. 97-0726	P.A. 97-0056 P.A. 97-0642
General Revenue Fund - 001			
Appropriations (Net After Transfers)	\$ 1,140,700	\$ 1,140,700	\$ 1,040,700
Expenditures			
Personal Services	\$ -	\$ -	\$ 809,475
Employee Retirement			
Contributions Paid by Employer	-	-	31,063
State Contributions to Social Security	-	-	59,268
Contractual Services	-	-	8,257
Travel	-	-	12,058
Commodities	-	-	8,939
Equipment	-	-	19,501
Telecommunications	-	-	6,295
Operational Expenses	1,082,676	981,617	-
Total Expenditures	<u>\$ 1,082,676</u>	<u>\$ 981,617</u>	<u>\$ 954,856</u>
Lapsed Balances	<u>\$ 58,024</u>	<u>\$ 159,083</u>	<u>\$ 85,844</u>

Note 1: The Fiscal Year 2012 expenditures and related lapsed balances do not reflect any interest payments approved for payment by the Committee and submitted to the Comptroller for payment after August.

Note 2: The Committee received a lump sum appropriation in Fiscal Year 2014 and 2013 for Operational Expenses.

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2014

	<u>Equipment</u>
Balance at July 1, 2012	\$ 103,941
Additions	791
Deletions	-
Net Transfers	-
Balance at June 30, 2013	<u>\$ 104,732</u>
Balance at July 1, 2013	\$ 104,732
Additions	1,769
Deletions	-
Net Transfers	-
Balance at June 30, 2014	<u>\$ 106,501</u>

Note: This schedule was prepared from the Committee's records and reconciled to the Agency Reports of State Property submitted to the Office of the State Comptroller.

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2014

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2014 AND 2013

There were no significant variations in expenditures.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2013 AND 2012

Operational Expenses

Beginning in Fiscal Year 2013, the appropriation process was changed for operating expenses that were paid from the General Revenue Fund. The Committee received a lump sum appropriation for all operational expenses, including personal services, employee retirement contributions paid by employer and State contributions to social security. The fluctuation in overall expenditures was not significant.

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2014

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2014 AND 2013

General Assembly Computer Equipment Revolving Fund – 155

The Committee receives monies from the sale of megabytes of information for updates of the Administrative Code and the Illinois Register collected in the Legislative Information System database it maintains. Fiscal Year 2014 receipts increased due to one vendor's prepayment of \$16,000 compared to one vendor's prepayment of \$1,800 in Fiscal Year 2013.

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2013 AND 2012

General Assembly Computer Equipment Revolving Fund – 155

The Committee receives monies from the sale of megabytes of information for updates of the Administrative Code and the Illinois Register collected in the Legislative Information System database it maintains. Fiscal Year 2013 receipts decreased due to only one vendor's prepayment of \$1,800 compared to three vendors who prepaid \$47,000 in Fiscal Year 2012.

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2014
(Not Examined)

Functions

The Joint Committee on Administrative Rules (Committee) was established in 1977 to ensure that the laws the Illinois General Assembly enacts are appropriately implemented through administrative law. The specific duties and authorities of the Committee are outlined in the Illinois Administrative Procedure Act (Act) (5 ILCS 100/5-5 et seq.), as is the Illinois rulemaking process.

The function of the Committee is the promotion of adequate and proper rules by agencies and an understanding on the part of the public respecting those rules. In addition, the Committee is responsible for monitoring and investigating agencies' compliance with the provisions of the Act, making periodic investigations of the rulemaking activities of all agencies, and evaluating and reporting on all rules in terms of their propriety, legal adequacy, relation to statutory authorization, economic and budgetary effects, and public policy.

Committee Members

The Committee is comprised of six senators and six representatives. The Committee convenes monthly in Chicago unless the General Assembly is in session. If the General Assembly is in session, the Committee convenes in Springfield.

The Committee members as of June 30, 2014, were as follows:

Senator Don Harmon	Co-Chairperson
Representative Timothy L. Schmitz	Co-Chairperson
Senator Pamela Althoff	Representative Gregory Harris
Senator Tony Muñoz	Representative Louis I. Lang
Senator Sue Rezin	Representative David L. Leitch
Senator Dale A. Righter	Representative Donald L. Moffitt
Senator Ira Silverstein	Representative André Thapedi

Planning

Operating programs of the Committee are specified by the Illinois Administrative Procedure Act (5 ILCS 100 et seq.).

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2014
(Not Examined)

The Committee does not have a formal planning and monitoring function. However, all agency objectives are clearly defined in statutes under the Administrative Procedure Act. The Committee's main priority is to review new rules and proposed changes to the Administrative Code. This is completed on a monthly basis and reported to the Committee members at their monthly meeting. The Committee reports its activities and accomplishments throughout the year in its Annual Report to the General Assembly.

The Committee's short-term goals continue to be centered upon reviewing every rulemaking that goes to 2nd Notice in a thorough and timely manner so that the Committee members have accurate information on which to base their rulemaking decisions at the Committee's monthly meetings. In addition, the following goals must be met:

- Provide agencies with accurate Code and Register versions of their rulemakings that may be filed with the Secretary of State for adoption and publication following consideration at a Committee meeting;
- Prepare the *Illinois Register* for publication each week;
- Maintain the *Illinois Administrative Code* on the Legislative Information System database and update it weekly to reflect newly adopted rulemakings;
- Write and publish the *Flinn Report*, the Committee's weekly newsletter, to educate and inform the public concerning proposed and adopted rulemakings and the rulemaking process; and,
- Investigate in a timely manner any complaints concerning agency rulemaking that are brought to the Committee's attention.

The Committee's long-term goals include:

- Increasing the number of State agencies that voluntarily use Committee-generated Register and Code materials for filing adopted rulemaking text with the Secretary of State (SOS);
- Working with the Legislative Information System to refine the programs used to create and maintain the *Illinois Register* and *Illinois Administrative Code* on the internet; and,
- Working with the Secretary of State Code Division within the Index Department to ensure the accuracy of the file books of adopted rules maintained by both the Committee and SOS.

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
AVERAGE NUMBER OF EMPLOYEES
 For the Two Years Ended June 30, 2014
 (Not Examined)

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

<u>Division</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Executive Director	1	1	1
Rules Review Division			
Manager	0	0	1
Attorney	2	2	1
Analyst	6	6	4
Administrative Affairs Division			
Deputy Director	1	1	1
Administrative Staff	0	0	1
Staff Support Division			
Office Manager	1	1	1
Assistant Office Manager	1	1	0
Word Processor/Receptionist	1	1	1
Administrative Code			
Manager	1	1	1
Input Operator	2	2	3
	<u>16</u>	<u>16</u>	<u>15</u>

STATE OF ILLINOIS
JOINT COMMITTEE ON ADMINISTRATIVE RULES
INTERAGENCY AGREEMENT
For the Two Years Ended June 30, 2014
(Not Examined)

The Committee entered into an interagency agreement with the Legislative Information System (LIS) in March of 1994. The agreement outlined and defined the shared statutory responsibilities between LIS and the Committee for the maintenance of the electronically stored database of the Illinois Register and Illinois Administrative Code as defined in the Illinois Administrative Procedure Act (5 ILCS 100/5-80 and 135) and the Legislative Information System Act (25 ILCS 145/5.08). Effective January 26, 1994, PA 88-535 expanded access of the database to the public in general, and particularly print and electronic publishers, for the purpose of a more thorough dissemination. The interagency agreement charged the Committee with the responsibility to enter into agreements for responding to requests from the public for electronically stored copies of the database materials and assessing related fees.

STATE OF ILLINOIS
 JOINT COMMITTEE ON ADMINISTRATIVE RULES
SERVICE EFFORTS AND ACCOMPLISHMENTS
 For the Two Years Ended June 30, 2014
 (Not Examined)

<u>Rulemakings Processes</u>	<u>Fiscal Year</u> <u>2014</u>	<u>Fiscal Year</u> <u>2013</u>
Rules Proposed	516	421
Rules Considered	465	424
No Objections	419	398
Objections	6	14
Recommendations (including with objections)	28	7
Withdrawn by Agency	0	1
Prohibitions with objections	5	0
Suspensions	2	2