

**STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2016

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

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BOARD OFFICIALS

| | |
|---|-------------------------|
| Executive Director (01/16/2016-Current) | Mr. Brent Fischer |
| Interim Executive Director (01/01/2016-01/15/2016) | Mr. Pat Hahn |
| Executive Director (07/01/2014-12/31/2015) | Mr. Kevin McClain |
| Deputy Director of Field Operations (05/16/2017-Current) (New position as of 05/16/2017) | Mr. Patrick Connolly |
| Deputy Director (03/16/2016-Current) | Mr. Eric Pingolt |
| Vacant (03/01/2016-03/15/2016) | Vacant |
| Deputy Director (07/01/2014-02/28/2015) | Mr. Larry Smith |
| Fiscal Officer | Mr. John Krein |
| Legal Counsel | Mr. John Keigher |
| Manager of Operations and Special Projects | Ms. Jennifer Wooldridge |

The Board's office is located at:

4500 South Sixth Street Road
Room 173
Springfield, Illinois 62703



Illinois Law Enforcement Training and Standards Board

Bruce Rauner, Governor
Brent Fischer, Executive Director

Phone: 217/782-4540
Fax: 217/524-5350
TDD: 866-740-3933

CHAIRMAN

SHERIFF PAT HARTSHORN
VERMILION COUNTY

VICE CHAIRMAN

TIM GLEASON
CITY MANAGER, DECATUR

MEMBERS

CHIEF TIM BECKER, ATHENS
POLICE DEPARTMENT

CHIEF BRIAN FENGEL,
BARTONVILLE POLICE
DEPARTMENT

CHIEF JAN NOBLE
BELVIDERE POLICE
DEPARTMENT

TIMOTHY NUGENT
MAYOR, MANTENO

J.W. PRICE
MAYOR, EL PASO

VALERIE L. SALMONS

JOHN H. SCHLAF

SHERIFF RICHARD WATSON
ST. CLAIR COUNTY

LT. PAUL D. WILLIAMS,
BLOOMINGTON POLICE
DEPARTMENT

STATUTORY MEMBERS

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT
COOK COUNTY

SHERIFF THOMAS DART
COOK COUNTY

EDDIE JOHNSON
SUPERINTENDENT
CHICAGO POLICE
DEPARTMENT

LISA MADIGAN
ATTORNEY GENERAL
STATE OF ILLINOIS

MICHAEL SCHLOSSER
DIRECTOR
POLICE TRAINING INSTITUTE

LEO SCHMITZ
DIRECTOR
DEPARTMENT OF STATE
POLICE

DIRECTOR
ILLINOIS DEPARTMENT OF
CORRECTIONS

MANAGEMENT ASSERTION LETTER

Honorable Frank J. Mautino
Auditor General
State of Illinois
Iles Park Plaza
740 East Ash Street
Springfield, Illinois 62703

(August 31, 2017)

Auditor General Mautino:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Illinois Law Enforcement Training and Standards Board. 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 Illinois Law Enforcement Training and Standards Board's compliance with the following assertions during the two-year period ended June 30, 2016. Based on this evaluation, we assert that during the years ended June 30, 2016, and June 30, 2015, the Illinois Law Enforcement Training and Standards Board has materially complied with the assertions below.

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

Yours truly,

Illinois Law Enforcement Training and Standards Board

SIGNED ORIGINAL ON FILE

Mr. Brent Fischer, Executive Director

SIGNED ORIGINAL ON FILE

Mr. John Krein, Fiscal Officer

SIGNED ORIGINAL ON FILE

Mr. John Keigher, Legal Counsel

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

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, or disclaimers, but does contain a qualified opinion on compliance and identifies material weaknesses in internal control over compliance.

SUMMARY OF FINDINGS

| <u>Number of</u> | <u>Current</u> <u>Report</u> | <u>Prior</u> <u>Report</u> |
|--|---------------------------------|-------------------------------|
| Findings | 7 | 7 |
| Repeated findings | 4 | 4 |
| Prior recommendations implemented or not repeated | 3 | 1 |

SCHEDULE OF FINDINGS

| <u>Item No.</u> | <u>Page</u> | <u>Description</u> | <u>Finding Type</u> |
|-----------------------------|-------------|--------------------------------------|--|
| FINDINGS (STATE COMPLIANCE) | | | |
| 2016-001 | 10 | Receipt Processing Weaknesses | Material Weakness and Material Noncompliance |
| 2016-002 | 13 | Insufficient Controls over Equipment | Material Weakness and Material Noncompliance |
| 2016-003 | 15 | Voucher Processing Weaknesses | Material Weakness and Material Noncompliance |
| 2016-004 | 18 | Inadequate Controls over Petty Cash | Material Weakness and Material Noncompliance |

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| | | | |
|----------|----|--|--|
| 2016-005 | 20 | Inadequate Controls over Reconciliations | Material Weakness and Material Noncompliance |
| 2016-006 | 22 | Inadequate Controls over Vehicle Reports | Significant Deficiency and Noncompliance |
| 2016-007 | 24 | Mobile Team Unit Administrative Weaknesses | Significant Deficiency and Noncompliance |

PRIOR FINDINGS NOT REPEATED

| | | |
|---|----|---|
| A | 26 | Noncompliance with the Fiscal Control and Internal Auditing Act |
| B | 26 | Inadequate Controls over Employee Attendance |
| C | 26 | Performance Appraisals not Conducted Timely |

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Board personnel at an exit conference on August 29, 2017.

Attending were:

Illinois Law Enforcement Training and Standards Board

Brent Fischer, Executive Director
Eric Pingolt, Deputy Director
Patrick Connolly, Deputy Director of Field Operations
John Krein, Chief Fiscal Officer
Ellen Petty, Personal Assistant to the Executive Director
Denise Matthew, Executive I

Office of the Auditor General

Sara Metzger, Audit Manager
Megan Green, Audit Supervisor

The responses to the recommendations were provided by Ellen Petty in a letter dated August 31, 2017.

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OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

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

Honorable Frank J. Mautino
Auditor General
State of Illinois

Compliance

We have examined the State of Illinois, Illinois Law Enforcement Training and Standards Board's 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, 2016. The management of the State of Illinois, Illinois Law Enforcement Training and Standards Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Illinois Law Enforcement Training and Standards Board's compliance based on our examination.

- A. The State of Illinois, Illinois Law Enforcement Training and Standards Board 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 Law Enforcement Training and Standards Board 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 Law Enforcement Training and Standards Board 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 Law Enforcement Training and Standards Board 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.

INTERNET ADDRESS: OAG.AUDITOR@ILLINOIS.GOV

RECYCLED PAPER • SOYBEAN INKS

- E. Money or negotiable securities or similar assets handled by the State of Illinois, Illinois Law Enforcement Training and Standards Board on behalf of the State or held in trust by the State of Illinois, Illinois Law Enforcement Training and Standards Board 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 (the Audit Guide). Those standards, the Act, and the Audit Guide require that we plan and perform the examination to obtain reasonable assurance about whether the State of Illinois, Illinois Law Enforcement Training and Standards Board complied, in all material respects, with the specified requirements listed above. An examination involves performing procedures to obtain evidence about whether the State of Illinois, Illinois Law Enforcement Training and Standards Board complied with the specified requirements listed above. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error.

We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois, Illinois Law Enforcement Training and Standards Board's compliance with specified requirements.

As described in item 2016-001 in the accompanying schedule of findings, the State of Illinois, Illinois Law Enforcement Training and Standards Board did not comply with applicable laws and regulations concerning the collection of State revenues and receipts and ensuring the accounting and recordkeeping of such revenues and receipts was fair, accurate, and in accordance with law. Further, as described in items 2016-002, 2016-003, and 2016-005 the State of Illinois, Illinois Law Enforcement Training and Standards Board did not comply with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations. Finally, as described in item 2016-004, the State of Illinois, Illinois Law Enforcement Training and Standards Board did not comply with requirements that money or negotiable securities or similar assets handled by the State of Illinois, Illinois Law Enforcement Training and Standards Board on behalf of the State have been properly and legally administered and the accounting and recordkeeping related thereto was proper, accurate, and in accordance with law. Compliance with such requirements is necessary, in our opinion, for the State of Illinois, Illinois Law Enforcement Training and Standards Board to comply with the requirements listed in the first paragraph of this report.

In our opinion, except for the noncompliance described in the preceding paragraph, the State of Illinois, Illinois Law Enforcement Training and Standards Board complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2016. However, the results of our procedures disclosed other 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 2016-006 and 2016-007.

The State of Illinois, Illinois Law Enforcement Training and Standards Board's responses to the findings identified in our examination are described in the accompanying schedule of findings. The State of Illinois, Illinois Law Enforcement Training and Standards Board's responses were

not subjected to the procedures applied in the compliance examination and, accordingly, we express no opinion on the responses.

The purpose of this report on compliance is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the Audit Guide issued by the Illinois Office of the Auditor General. Accordingly, this report is not suitable for any other purpose.

Internal Control

Management of the State of Illinois, Illinois Law Enforcement Training and Standards Board 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 Law Enforcement Training and Standards Board's 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 Law Enforcement Training and Standards Board's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Illinois Law Enforcement Training and Standards Board's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph 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. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

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 a 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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings as items 2016-001 through 2016-005 to be material weaknesses.

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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings as items 2016-006 and 2016-007 to be significant deficiencies.

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

The State of Illinois, Illinois Law Enforcement Training and Standards Board's responses to the internal control findings identified in our examination are described in the accompanying schedule of findings. The State of Illinois, Illinois Law Enforcement Training and Standards Board's responses were not subjected to the procedures applied in the compliance examination and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Audit Guide, issued by the Illinois Office of the Auditor General. Accordingly, this report is not suitable for any other purpose.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2016, and June 30, 2015, in Schedules 1 through 9 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, 2016, and June 30, 2015, accompanying supplementary information in Schedules 1 through 9. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2014, accompanying supplementary information in Schedules 3 through 8 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

SIGNED ORIGINAL ON FILE

JANE CLARK, CPA
Director of Financial and Compliance Audits

Springfield, Illinois
August 31, 2017

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-001. **FINDING** (Receipt Processing Weaknesses)

The Illinois Law Enforcement Training and Standards Board (Board) did not properly process cash receipts. During the examination period, the Board's records indicated it processed \$34.86 million in cash receipts.

During testing, we noted the following related to receipt processing:

- During variance analysis, we noted a significant increase in receipts deposited into the Police Training Board Services Fund during Fiscal Year 2015. In following up with Board officials on this variance, Board officials reported this variance was due to the Office of the State Treasurer identifying \$53,350 in unprocessed non-negotiable Treasurer's Drafts that had not been remitted on a Receipt Deposit Transmittal (RDT) by the Board to the Office of the State Comptroller (Comptroller) during prior periods. These errors should have been recognized during reconciliations of the Board's cash receipt records to deposits recorded by the State Comptroller.

The Statewide Accounting Management System (SAMS) (Procedure 25.20.10) requires the Board order cash receipts in the form of a Treasurer's Draft into the various funds within the State Treasury on an RDT. Further, SAMS (Procedure 25.40.20) requires the Board to perform a monthly reconciliation of its cash receipts to the Monthly Revenue Status Report (SB04) prepared by the Comptroller to ensure timely detection and correction of errors and to notify the Comptroller of any irreconcilable differences so corrective action can be taken to locate the differences and correct the accounting records can be taken.

- The Board did not segregate duties within its receipt processing transaction cycle. We noted the same individual performs all parts of the Board's current transaction cycle, including:
 - **Authorization** by reviewing and approving transactions, including endorsing checks, depositing funds into the State Treasury's clearing accounts, and preparing RDTs or Expenditure Adjustment Transmittals;
 - **Custody** by handling and depositing physical checks and maintaining the electronic and physical records;
 - **Recordkeeping** by preparing entries and maintaining the Board's internal accounting records; and,
 - **Reconciliation** by preparing reconciliations to the State Comptroller's records to verify each transaction's validity, proper authorization, and entry into the Board's accounting records.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-001. **FINDING** (Receipt Processing Weaknesses) – Continued

- Differences existed, totaling \$21,241, between the Board’s records for county receipts, the RDTs prepared by the Board, and the supporting documentation maintained for the Traffic and Criminal Conviction Surcharge Fund. Specifically, we noted these receipts were recorded under the incorrect date or county on the Board’s records.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Board establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation and funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State’s resources.

- The Board failed to record the date checks were received for deposit into the Police Training Board Services Fund; therefore, we were unable to determine whether deposits were made in a timely manner.

In following up on this exception, Board employees indicated the Board uses the check’s date to determine the date received. Using this standard, one of six (17%) receipt batches tested, totaling \$6,400, were deposited between 31 to 33 days late.

The State Officers and Employees Money Disposition Act (30 ILCS 230/2(a)) requires the Board to deposit receipts collected into the State Treasury within a specific number of business days, depending on the value of receipts on hand, and keep a detailed itemized account of all moneys received, including the date of receipt, the payer, the purpose, and the amount.

Board officials stated the inadequate segregation of duties was due to a vacancy in a position previously responsible for a portion of its receipt processing function and the other errors were due to oversight.

Failure to limit the ability of one person to have the authority to perform all functions of a transaction increases the likelihood a loss from errors or other irregularities could occur and would not be found in the normal course of employees carrying out their assigned duties. Further, failure to ensure the Board’s receipt records are complete and accurate reduces the overall reliability of the Board’s financial reporting. Finally, failure to maintain proper documentation of money received and ensure receipts are deposited timely represents noncompliance with SAMS and the State Officers and Employees Money Disposition Act. (Finding Code No. 2016-001, 2014-006)

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-001. **FINDING** (Receipt Processing Weaknesses) – Continued

RECOMMENDATION

We recommend the Board implement controls to ensure its receipt processing duties are adequately segregated, receipt records are properly recorded and reconciled, and receipts are properly documented and timely deposited into the State Treasury.

BOARD RESPONSE

The Board accepts the recommendation. The Board will: (1) coordinate with the external party supplying nearly all such receipts to ensure advance notice of receipt submissions; (2) coordinate with the State Treasurer's Office to develop procedures properly documenting date received; and (3) take necessary steps to ensure adequate segregation of functions. Steps 2 and 3 above had already been taken prior to the end of the audit period.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-002. **FINDING** (Insufficient Controls over Equipment)

The Illinois Law Enforcement Training and Standards Board (Board) did not maintain sufficient controls over its equipment and related records.

During testing, we noted the following:

- Nine of 10 (90%) equipment additions tested, totaling \$4,896, were added to the Board's property listing between 27 and 719 days late.
- Five of eight (63%) equipment deletions tested, totaling \$27,308, were removed from the Board's property listing between 92 and 276 days late. Further, while tracing items from the Board's property listing to equipment in use at the Board, the accountants noted one item, totaling \$1,400, which had been disposed of; however, it was still on the Board's inventory listing over 300 days later.

The Illinois Administrative Code (Code) (44 Ill. Admin. Code 5010.400) requires the Board to adjust its property records within 30 days of acquiring, changing, or deleting equipment items.

- Two of 60 (3%) equipment items were unable to be located while tracing items from the Board's property listing to equipment in use at the Board.

The State Property Control Act (Act) (30 ILCS 605/4) requires the Board to be accountable for the supervision, control, and inventory of all property under its jurisdiction. Further, the Act (30 ILCS 605/6.02) requires the Board to maintain a permanent record of all items of property under its jurisdiction and control.

- One equipment item, totaling \$540, was on the Object Expense/Expenditures by Quarter Report (SA02) prepared by the Office of the State Comptroller (Comptroller), but was not included on the Board's *Agency Report of State Property* (Form C-15).
- One capital lease of photocopiers was recorded as \$11,192 on the Board's Form C-15 for the first quarter of Fiscal Year 2015. However, the lease value on the Comptroller's reports – calculated by the Comptroller from the Board's *Accounting for Leases-Lessee* Form (Form SCO-560) for this capital asset – reported the asset cost was \$11,992.

The net effect of these two errors was the Board's additions column was understated by \$1,340 on its Form C-15 for the first quarter of Fiscal Year 2015.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-002. **FINDING** (Insufficient Controls over Equipment) – Continued

The Statewide Accounting Management System (SAMS) (Procedure 29.20.10) requires additions – such as new purchases, new capital lease items, property donated to the State, and acquisitions related to prior years – to be entered under the additions column of the Form C-15. Further, SAMS (Procedure 27.20.60) notes the Form SCO-560 is used by the Comptroller to calculate the appropriate cost the Board should record the leased asset at in its property control records, which is reflected on the Board’s quarterly Form C-15 reports and annual Capital Assets Summary Report (Form SCO-538) filed with the Comptroller as part of preparing the State’s Comprehensive Annual Financial Report.

In addition, the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that resources applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State’s resources.

Board officials indicated these issues were due to staff oversight caused by a lack of personnel. Additionally, there were delays in receiving documentation from CMS to indicate receipt of equipment items and the wiping of data on computer equipment.

Failure to exercise adequate control over property and maintain accurate property control records increases the risk of loss, misappropriation, and inaccurate financial information being submitted to the Comptroller and represents noncompliance with State laws and regulations. (Finding Code No. 2016-002, 2014-003, 12-1)

RECOMMENDATION

We recommend the Board take action to complete a full inventory to identify and correct errors on its property listing, implement controls to ensure the timely recording of property transactions, and ensure its capital assets and capital leases are reported at the correct amount to enable complete and accurate reporting of transactions to the Comptroller.

BOARD RESPONSE

The Board accepts the recommendation. The Board will continue with procedures established prior to the end of the audit period to address this matter. Their effectiveness will be assessed during the next annual inventory. Segregation of functions introduced toward the end of the audit period will be continued.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-003. **FINDING** (Voucher Processing Weaknesses)

The Illinois Law Enforcement Training and Standards Board (Board) did not exercise adequate control over voucher processing.

During testing, we noted the following:

- Fourteen of 187 (7%) vouchers tested, totaling \$210,456, were approved for payment between five and 226 days late.

The Illinois Administrative Code (Code) (74 Ill. Admin. Code 900.70) requires the Board to review a bill and either deny the bill in whole or in part, ask for more information necessary to review the bill, or approve the bill in whole or in part, within 30 days after physically receiving the bill.

- Twenty-four of 187 (13%) vouchers tested, totaling \$1,338,445, were not date stamped when received by the Board. As such, we were not able to determine if the vouchers were approved timely.
- Three of 187 (2%) vouchers tested, totaling \$305,000, did not contain the signature of the Board's Executive Director. As a result, we could not determine if the vouchers were properly approved.
- Four of 187 (2%) vouchers tested, totaling \$185,360, did not contain the date when the Board's Executive Director approved the voucher for payment. As a result, we could not determine if the vouchers were approved in a timely manner.

The Code (74 Ill. Admin. Code 900.30(b)) requires the Board to maintain written or electronic records reflecting the date when:

- 1) goods were received or services were rendered;
- 2) the date a proper bill was received by the Board;
- 3) the date when the Board approved the bill for payment;
- 4) the date when a bill was disapproved, in whole or in part, based upon what the Board considers to be a defect in the bill; and,
- 5) the date when the State Comptroller paid the vendor.

Further, the Statewide Accounting Management System (SAMS) (Procedure 17.20.20) requires the Board's Executive Director to sign and date each *Invoice Voucher* (Form C-13) prior to submitting the voucher and invoice to the State Comptroller to enable payment to the vendor from the State Treasury.

- The Board was not able to provide a copy of the voucher or related supporting documentation for three of 187 (2%) vouchers requested, totaling \$61,973.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-003. **FINDING** (Voucher Processing Weaknesses) – Continued

The State Records Act (5 ILCS 160/8) requires the Board’s Executive Director to preserve records containing adequate and proper documentation of the essential transactions of the Board designed to furnish information to protect the legal and financial rights of the State and persons directly affected by the Board’s activities.

- Thirty-four of 187 (18%) vouchers tested, totaling \$1,584,234, did not utilize the correct detailed object code.

SAMS (Procedure 17.20.20) requires the Board to list the expenditure object code or codes applicable to the payment on the Form C-13. As described in SAMS (Procedure 11.10.50), the purpose of assigning a correct detail object code is to report expenditure information at a more refined level within a common object.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Board establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance resources are utilized efficiently, effectively, and in compliance with applicable law.

Board officials stated these issues were due to errors made by a former employee. In addition, delayed approval for vouchers related to the reimbursements paid from the Traffic and Criminal Conviction Surcharge Fund was due to insufficient available cash.

Failure to record the receipt date of bills, properly code vouchers, and timely present vouchers for payment with the Executive Director’s signature and corresponding date represents noncompliance with both the Code and SAMS. Further, failure to retain proper documentation substantiating transactions increases the risk of errors or other irregularities could occur that would not be identified by employees performing their functions in the normal course of business. (Finding Code No. 2016-003, 2014-004, 12-3, 10-9, 08-13)

RECOMMENDATION

We recommend the Board implement controls to ensure compliance with the Code, the State Records Act, the Fiscal Control and Internal Auditing Act, and SAMS when processing vouchers in order to safeguard State resources and correctly report fiscal information to the Office of the State Comptroller.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-003. **FINDING** (Voucher Processing Weaknesses) – Continued

BOARD RESPONSE

The Board accepts the recommendation. Payroll employees have replaced contractual employees, segregation of functions have been re-introduced, and presently required documentation practices are being followed. Further, should the Board ever face a situation similar to the audit period (no budget for most of the fiscal year), it will implement procedures to ensure that shortened processing times do not result in the situations described in the Finding.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-004. **FINDING** (Inadequate Controls over Petty Cash)

The Illinois Law Enforcement Training and Standards Board (Board) did not maintain adequate controls over its petty cash fund.

The Board maintains a petty cash fund of \$100. Records from the Office of the State Comptroller indicate the Board requested reimbursement of \$291 in Fiscal Year 2015 and \$100 during Fiscal Year 2016 from the State Treasury.

During testing, we noted the following control weaknesses:

- The Board did not maintain a petty cash ledger to record both receipts and disbursements during the examination period.
- The Board did not reconcile its petty cash records to petty cash on hand on a periodic basis.
- Supporting documentation, such as replenishment vouchers and supporting documentation for disbursements, was not maintained during Fiscal Year 2016.
- The Board did not segregate duties within its petty cash transaction cycle. We noted the fiscal officer performs all parts of the Board's current transaction cycle, including authorization, custody, recordkeeping, and reconciliation.

The State Records Act (5 ILCS 160/8) requires the Board to make and preserve records containing adequate and proper documentation of the transactions of the Board designed to furnish information to protect the legal and financial rights of the State and of persons directly affected by the Board's activities. Further, the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Board establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State's resources.

Due to these conditions, the accountants were unable to conclude the Board's population records were sufficiently precise and detailed under the Attestation Standards promulgated by the American Institute of Certified Public Accountants (AT-C § 205.35) to test the Board's compliance with petty cash laws and regulations.

Although the population limitations noted above hindered our ability to conclude whether the selected sample was representative of the population as a whole, we selected a sample of 11 disbursements and four receipts and performed testing:

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ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-004. **FINDING** (Inadequate Controls over Petty Cash) – Continued

- Two (18%) petty cash disbursements, totaling \$50, did not contain adequate supporting documentation.

The Statewide Accounting Management System (SAMS) (Procedure 09.10.40) requires either a vendor's invoice or statement be secured to support each disbursement from a petty cash fund, indicating the date, amount, and description of the transaction or, where the vendor does not provide an invoice or statement, a Board-produced "petty cash voucher" documenting the above information.

- One (25%) voucher for the replenishment of petty cash, totaling \$82, was approved by the petty cash custodian.

SAMS (Procedure 09.10.40) requires the voucher for the replenishment of petty cash be made out to the custodian, with approval of the voucher being made by someone other than the custodian of the petty cash fund.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Board establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance funds outside of the State Treasury are managed and used in strict accordance with the terms of the fund's enabling authorities.

Board officials indicated the underlying cause was due to oversight.

Inadequate controls over the petty cash fund represents noncompliance with State laws and regulations, which could result in errors or other irregularities not being detected in the normal course of business. (Finding Code No. 2016-004)

RECOMMENDATION

We recommend the Board improve its controls over the petty cash fund by ensuring all transactions are properly approved and documented, records are retained, and an appropriate segregation of duties exists at all times over the petty cash fund.

BOARD RESPONSE

The Board accepts the recommendation. Payroll employees have replaced contractual employees, and segregation of functions had been re-established prior to the end of the audit period.

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ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-005. **FINDING** (Inadequate Controls over Reconciliations)

The Illinois Law Enforcement Training and Standards Board (Board) did not properly document the performance and review of its required monthly reconciliations.

During testing, we noted the following:

- The Board did not retain documentation of the date when it performed its monthly expenditure reconciliations to the Monthly Appropriations Status Report (SB01) prepared by the Office of the State Comptroller (Comptroller). As a result, we could not determine if these required reconciliations were completed and reviewed timely by the Board's staff.
- The Board did not retain documentation of the date when it performed its monthly cash receipts reconciliation to the Monthly Revenue Status Report (SB04) prepared by the Comptroller. As a result, we could not determine if these required reconciliations were completed and reviewed timely by the Board's staff.
- During variance analysis, we noted a significant increase in receipts deposited into the Police Training Board Services Fund during Fiscal Year 2015. In following up with Board officials on this variance, Board officials reported this variance was due to the Office of the State Treasurer identifying \$53,350 in unprocessed non-negotiable Treasurer's Drafts that were not remitted on a Receipt Deposit Transmittal (RDT) by the Board to the Comptroller during prior periods. These errors should have been recognized during reconciliations of the Board's cash receipt records to deposits recorded by the Comptroller.

The Statewide Accounting Management System (SAMS) (Procedure 07.30.20) notes "the effectiveness of any accounting and financial information system is very much dependent on the accuracy of data submitted and the confidence of its users that the system handled that data properly. Agency reconciliation is the primary control that insures these requirements are being satisfied." As such, SAMS (Procedure 11.40.20 and Procedure 25.40.20) requires the Board to perform a monthly reconciliation of its unexpended budget authority balance and expenditures to the SB01 and its cash receipts to the SB04 to ensure timely detection and correction of errors and to notify the Comptroller of any irreconcilable differences so corrective action can be taken to locate the differences and correct the accounting records.

Further, SAMS (Procedure 02.50.10) requires supervisors to review and approve the assigned work of their staff to minimize errors.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-005. **FINDING** (Inadequate Controls over Reconciliations) – Continued

Board officials indicated the reconciliations are currently done without formal documentation.

Failure to ensure reconciliations are timely and accurately prepared and reviewed could result in errors or other irregularities going undetected for a significant period of time and represents noncompliance with SAMS. (Finding Code No. 2016-005, 2014-002)

RECOMMENDATION

We recommend the Board document the completion and review of its reconciliations.

BOARD RESPONSE

The Board accepts the recommendation. Reconciliation documentation practices have already been implemented.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-006. **FINDING** (Inadequate Controls over Vehicle Reports)

The Illinois Law Enforcement Training and Standards Board (Board) did not exercise adequate internal control over its reporting of vehicle activity to the Department of Central Management Services (CMS).

During testing, we noted the following:

- The Board's annual vehicle reports for personally-assigned State vehicles submitted to CMS were inaccurate, as noted below:
 - In Fiscal Year 2015, three of nine (33%) vehicles listed did not have each vehicle's mileage correctly reported, which resulted in a net understatement of 991 miles.
 - In Fiscal Year 2016, four of ten (40%) vehicles listed did not have each vehicle's mileage correctly reported, which resulted in a net understatement of 1,536 miles.

The Illinois Administrative Code (Code) (44 Ill. Admin. Code 5040.340) requires the Board report annually to CMS, and when changes occur, the name of each employee assigned a vehicle, the equipment number and license plate number of the assigned vehicle, employee's headquarters and residence, and any additional information requested by CMS. In order for CMS to prepare reports on the State's passenger vehicle fleet in accordance with the Civil Administrative Code of Illinois (CMS Law) (20 ILCS 405/405-280), CMS requests vehicle mileage data, costs, and maintenance information.

- One of three (33%) motor vehicle collisions was not promptly reported to CMS. We noted this incident's *Illinois Motorist Report* (Form SR-1) was submitted nine days late to the Auto Liability Unit at CMS.

The Code (44 Ill. Admin. Code 5040.520) requires the Board to submit the Form SR-1 to the Auto Liability Unit at CMS within seven calendar days following the incident, or risk forfeiture of coverage under the State's liability plan.

Board officials indicated the vehicle reports were inaccurate due to delays in getting data from staff and the accident report was late due to delays in receiving the report.

Failure to submit accident reports in a timely manner could lead to unclear facts and make it more difficult to follow up on any possible liability to the Board or the State. Failure to timely complete and submit the Form SR-1 to CMS represents noncompliance with the Code and risks the Board forfeiting coverage under the State's liability plan. In addition, failure to accurately report vehicle information to CMS represents noncompliance with the Code and hinders oversight of the State's individually assigned vehicles and passenger vehicles. (Finding Code No. 2016-006)

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ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-006. **FINDING** (Inadequate Controls over Vehicle Reports) – Continued

RECOMMENDATION

We recommend the Board accurately and timely report required vehicle data to CMS.

BOARD RESPONSE

The Board accepts the recommendation. Board staff will: (1) continue to work with law enforcement agencies to receive and file SR-1s within the required timeframe; and (2) will increase efforts to ensure accuracy of reports that are often requested by CMS Division of Vehicles more than a year apart.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-007. **FINDING** (Mobile Team Unit Administrative Weaknesses)

The Illinois Law Enforcement Training and Standards Board (Board) did not maintain adequate control over monitoring and retaining reports from the Mobile Team Units (MTUs).

MTUs are formed through an intergovernmental agreement and typically include the joint participation of two, to as many as 100, units of local government. Each MTU is a not-for-profit entity directed and administered by a Local Administrative Committee composed of local elected officials, local criminal justice administrators, and the Board's Executive Director. The primary focus of MTUs is training, although, in many cases the MTUs may provide additional service and technical guidance in the areas of recruitment and selection, policy formulation, management, and planning.

During the examination period, the Board provided grant funding for the 15 MTUs operating throughout the State, totaling \$10,921,533.

During review of five grants, totaling \$3,320,327, we noted the following:

- Three of 20 (15%) quarterly training schedules tested were submitted between one to eight days late.
- Three of 20 (15%) quarterly training schedules tested were not date stamped when the Board received each schedule. As a result, we were unable to determine whether these schedules were submitted timely.
- Seven of 20 (35%) quarterly training activity reports tested were not date stamped when the Board received each report. As a result, we were unable to determine whether these reports were submitted timely.
- Five of 24 (21%) quarterly fiscal reports tested were submitted between one to 11 days late.
- Three of 24 (13%) quarterly fiscal reports tested were not date stamped when the Board received each report. As a result, we were unable to determine whether these reports were submitted timely.
- The Board could not locate one of 24 (4%) quarterly fiscal reports tested. As a result, we were unable to perform procedures on this report.

The Intergovernmental Law Enforcement Officer's In-Service Training Act (Act) (50 ILCS 720/4) requires MTUs to cooperate with the Board and supply the Board with such information the Board deems necessary in fulfilling its duties under the Act.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2016

2016-007. **FINDING** (Mobile Team Unit Administrative Weaknesses) – Continued

In accordance with the Act, each MTU's grant agreement requires the MTU to submit quarterly fiscal reports, quarterly training schedules, and training activity reports by various dates outlined annually by the Board.

Finally, the State Records Act (5 ILCS 160/8) requires the Board to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Board, designed to furnish information to protect the legal and financial rights of the State and of persons directly affected by the State's activities.

Board officials indicated the inability to ensure timeliness is due to an unfilled vacancy.

Failure to ensure MTUs timely report information to the Board hinders the Board's oversight functions under the Act and limits the Board's ability to monitor the usage of grant funds by the MTUs. (Finding Code No. 2016-007)

RECOMMENDATION

We recommend the Board work with the MTUs to ensure reports are submitted timely to the Board. Further, the Board should ensure all reports received are date stamped and retained.

BOARD RESPONSE

The Board accepts the recommendation. Board staff will continue efforts started prior to the end of the audit period to eliminate unnecessary paperwork. Specifically, the reporting requirement for the Training Schedule was eliminated prior to the start of Fiscal Year 2017 as scheduled courses are listed on MTU's websites. For Fiscal Year 2018, the filing requirement for the Training Activity Report has been eliminated, as the Board's IT systems allow timely input of data and automatic generation of the activity report. Finally, the Board will be requiring electronic signatures to permit electronic generation, approval, and submission of the Fiscal Report.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2016

A. **FINDING** (Noncompliance with the Fiscal Control and Internal Auditing Act)

During the prior examination, the Illinois Law Enforcement Training and Standards Board (Board) did not comply with the Fiscal Control and Internal Auditing Act. Specifically, the Board did not file its Fiscal Year 2013 Annual Certification of Controls with the Office of the Auditor General and the accountants identified several internal control weaknesses throughout the Board's operations.

During the current examination, we noted the Board filed its certifications due during the examination period. In addition, the Board had some improvement in its internal controls over personal services; however, we identified exceptions attributable to internal control weaknesses described in the prior period's finding in Finding 2016-001, Finding 2016-002, Finding 2016-003, and Finding 2016-005. (Finding Code No. 2014-001)

B. **FINDING** (Inadequate Controls over Employee Attendance)

During the prior examination, the Illinois Law Enforcement Training and Standards Board (Board) did not exercise adequate controls over employee attendance, including the submission and approval of leave requests and timesheets.

During the current examination, our sample testing indicated the Board's leave slips and timesheets were properly completed and approved. (Finding Code No. 2014-005, 12-2, 10-3, 08-5)

C. **FINDING** (Performance Appraisals not Conducted Timely)

During the prior examination, the Illinois Law Enforcement Training and Standards Board (Board) did not conduct employee performance appraisals in accordance with the Illinois Administrative Code (Code).

During the current examination, our sample testing indicated the Board timely conducted employee performance appraisals in accordance with the provisions of the Code. (Finding Code No. 2014-007, 12-5, 10-5, 08-10, 06-5)

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
MANAGEMENT AUDIT FOLLOW-UP
For the Two Years Ended June 30, 2016

**USE OF MONEYS APPROPRIATED FROM THE DEATH CERTIFICATE
SURCHARGE FUND**

The State of Illinois, Office of the Auditor General conducted a management audit of the Illinois Law Enforcement Training and Standards Board's (Board) use of moneys appropriated from the Death Certificate Surcharge Fund during Fiscal Years 2010, 2011, 2012, and 2013. The audit was conducted pursuant to House Resolution Number 383. The audit was released in April 2014 and contained eight recommendations to the Board. As part of this compliance examination, we noted six of eight recommendations were removed from the Board's authority by Public Act 099-0408. Of the remaining two recommendations, one was not implemented and one was partially implemented.

Recommendation #1 – Voucher Approval

The Board should ensure that proper signatures and approvals are obtained on all vouchers. The Board should also implement controls to ensure vouchers are approved within the required 30-day time frame.

Status – Not Implemented

During compliance testing, multiple issues with voucher processing were noted (see Finding 2016-003). Because this issue is covered during the typical procedures of a compliance examination, future follow-up on this issue will be in relation to Finding 2016-003.

Recommendation #2 – Death Investigation and Homicide Training Expenditure Guidelines

The Board should follow its Death Investigation Course Guidelines. It should require proposals to be submitted for all trainings, require timely submission of requests for reimbursement, require support for all expenditures, and only reimburse allowable costs.

Status – This recommendation is no longer applicable as statutory remedy was obtained.

Public Act 099-0408 terminated the Board's authority to receive Death Certificate Surcharge Fund appropriations effective January 1, 2016; therefore, the Board no longer specifically conducts or funds such training.

Recommendation #3 – Use of Death Certificate Surcharge Fund Moneys

The Board should develop policies and procedures that delineate allowable uses of appropriations received from the Death Certificate Surcharge Fund. The Board should also develop policies that provide additional guidance regarding specific costs that are reimbursable with moneys from the Death Certificate Surcharge Fund including registration fees.

Status – This recommendation is no longer applicable as statutory remedy was obtained.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
MANAGEMENT AUDIT FOLLOW-UP
For the Two Years Ended June 30, 2016

Public Act 099-0408 terminated the Board's authority to receive Death Certificate Surcharge Fund appropriations effective January 1, 2016; therefore the Board no longer specifically conducts or funds such training.

Recommendation #4 – Maintaining a List of Elected Coroners

The Board should maintain a list of all coroners and whether the position is elected or appointed in that county. The Board should also update this list after each election.

Status – This recommendation is no longer applicable as statutory remedy was obtained.

Public Act 99-0408 removed coroners from the Board's jurisdiction effective January 1, 2016; therefore, the Board is no longer required to train coroners.

Recommendation #5 – Tracking Coroner Training

The Board should develop a system that documents whether and when each coroner completes the statutorily required coroner training program. The Board should comply with State law (55 ILCS 5/3-3001(b)(3)) and its administrative rules (20 Ill. Adm. Code 1760.207) and notify all county boards of successful or unsuccessful completion of the coroner training program by the coroner of that county.

Status – This recommendation is no longer applicable as statutory remedy was obtained.

Public Act 99-0408 removed coroners from the Board's jurisdiction effective January 1, 2016. The Board is no longer required to train coroners.

Recommendation #6 – Assessing Homicide Training Needs

In order to enhance its ability to identify training needs around the State, the Board should improve its tracking of individuals certified as lead homicide investigators (LHI) including adding the county of those trained and certified as LHIs to its training database.

Status – Partially Implemented

The Board's LHI training is now recorded in an electronic database program, rather than on a spreadsheet, which improved tracking of individuals certified as LHIs.

The Board did not include the county of those trained in the database. Therefore, the Board has no mechanism to identify training needs around the State for LHI training.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
MANAGEMENT AUDIT FOLLOW-UP
For the Two Years Ended June 30, 2016

Recommendation #7 – Procurement of Training

The Board should:

- *Ensure that a formal agreement is used for homicide training provided with Death Certificate Surcharge Fund moneys.*
- *Develop and approve a list of training courses that can be reimbursed with Death Certificate Surcharge Fund moneys and a list of individuals and training companies that are approved to present those courses.*
- *Consider master contracts for courses that are offered on a regular basis and contracting directly with the training companies that provide a large amount of training in order to standardize the course content and charges.*

Status – This recommendation is no longer applicable as statutory remedy was obtained.

Public Act 99-0408 removed coroners from the Board’s jurisdiction effective January 1, 2016. The Board is no longer required to perform the duties listed above.

Recommendation #8 – Delivery of Training

The Board should ensure that death investigation and homicide training is provided in the most efficient and effective manner possible. The Board should also follow its guidelines and should consider developing more specific policies regarding acceptable methods of delivering trainings reimbursed with Death Certificate Surcharge Fund moneys.

Status – This recommendation is no longer applicable as statutory remedy was obtained.

Public Act 099-0408 terminated the Board’s authority to receive Death Certificate Surcharge Fund appropriations effective January 1, 2016; therefore, the Board no longer specifically conducts or funds such training.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2016

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 – Fiscal Year 2016
 - Schedule of Appropriations, Expenditures, and Lapsed Balances – Fiscal Year 2015
 - 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
 - Three Year Comparative Schedule of Receipts by County
 - 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)
 - Budget Impasse Disclosure (Not Examined)
 - Alternative Financing in Lieu of Appropriations and Programs to Address Untimely Payments to Vendors (Not Examined)
 - Interest Costs on Fiscal Year 2016 Invoices (Not Examined)
 - Interagency Agreements (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, 2016, and June 30, 2015, accompanying supplementary information in Schedules 1 through 9. 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
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Expenditure Authority for Fiscal Year 2016

For the Fourteen Months Ended August 31, 2016

| Public Acts 099-0491, 099-0524, and Court-Ordered Expenditures | Expenditure Authority (Net After Transfers) | Expenditures Through 06/30/16 | Lapse Period Expenditures 07/01 - 08/31/16 | Total Expenditures | Balances Lapsed |
|--|---|-------------------------------|--|----------------------|---------------------|
| FISCAL YEAR 2016 | | | | | |
| APPROPRIATED FUNDS | | | | | |
| <u>LAW ENFORCEMENT CAMERA GRANT FUND - 356</u> | | | | | |
| For Grants Related to Installation and Operation of Video Cameras in Law Enforcement Vehicles | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |
| Subtotal - Fund 356 | <u>\$ 400,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 400,000</u> |
| <u>POLICE TRAINING BOARD SERVICES FUND - 517</u> | | | | | |
| For Payment of and/or Services Related to Law Enforcement Training | \$ 100,000 | \$ - | \$ 75,256 | \$ 75,256 | \$ 24,744 |
| Subtotal - Fund 517 | <u>\$ 100,000</u> | <u>\$ -</u> | <u>\$ 75,256</u> | <u>\$ 75,256</u> | <u>\$ 24,744</u> |
| <u>DEATH CERTIFICATE SURCHARGE FUND - 635</u> | | | | | |
| For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act | \$ 450,000 | \$ - | \$ 83,390 | \$ 83,390 | \$ 366,610 |
| Subtotal - Fund 635 | <u>\$ 450,000</u> | <u>\$ -</u> | <u>\$ 83,390</u> | <u>\$ 83,390</u> | <u>\$ 366,610</u> |
| <u>TRAFFIC AND CRIMINAL CONVICTION SURCHARGE FUND - 879</u> | | | | | |
| Personal Services | \$ 2,012,900 | \$ 1,385,650 | \$ - | \$ 1,385,650 | \$ 627,250 |
| State Contribution to State Employees' Retirement System | 917,900 | 634,480 | - | 634,480 | 283,420 |
| State Contributions to Social Security | 155,800 | 107,844 | 271 | 108,115 | 47,685 |
| Group Insurance | 551,800 | 416,352 | - | 416,352 | 135,448 |
| Contractual Services | 361,500 | 95,211 | 266,289 | 361,500 | - |
| Travel | 40,000 | - | 13,397 | 13,397 | 26,603 |
| Commodities | 6,990 | - | 6,988 | 6,988 | 2 |
| Printing | 620 | - | 615 | 615 | 5 |
| Equipment | 4,000 | - | - | - | 4,000 |
| Electronic Data Processing | 81,410 | - | 81,403 | 81,403 | 7 |
| Telecommunications | 29,680 | - | 29,680 | 29,680 | - |
| Operations of Automotive Equipment | 22,000 | - | 15,088 | 15,088 | 6,912 |
| Reimbursement of Training and Training Services | 12,000,000 | 7,896,987 | 3,674,310 | 11,571,297 | 428,703 |
| Subtotal - Fund 879 | <u>\$ 16,184,600</u> | <u>\$ 10,536,524</u> | <u>\$ 4,088,041</u> | <u>\$ 14,624,565</u> | <u>\$ 1,560,035</u> |
| TOTAL - ALL APPROPRIATED FUNDS | <u>\$ 17,134,600</u> | <u>\$ 10,536,524</u> | <u>\$ 4,246,687</u> | <u>\$ 14,783,211</u> | <u>\$ 2,351,389</u> |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Expenditure Authority for Fiscal Year 2016

For the Fourteen Months Ended August 31, 2016

| Public Acts 099-0491, 099-0524, and Court-Ordered Expenditures | Expenditure Authority (Net After Transfers) | Expenditures Through 06/30/16 | Lapse Period Expenditures 07/01 - 08/31/16 | Total Expenditures | Balances Lapsed |
|---|---|-------------------------------|--|----------------------|-------------------|
| FISCAL YEAR 2016 | | | | | |
| NON-APPROPRIATED FUNDS | | | | | |
| <u>LAW ENFORCEMENT OFFICERS' TRAINING BOARD FEDERAL PROJECTS FUND - 923</u> | | | | | |
| Homeland Security Grant FY14 | \$ 214,171 | \$ - | \$ 108,808 | \$ 214,171 | 108,808 |
| Homeland Security Grant FY15 | - | - | 108,808 | - | - |
| Subtotal - Fund 923 | <u>\$ 214,171</u> | <u>\$ -</u> | <u>\$ 217,616</u> | <u>\$ 214,171</u> | <u>\$ 108,808</u> |
| TOTAL - ALL NON-APPROPRIATED FUNDS | <u>\$ 214,171</u> | <u>\$ -</u> | <u>\$ 217,616</u> | <u>\$ 214,171</u> | <u>\$ 108,808</u> |
| GRAND TOTAL - ALL FUNDS | <u>\$ 10,750,695</u> | <u>\$ -</u> | <u>\$ 4,555,495</u> | <u>\$ 15,106,190</u> | <u>\$ -</u> |

Note 1: Expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the Board's records as of September 30, 2016, and have been reconciled to the State Comptroller's records.

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

Note 3: During Fiscal Year 2016, the Board operated without enacted appropriations until Public Act 099-0491 and Public Act 099-0524 were signed into law on December 7, 2015 and June 30, 2016, respectively. During the impasse, the Circuit Court of St. Clair County in *AFSCME Council 31 v. Manger* (15 CH 475) ordered the State Comptroller, in the absence of enacted appropriations, to "draw and issue warrants accomplishing payment of wages [for all State employees] at their normal rates of pay." As such, the Board's court-ordered payroll payments were merged into the enacted appropriation within Fund 879. Further, the Board incurred non-payroll obligations in Fund 517, Fund 635, and Fund 879, which the Board was unable to pay until the passage of Public Act 099-0491 and Public Act 099-0524.

Note 4: Public Act 099-0524 authorized the Board to pay Fiscal Year 2016 costs using its Fiscal Year 2017 appropriations for non-payroll expenditures. The Analysis of Operations section of this report at page 51 includes information from Board management about the number of invoices and the total dollar amount of invoices held by the Board to be submitted against its Fiscal Year 2017 appropriations.

Note 5: Fund 635 incurred expenditures in the Lapse Period due to the Board reimbursing various organizations for training incurred prior to the passage of Public Act 099-0408 on January 1, 2016 (see Management Audit Follow-Up on pages 27-29).

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Appropriations for Fiscal Year 2015

For the Fourteen Months Ended August 31, 2015

| Public Act 098-0681 | Appropriations (Net After Transfers) | Expenditures Through 6/30/15 | Lapse Period Expenditures 07/01 - 08/31/15 | Total Expenditures | Balances Lapsed |
|---|--|------------------------------------|--|-----------------------|---------------------|
| FISCAL YEAR 2015 | | | | | |
| APPROPRIATED FUNDS | | | | | |
| <u>LAW ENFORCEMENT CAMERA GRANT FUND - 356</u> | | | | | |
| For Grants Related to Installation and Operation of Video Cameras in Law Enforcement Vehicles | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ 1,000,000 |
| Subtotal - Fund 356 | <u>\$ 1,000,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,000,000</u> |
| <u>POLICE TRAINING BOARD SERVICES FUND - 517</u> | | | | | |
| For Payment of and/or Services Related to Law Enforcement Training | \$ 100,000 | \$ 4,350 | \$ - | \$ 4,350 | \$ 95,650 |
| Subtotal - Fund 517 | <u>\$ 100,000</u> | <u>\$ 4,350</u> | <u>\$ -</u> | <u>\$ 4,350</u> | <u>\$ 95,650</u> |
| <u>DEATH CERTIFICATE SURCHARGE FUND - 635</u> | | | | | |
| For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act | \$ 450,000 | \$ 341,796 | \$ 108,204 | \$ 450,000 | \$ - |
| Subtotal - Fund 635 | <u>\$ 450,000</u> | <u>\$ 341,796</u> | <u>\$ 108,204</u> | <u>\$ 450,000</u> | <u>\$ -</u> |
| <u>TRAFFIC AND CRIMINAL CONVICTION SURCHARGE FUND - 879</u> | | | | | |
| Personal Services | \$ 1,987,300 | \$ 1,302,334 | \$ 16,500 | \$ 1,318,834 | \$ 668,466 |
| State Contribution to State Employees' Retirement System | 815,200 | 553,866 | 7,007 | 560,873 | 254,327 |
| State Contributions to Social Security | 153,800 | 101,885 | 1,580 | 103,465 | 50,335 |
| Group Insurance | 621,000 | 358,377 | 674 | 359,051 | 261,949 |
| Contractual Services | 396,390 | 360,634 | 34,314 | 394,948 | 1,442 |
| Travel | 30,000 | 23,286 | 1,043 | 24,329 | 5,671 |
| Commodities | 11,740 | 9,873 | 1,857 | 11,730 | 10 |
| Printing | 260 | 217 | 37 | 254 | 6 |
| Equipment | 1,150 | 1,150 | - | 1,150 | - |
| Electronic Data Processing | 63,110 | 36,822 | 6,869 | 43,691 | 19,419 |
| Telecommunications | 24,800 | 22,933 | 1,857 | 24,790 | 10 |
| Operation of Automotive Equipment | 18,750 | 16,891 | 1,849 | 18,740 | 10 |
| Reimbursement of Training and Training Services | 12,000,000 | 7,353,989 | 4,007,034 | 11,361,023 | 638,977 |
| Subtotal - Fund 879 | <u>\$ 16,123,500</u> | <u>\$ 10,142,257</u> | <u>\$ 4,080,621</u> | <u>\$ 14,222,878</u> | <u>\$ 1,900,622</u> |
| TOTAL - ALL APPROPRIATED FUNDS | <u>\$ 17,673,500</u> | <u>\$ 10,488,403</u> | <u>\$ 4,188,825</u> | <u>\$ 14,677,228</u> | <u>\$ 2,996,272</u> |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Appropriations for Fiscal Year 2015

For the Fourteen Months Ended August 31, 2015

| Public Act 098-0681 | Appropriations (Net After Transfers) | Expenditures Through 6/30/15 | Lapse Period Expenditures 07/01 - 08/31/15 | Total Expenditures | Balances Lapsed |
|--|--|------------------------------------|--|-----------------------|--------------------|
| <u>NON-APPROPRIATED FUNDS</u> | | | | | |
| <u>LAW ENFORCEMENT OFFICERS' TRAINING BOARD FEDERAL PROJECTS FUND - 923</u> | | | | | |
| Homeland Security Grant FY11 | \$ - | | \$ 136,890 | \$ 136,890 | |
| Illinois Criminal Justice Information Authority Grant 539001 | - | | 341,975 | 341,975 | |
| Illinois Criminal Justice Information Authority Grant 383027 | | 41,052 | - | 41,052 | |
| Subtotal - Fund 923 | <u>\$ 41,052</u> | | <u>\$ 478,865</u> | <u>\$ 519,917</u> | |
| TOTAL - ALL NON-APPROPRIATED FUNDS | <u>\$ 41,052</u> | | <u>\$ 478,865</u> | <u>\$ 519,917</u> | |
| GRAND TOTAL - ALL FUNDS | <u>\$ 10,529,455</u> | | <u>\$ 4,667,690</u> | <u>\$ 15,197,145</u> | |

Note 1: Appropriations, expenditures, and lapsed balances were obtained from the Board's records as of August 31, 2015, and have been reconciled to the State Comptroller's records.
 Note 2: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**COMPARATIVE SCHEDULE OF APPROPRIATIONS,
EXPENDITURES, AND LAPSED BALANCES**
For the Fiscal Year Ended June 30,

| | FISCAL YEAR | | |
|---|---|---------------------|---------------------|
| | 2016 | 2015 | 2014 |
| | P.A. 099-0491 P.A. 099-0524 Court-Ordered Expenditures | P.A. 098-0681 | P.A. 098-0050 |
| APPROPRIATED FUNDS | | | |
| Law Enforcement Camera Grant Fund - 356 | | | |
| Appropriations (Net after Transfers) | \$ 400,000 | \$ 1,000,000 | \$ 1,000,000 |
| Expenditures | | | |
| For Grants Related to Installation and Operation of Video Cameras in Law Enforcement Vehicles | \$ - | \$ - | \$ - |
| Total Expenditures | \$ - | \$ - | \$ - |
| Lapsed Balances | \$ 400,000 | \$ 1,000,000 | \$ 1,000,000 |
| Police Training Board Services Fund - 517 | | | |
| Appropriations (Net after Transfers) | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Expenditures | | | |
| For Payment of and/or Services Related to Law Enforcement Training | \$ 75,256 | \$ 4,350 | \$ 1,277 |
| Total Expenditures | \$ 75,256 | \$ 4,350 | \$ 1,277 |
| Lapsed Balances | \$ 24,744 | \$ 95,650 | \$ 98,723 |
| Death Certificate Surcharge Fund - 635 | | | |
| Appropriations (Net after Transfers) | \$ 450,000 | \$ 450,000 | \$ 400,000 |
| Expenditures | | | |
| For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act | \$ 83,390 | \$ 450,000 | \$ 358,324 |
| Total Expenditures | \$ 83,390 | \$ 450,000 | \$ 358,324 |
| Lapsed Balances | \$ 366,610 | \$ - | \$ 41,676 |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**COMPARATIVE SCHEDULE OF APPROPRIATIONS,
EXPENDITURES, AND LAPSED BALANCES**
For the Fiscal Year Ended June 30,

| | FISCAL YEAR | | |
|---|----------------------|----------------------|----------------------|
| | 2016 | 2015 | 2014 |
| | P.A. 099-0491 | | |
| | P.A. 099-0524 | | |
| | Court-Ordered | | |
| | Expenditures | P.A. 098-0681 | P.A. 098-0050 |
| Traffic and Criminal Conviction Surcharge Fund - 879 | | | |
| Appropriations (Net after Transfers) | \$ 16,184,600 | \$ 16,123,500 | \$ 15,625,800 |
| Expenditures | | | |
| Personal Services | \$ 1,385,650 | \$ 1,318,834 | \$ 1,196,286 |
| State Contribution to State Employees' Retirement System | 634,480 | 560,873 | 484,432 |
| State Contributions to Social Security | 108,115 | 103,465 | 93,960 |
| Group Insurance | 416,352 | 359,051 | 352,578 |
| Contractual Services | 361,500 | 394,948 | 427,439 |
| Travel | 13,397 | 24,329 | 19,760 |
| Commodities | 6,988 | 11,730 | 9,065 |
| Printing | 615 | 254 | 1,314 |
| Equipment | - | 1,150 | 928 |
| Electronic Data Processing | 81,403 | 43,691 | 72,520 |
| Telecommunications | 29,680 | 24,790 | 33,307 |
| Operation of Automotive Equipment | 15,088 | 18,740 | 21,115 |
| Reimbursement of Training and Training Services | 11,571,297 | 11,361,023 | 11,579,390 |
| Total Expenditures | \$ 14,624,565 | \$ 14,222,878 | \$ 14,292,094 |
| Lapsed Balances | \$ 1,560,035 | \$ 1,900,622 | \$ 1,333,706 |
| TOTAL - APPROPRIATED FUNDS | | | |
| Appropriations (Net after Transfers) | \$ 17,134,600 | \$ 17,673,500 | \$ 17,125,800 |
| Total Expenditures | 14,783,211 | 14,677,228 | 14,651,695 |
| Lapsed Balances | \$ 2,351,389 | \$ 2,996,272 | \$ 2,474,105 |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**COMPARATIVE SCHEDULE OF APPROPRIATIONS,
EXPENDITURES, AND LAPSED BALANCES**
For the Fiscal Year Ended June 30,

| | FISCAL YEAR | | |
|---|-------------------|-------------------|-------------------|
| | 2016 | 2015 | 2014 |
| | P.A. 099-0491 | | |
| | P.A. 099-0524 | | |
| | Court-Ordered | | |
| | Expenditures | P.A. 098-0681 | P.A. 098-0050 |
| NON-APPROPRIATED FUNDS | | | |
| Law Enforcement Officers' Training Board Federal Projects Fund - 923 | | | |
| Expenditures | | | |
| Homeland Security Grant FY11 | \$ - | \$ 136,890 | \$ 147,741 |
| Homeland Security Grant FY12 | - | - | 258,254 |
| Homeland Security Grant FY14 | 214,171 | - | - |
| Homeland Security Grant FY15 | 108,808 | - | - |
| Illinois Criminal Justice Information Authority Grant 539001 | - | 341,975 | - |
| Illinois Criminal Justice Information Authority Grant 383027 | - | 41,052 | - |
| Illinois Criminal Justice Information Authority Grant 384027 | - | - | 45,510 |
| Total Expenditures | \$ 322,979 | \$ 519,917 | \$ 451,505 |
| GRAND TOTAL - ALL FUNDS | | | |
| Total Expenditures | \$ 15,106,190 | \$ 15,197,145 | \$ 15,103,200 |

Note 1: For Fiscal Year 2016, expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the Board's records as of September 30, 2016, and have been reconciled to the State Comptroller's records.

Note 2: For Fiscal Year 2015, appropriations, expenditures, and lapsed balances were obtained from the Board's records as of August 31, 2015, and have been reconciled to the State Comptroller's records.

Note 3: Expenditure amounts are vouchers approved for payment by the Board and submitted to the State Comptroller for payment to the vendor.

Note 4: During Fiscal Year 2016, the Board operated without enacted appropriations until Public Act 099-0491 and Public Act 099-0524 were signed into law on December 7, 2015 and June 30, 2016, respectively. During the impasse, the Circuit Court of St. Clair County in *AFSCME Council 31 v. Munger* (15 CH 475) ordered the State Comptroller, in the absence of enacted appropriations, to "draw and issue warrants accomplishing payment of wages [for all State employees] at their normal rates of pay." As such, the Board's court-ordered payroll payments were merged into the enacted appropriation within Fund 879. Further, the Board incurred non-payroll obligations in Fund 517, Fund 635, and Fund 879, which the Board was unable to pay until the passage of Public Act 099-0491 and Public Act 099-0524.

Note 5: Public Act 099-0524 authorizes the Board to pay Fiscal Year 2016 costs using its Fiscal Year 2017 appropriations for non-payroll expenditures. The Analysis of Operations section of this report at page 51 includes information from Board management about the number of invoices and the total dollar amount of invoices held by the Board to be submitted against its Fiscal Year 2017 appropriations.

Note 6: Fund 635 incurred expenditures in the Lapse Period due to the Board reimbursing various organizations for training incurred prior to the passage of Public Act 099-0408 on January 1, 2016 (see Management Audit Follow-Up on pages 27-29).

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2016

| | <u>Equipment</u> |
|--------------------------|-------------------|
| Balance at July 1, 2014 | \$ 493,065 |
| Additions | 26,825 |
| Deletions | (3,419) |
| Net Transfers | <u>(15,190)</u> |
| Balance at June 30, 2015 | <u>\$ 501,281</u> |
| | |
| Balance at July 1, 2015 | \$ 501,281 |
| Additions | 4,321 |
| Deletions | (24,576) |
| Net Transfers | <u>(20,255)</u> |
| Balance at June 30, 2016 | <u>\$ 460,771</u> |

Note 1: This schedule was derived from the Board's property records, which have been reconciled to property reports submitted to the Office of the State Comptroller.

Note 2: During testing of the Board's property records, the accountants noted several deficiencies, which are described in Finding 2016-002.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION OF
CASH RECEIPTS TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
For the Fiscal Years Ended June 30, 2016, 2015, and 2014

| | 2016 | 2015 | 2014 |
|--|----------------------|----------------------|----------------------|
| Police Training Board Services Fund - 517 | | | |
| Deposits from Licenses and Fees | \$ 10,800 | \$ 71,000 | \$ - |
| Total cash receipts per Board Records | 10,800 | 71,000 | - |
| Less: In transit at End of Year | - | - | - |
| Plus: In transit at Beginning of Year | - | - | - |
| Total cash receipts per State Comptroller's Records | <u>\$ 10,800</u> | <u>\$ 71,000</u> | <u>\$ -</u> |
| Traffic and Criminal Conviction Surcharge Fund - 879 | | | |
| Deposits from Counties for Surcharges on Certain Traffic and Criminal Convictions | \$ 17,174,862 | \$ 16,803,450 | \$ 16,847,765 |
| Miscellaneous Receipts | 25 | 418 | - |
| Total cash receipts per Board Records | 17,174,887 | 16,803,868 | 16,847,765 |
| Less: In transit at End of Year | - | - | - |
| Plus: In transit at Beginning of Year | - | - | - |
| Total cash receipts per State Comptroller's Records | <u>\$ 17,174,887</u> | <u>\$ 16,803,868</u> | <u>\$ 16,847,765</u> |
| Law Enforcement Officers' Training Board Federal Projects Fund - 923 | | | |
| Federal Grants Received Through the U.S. Department of Homeland Security from IEMA | \$ 351,061 | \$ 405,596 | \$ 405,631 |
| Federal Grants Received Through the Illinois Criminal Justice Information Authority | - | 41,052 | 55,946 |
| Total cash receipts per Board Records | 351,061 | 446,648 | 461,577 |
| Less: In transit at End of Year | - | 341,975 | 48,855 |
| Plus: In transit at Beginning of Year | 341,975 | 48,855 | - |
| Total cash receipts per State Comptroller's Records | <u>\$ 693,036</u> | <u>\$ 153,528</u> | <u>\$ 412,722</u> |
| GRAND TOTAL - ALL FUNDS | | | |
| Total cash receipts per Board Records | \$ 17,536,748 | \$ 17,321,516 | \$ 17,309,342 |
| Less: In transit at End of Year | - | 341,975 | 48,855 |
| Plus: In transit at Beginning of Year | 341,975 | 48,855 | - |
| Total cash receipts per State Comptroller's Records - All Funds | <u>\$ 17,878,723</u> | <u>\$ 17,028,396</u> | <u>\$ 17,260,487</u> |

Note 1: The Board's receipt records contain errors and discrepancies, as noted in Finding 2016-001.

Note 2: The transactions within the Traffic and Criminal Conviction Surcharge Fund are generally processed by the Office of the State Treasury.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
THREE YEAR COMPARATIVE SCHEDULE OF RECEIPTS BY COUNTY
For the Fiscal Years Ended June 30,

| | COUNTY | | | | FY15 to FY16 | | FY14 to FY15 | |
|----|-------------|------------|------------|------------|-------------------------------|------------|-------------------------------|------------|
| | | 2016 | 2015 | 2014 | Increase (Decrease) Amount | Percentage | Increase (Decrease) Amount | Percentage |
| 1 | ADAMS | \$ 127,021 | \$ 145,561 | \$ 154,669 | (18,540) | -13% | (9,108) | -6% |
| 2 | ALEXANDER | 36,054 | 56,396 | 35,984 | (20,342) | -36% | 20,412 | 57% |
| 3 | BOND | 152,395 | 124,437 | 143,397 | 27,958 | 22% | (18,960) | -13% |
| 4 | BOONE | 266,250 | 303,397 | 226,003 | (37,147) | -12% | 77,394 | 34% |
| 5 | BROWN | 16,048 | 17,154 | 18,533 | (1,106) | -6% | (1,379) | -7% |
| 6 | BUREAU | 110,021 | 66,163 | 56,872 | 43,858 | 66% | 9,291 | 16% |
| 7 | CALHOUN | 20,471 | 28,398 | 17,252 | (7,927) | -28% | 11,146 | 65% |
| 8 | CARROLL | 26,969 | 26,386 | 38,089 | 583 | 2% | (11,703) | -31% |
| 9 | CASS | 59,622 | 41,949 | 49,370 | 17,673 | 42% | (7,421) | -15% |
| 10 | CHAMPAIGN | 379,100 | 423,592 | 388,338 | (44,492) | -11% | 35,254 | 9% |
| 11 | CHRISTIAN | 76,292 | 63,866 | 58,371 | 12,426 | 19% | 5,495 | 9% |
| 12 | CLARK | 51,171 | 77,416 | 102,714 | (26,245) | -34% | (25,298) | -25% |
| 13 | CLAY | 53,208 | 29,732 | 37,264 | 23,476 | 79% | (7,532) | -20% |
| 14 | CLINTON | 70,303 | 91,181 | 76,875 | (20,878) | -23% | 14,306 | 19% |
| 15 | COLES | 125,850 | 119,695 | 141,225 | 6,155 | 5% | (21,530) | -15% |
| 16 | COOK | | | | | | | |
| | DISTRICT #1 | 604 | 191 | 270 | 413 | 216% | (79) | -29% |
| | DISTRICT #2 | 115,957 | 160,823 | 152,114 | (44,866) | -28% | 8,709 | 6% |
| | DISTRICT #3 | 259,677 | 349,794 | 304,109 | (90,117) | -26% | 45,685 | 15% |
| | DISTRICT #4 | 105,662 | 159,444 | 143,657 | (53,782) | -34% | 15,787 | 11% |
| | DISTRICT #5 | 193,348 | 233,344 | 239,563 | (39,996) | -17% | (6,219) | -3% |
| | DISTRICT #6 | 127,445 | 170,821 | 161,526 | (43,376) | -25% | 9,295 | 6% |
| | TRAFFIC | 225,517 | 303,895 | 285,225 | (78,378) | -26% | 18,670 | 7% |
| 17 | CRAWFORD | 67,607 | 64,445 | 59,259 | 3,162 | 5% | 5,186 | 9% |
| 18 | CUMBERLAND | 32,321 | 28,460 | 36,516 | 3,861 | 14% | (8,056) | -22% |
| 19 | DEKALB | 243,857 | 194,038 | 206,718 | 49,819 | 26% | (12,680) | -6% |
| 20 | DEWITT | 46,964 | 46,815 | 43,673 | 149 | 0% | 3,142 | 7% |
| 21 | DOUGLAS | 48,934 | 44,563 | 46,096 | 4,371 | 10% | (1,533) | -3% |
| 22 | DUPAGE | 1,641,400 | 1,598,387 | 1,551,526 | 43,013 | 3% | 46,861 | 3% |
| 23 | EDGAR | 23,688 | 24,951 | 36,504 | (1,263) | -5% | (11,553) | -32% |
| 24 | EDWARDS | 14,007 | 14,215 | 13,418 | (208) | -1% | 797 | 6% |
| 25 | EFFINGHAM | 154,186 | 124,413 | 132,599 | 29,773 | 24% | (8,186) | -6% |
| 26 | FAYETTE | 171,626 | 146,922 | 120,013 | 24,704 | 17% | 26,909 | 22% |
| 27 | FORD | 24,450 | 31,459 | 28,097 | (7,009) | -22% | 3,362 | 12% |
| 28 | FRANKLIN | 125,988 | 120,898 | 105,469 | 5,090 | 4% | 15,429 | 15% |
| 29 | FULTON | 41,705 | 55,692 | 65,794 | (13,987) | -25% | (10,102) | -15% |
| 30 | GALLATIN | 19,305 | 15,811 | 21,441 | 3,494 | 22% | (5,630) | -26% |
| 31 | GREENE | 15,283 | 14,302 | 13,753 | 981 | 7% | 549 | 4% |
| 32 | GRUNDY | 131,664 | 131,999 | 120,837 | (335) | 0% | 11,162 | 9% |
| 33 | HAMILTON | 19,374 | 19,433 | 17,103 | (59) | 0% | 2,330 | 14% |
| 34 | HANCOCK | 87,331 | 40,701 | 22,320 | 46,630 | 115% | 18,381 | 82% |
| 35 | HARDIN | 12,969 | 11,409 | 13,039 | 1,560 | 14% | (1,630) | -13% |
| 36 | HENDERSON | 18,227 | 7,697 | 8,034 | 10,530 | 137% | (337) | -4% |
| 37 | HENRY | 102,196 | 94,389 | 107,667 | 7,807 | 8% | (13,278) | -12% |
| 38 | IROQUOIS | 67,501 | 62,709 | 74,757 | 4,792 | 8% | (12,048) | -16% |
| 39 | JACKSON | 97,629 | 112,799 | 114,325 | (15,170) | -13% | (1,526) | -1% |
| 40 | JASPER | 22,275 | 41,852 | 17,636 | (19,577) | -47% | 24,216 | 137% |
| 41 | JEFFERSON | 64,799 | 57,310 | 61,310 | 7,489 | 13% | (4,000) | -7% |
| 42 | JERSEY | 69,560 | 73,136 | 68,655 | (3,576) | -5% | 4,481 | 7% |
| 43 | JODAVIESS | 50,557 | 51,370 | 49,012 | (813) | -2% | 2,358 | 5% |
| 44 | JOHNSON | 46,499 | 31,285 | 32,653 | 15,214 | 49% | (1,368) | -4% |
| 45 | KANE | 553,552 | 469,330 | 434,532 | 84,222 | 18% | 34,798 | 8% |
| 46 | KANKAKEE | 97,734 | 95,820 | 111,851 | 1,914 | 2% | (16,031) | -14% |
| 47 | KENDALL | 154,856 | 145,954 | 136,120 | 8,902 | 6% | 9,834 | 7% |
| 48 | KNOX | 91,700 | 73,774 | 93,551 | 17,926 | 24% | (19,777) | -21% |
| 49 | LAKE | 1,457,023 | 1,428,768 | 1,603,819 | 28,255 | 2% | (175,051) | -11% |
| 50 | LA SALLE | 115,064 | 177,917 | 251,278 | (62,853) | -35% | (73,361) | -29% |
| 51 | LAWRENCE | 46,831 | 46,295 | 58,108 | 536 | 1% | (11,813) | -20% |
| 52 | LEE | 147,584 | 134,265 | 123,412 | 13,319 | 10% | 10,853 | 9% |
| 53 | LIVINGSTON | 114,311 | 126,349 | 124,514 | (12,038) | -10% | 1,835 | 1% |
| 54 | LOGAN | 62,984 | 63,620 | 67,155 | (636) | -1% | (3,535) | -5% |
| 55 | MACON | 157,500 | 148,558 | 209,087 | 8,942 | 6% | (60,529) | -29% |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
THREE YEAR COMPARATIVE SCHEDULE OF RECEIPTS BY COUNTY
For the Fiscal Years Ended June 30,

| COUNTY | 2016 | 2015 | 2014 | FY15 to FY16 | | FY14 to FY15 | |
|----------------|------------|------------|------------|--------------|------------|--------------|------------|
| | | | | Amount | Percentage | Amount | Percentage |
| 56 MACOUPIN | 89,913 | 93,177 | 88,809 | (3,264) | -4% | 4,368 | 5% |
| 57 MADISON | 268,535 | 209,363 | 288,672 | 59,172 | 28% | (79,309) | -27% |
| 58 MARION | 76,682 | 99,233 | 104,537 | (22,551) | -23% | (5,304) | -5% |
| 59 MARSHALL | 16,004 | 13,884 | 15,967 | 2,120 | 15% | (2,083) | -13% |
| 60 MASON | 52,973 | 44,794 | 51,835 | 8,179 | 18% | (7,041) | -14% |
| 61 MASSAC | 41,503 | 39,685 | 51,943 | 1,818 | 5% | (12,258) | -24% |
| 62 MCDONOUGH | 148,529 | 168,405 | 192,193 | (19,876) | -12% | (23,788) | -12% |
| 63 MCHENRY | 946,102 | 819,114 | 857,929 | 126,988 | 16% | (38,815) | -5% |
| 64 MCLEAN | 544,193 | 522,508 | 554,513 | 21,685 | 4% | (32,005) | -6% |
| 65 MENARD | 38,781 | 38,908 | 31,838 | (127) | 0% | 7,070 | 22% |
| 66 MERCER | 45,406 | 43,728 | 42,938 | 1,678 | 4% | 790 | 2% |
| 67 MONROE | 53,382 | 52,121 | 53,380 | 1,261 | 2% | (1,259) | -2% |
| 68 MONTGOMERY | 106,212 | 116,474 | 165,442 | (10,262) | -9% | (48,968) | -30% |
| 69 MORGAN | 49,175 | 50,594 | 65,436 | (1,419) | -3% | (14,842) | -23% |
| 70 MOULTRIE | 35,301 | 36,224 | 27,041 | (923) | -3% | 9,183 | 34% |
| 71 OGLE | 138,903 | 142,735 | 164,735 | (3,832) | -3% | (22,000) | -13% |
| 72 PEORIA | 214,587 | 190,923 | 202,353 | 23,664 | 12% | (11,430) | -6% |
| 73 PERRY | 34,269 | 35,164 | 38,611 | (895) | -3% | (3,447) | -9% |
| 74 PIATT | 39,128 | 27,454 | 31,896 | 11,674 | 43% | (4,442) | -14% |
| 75 PIKE | 63,804 | 66,556 | 84,393 | (2,752) | -4% | (17,837) | -21% |
| 76 POPE | 12,575 | 13,152 | 10,463 | (577) | -4% | 2,689 | 26% |
| 77 PULASKI | 116,652 | 106,200 | 130,947 | 10,452 | 10% | (24,747) | -19% |
| 78 PUTNAM | 24,550 | 51,953 | 42,216 | (27,403) | -53% | 9,737 | 23% |
| 79 RANDOLPH | 46,453 | 40,931 | 44,356 | 5,522 | 13% | (3,425) | -8% |
| 80 RICHLAND | 36,306 | 40,583 | 36,767 | (4,277) | -11% | 3,816 | 10% |
| 81 ROCK ISLAND | 430,452 | 357,584 | 401,195 | 72,868 | 20% | (43,611) | -11% |
| 82 SALINE | 50,172 | 50,943 | 45,267 | (771) | -2% | 5,676 | 13% |
| 83 SANGAMON | 432,163 | 389,618 | 362,614 | 42,545 | 11% | 27,004 | 7% |
| 84 SCHUYLER | 46,443 | 39,519 | 31,502 | 6,924 | 18% | 8,017 | 25% |
| 85 SCOTT | 7,693 | 11,802 | 9,205 | (4,109) | -35% | 2,597 | 28% |
| 86 SHELBY | 61,105 | 56,665 | 47,045 | 4,440 | 8% | 9,620 | 20% |
| 87 STARK | 150,018 | 181,567 | 15,899 | (31,549) | -17% | 165,668 | 1042% |
| 88 ST CLAIR | 9,219 | 11,767 | 237,346 | (2,548) | -22% | (225,579) | -95% |
| 89 STEPHENSON | 117,116 | 115,084 | 123,407 | 2,032 | 2% | (8,323) | -7% |
| 90 TAZEWELL | 396,714 | 433,509 | 413,719 | (36,795) | -8% | 19,790 | 5% |
| 91 UNION | 56,502 | 50,531 | 63,243 | 5,971 | 12% | (12,712) | -20% |
| 92 VERMILION | 126,764 | 115,562 | 130,856 | 11,202 | 10% | (15,294) | -12% |
| 93 WABASH | 42,613 | 38,481 | 32,826 | 4,132 | 11% | 5,655 | 17% |
| 94 WARREN | 27,202 | 34,284 | 48,897 | (7,082) | -21% | (14,613) | -30% |
| 95 WASHINGTON | 25,818 | 19,598 | 24,702 | 6,220 | 32% | (5,104) | -21% |
| 96 WAYNE | 28,755 | 28,587 | 32,421 | 168 | 1% | (3,834) | -12% |
| 97 WHITE | 73,536 | 67,337 | 56,005 | 6,199 | 9% | 11,332 | 20% |
| 98 WHITESIDE | 142,527 | 129,885 | 125,100 | 12,642 | 10% | 4,785 | 4% |
| 99 WILL | 1,860,777 | 1,636,172 | 1,315,382 | 224,605 | 14% | 320,790 | 24% |
| 100 WILLIAMSON | 312,835 | 262,315 | 192,406 | 50,520 | 19% | 69,909 | 36% |
| 101 WINNEBAGO | 385,026 | 452,384 | 443,350 | (67,358) | -15% | 9,034 | 2% |
| 102 WOODFORD | 91,468 | 90,648 | 83,097 | 820 | 1% | 7,551 | 9% |
| TOTAL | 17,174,862 | 16,803,450 | 16,847,765 | \$ 371,412 | 2% | \$ (44,315) | 0% |

Note: The Board's receipts records contain errors and discrepancies, as noted in Finding 2016-001.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2016

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2015 AND 2016

Police Training Board Services Fund (517)

For Payment of and/or Services Related to Law Enforcement Training

The increase in expenditures was due to the Board utilizing funds from Fund 517 to pay for a rent increase of over 50%. The Board decided to utilize Fund 517 instead of requesting a supplemental appropriation for Fund 879.

Death Certificate Surcharge Fund (635)

For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act

The decrease in expenditures was due to statutory authority to expend from Fund 635 ending on December 31, 2015. Further, the Board worked to keep incurred invoices to a minimum during the time the Board was without an appropriation.

Traffic and Criminal Conviction Surcharge Fund (879)

Travel

The decrease in expenditures was due to the budget impasse. The Board worked to keep incurred invoices to a minimum during the time the Board was without an appropriation. The Board received a Fiscal Year 2016 appropriation from Public Act 099-0524 on June 30, 2016.

Electronic Data Processing

The increase in expenditures was due to the Board having a Graduate Public Service Intern during Fiscal Year 2016 and new billings related to the Enterprise Resource Planning (ERP) system.

Federal Projects Fund (923)

Homeland Security Grant FY11, Illinois Criminal Justice Information Authority Grant 539001, and Illinois Criminal Justice Information Authority Grant 383027

The decrease in expenditures was due to these grants ending in Fiscal Year 2015.

Homeland Security Grant FY14 and Homeland Security Grant FY15

The increase in expenditures was due to these grants starting in Fiscal Year 2016.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2016

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2014 AND 2015

Death Certificate Surcharge Fund (635)

For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act

The increase in expenditures was due to an increase in training reimbursements partially made possible by an increase in the appropriation by \$50 thousand from Fiscal Year 2014 to Fiscal Year 2015. In addition, fewer classes were cancelled in Fiscal Year 2015 than in Fiscal Year 2014.

Traffic and Criminal Conviction Surcharge Fund (879)

Electronic Data Processing

The decrease in expenditures was due to the Board not utilizing a Graduate Public Service Intern in Fiscal Year 2015 while a Graduate Public Service Intern was utilized in Fiscal Year 2014.

Federal Projects Fund (923)

Homeland Security Grant FY12 and Illinois Criminal Justice Information Authority Grant 384027

The decrease in expenditures was due to these grants ending in Fiscal Year 2014.

Illinois Criminal Justice Information Authority Grant 539001 and Illinois Criminal Justice Information Authority Grant 383027

The increase in expenditures was due to these grants starting in Fiscal Year 2015.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2016

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEAR 2016 AND 2015

Police Training Board Services Fund (517)

Deposits from Licenses and Fees

The \$60,200 decrease was mostly due to a one-time deposit made in December 2014. This deposit was the result of the State Treasurer's Office converting the processing of such deposits for non-negotiable drafts to an online portal in Fiscal Year 2015. As part of the conversion, unprocessed non-negotiable drafts were identified, Board staff was notified, and the items were subsequently deposited. Non-negotiable drafts for licenses and fees were not identified by the Board earlier because the Board employee responsible for non-negotiable drafts retired in Fiscal Year 2014 and was not replaced until Fiscal Year 2016 (see Finding 2016-001 and Finding 2016-005).

Law Enforcement Officers Training Board Federal Projects Fund (923)

Federal Grants Received Through the Illinois Criminal Justice Information Authority

The \$41,052 decrease was due to the Board not receiving any Illinois Criminal Justice Information Authority (ICJIA) grants during Fiscal Year 2016. The Family Violence Coordinating Councils' federal grant was offered through the ICJIA and received by the Board in Fiscal Year 2015, but no such grant was offered in Fiscal Year 2016. This grant funded councils to establish a forum to improve the institutional, professional, and community response to family violence, while also engaging in education, prevention, and coordination of intervention and services for victims and perpetrators.

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEAR 2015 AND 2014

Police Training Board Services Fund (517)

Deposits from Licenses and Fees

The \$71,000 increase was mostly the result of the State Treasurer's Office converting the processing of such deposits for non-negotiable drafts to an online portal in Fiscal Year 2015. As part of the conversion, unprocessed non-negotiable drafts were identified, Board staff was notified, and the items were subsequently deposited. Non-negotiable drafts for licenses and fees were not identified by the Board earlier because the Board employee responsible for non-negotiable drafts retired in Fiscal Year 2014 and was not replaced until Fiscal Year 2016 (see Finding 2016-001 and Finding 2016-005).

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2016

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEAR 2015 AND 2014 (continued)

Law Enforcement Officers' Training Board Federal Projects Fund (923)

Federal Grants Received Through the Illinois Criminal Justice Information Authority

The \$14,894 decrease is due to a decrease in the federal grant amount awarded to the Board from ICJIA between Fiscal Year 2014 and Fiscal Year 2015.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2016

FISCAL YEAR 2016

Police Training Board Services Fund (517)

For Payment of and/or Services Related to Law Enforcement Training

The significant spending during the Lapse Period was due to the budget impasse, which caused the Board to process invoices received during Fiscal Year 2016 after the passage of Public Act 099-0524 on June 30, 2016. As a result, all expenditures were paid during the Lapse Period.

Death Certificate Surcharge Fund (635)

For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act

The significant spending during the Lapse Period was due to the budget impasse, which caused the Board to process invoices received during Fiscal Year 2016 after the passage of Public Act 099-0524 on June 30, 2016. As a result, all expenditures were paid during the Lapse Period.

Traffic and Criminal Conviction Surcharge Fund (879)

Contractual Services, Travel, Commodities, Electronic Data Processing, Telecommunications, and Operations of Automotive Equipment

The significant spending during the Lapse Period was due to the budget impasse, which caused the Board to process invoices received during Fiscal Year 2016 after the passage of Public Act 099-0524 on June 30, 2016. As a result, a majority of expenditures were paid during the Lapse Period.

Reimbursement of Training and Training Services

The significant spending during the Lapse Period was due to the Illinois Police Training Act requiring the Board to pro-rate training reimbursements if the appropriation will not fund the statutory maximum. With a filing deadline of July 15th in the Lapse Period, reimbursements are made in the Lapse Period.

Law Enforcement Officers' Training Board Federal Projects Fund (923)

Homeland Security Grant FY15

The significant spending during the Lapse Period was due to the Board not receiving the federal funds needed to issue the vouchers until the Lapse Period.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2016

FISCAL YEAR 2015

Death Certificate Surcharge Fund (635)

For Payment of and/or Services Related to Death Investigation in accordance with the Vital Records Act

The significant spending during the Lapse Period was due to a significant amount of reallocations and reimbursements made on a “funds available” basis. Thus, the Board waited until the Lapse Period to make sure the funds were available before issuing the reallocations and reimbursements.

Traffic and Criminal Conviction Surcharge Fund (879)

Reimbursement of Training and Training Services

The significant spending during the Lapse Period was due to the Illinois Police Training Act requiring the Board to pro-rate training reimbursements if the appropriation will not fund the statutory maximum. With a filing deadline of July 15th in the Lapse Period, reimbursements are made in the Lapse Period.

Law Enforcement Officers’ Training Board Federal Projects Fund (923)

Homeland Security Grant FY11 and Illinois Criminal Justice Information Authority Grant 539001

The significant spending during the Lapse Period was due to the Board not receiving the federal funds needed to issue the vouchers until the Lapse Period.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
BOARD FUNCTIONS AND PLANNING PROGRAM
(Not Examined)
For the Two Years Ended June 30, 2016

The Illinois Law Enforcement Training and Standards Board (Board) was created by the Illinois Police Training Act (50 ILCS 705/1 et seq.). The Board's members serve without compensation.

The Board members at June 30, 2016, were as follows:

Statutory Members

Lisa Madigan, Attorney General
Eddie Johnson, Superintendent, Chicago Police Department
Thomas Dart, Cook County Sheriff
Sean M. Cox, Special Agent-in-Charge, Federal Bureau of Investigation*
Dorothy Brown, Clerk of Circuit Court of Cook County
Michael Schlosser, Director Police Training Institute
Leo Schmitz, Director, Department of State Police
John R. Baldwin, Acting Director, Department of Corrections

Appointed Members

Valerie L. Salmons, Chairman
Sheriff Pat Hartshorn, Vice Chairman
John H. Schlaf
Tim Becker
Mayor Timothy Nugent
Mayor Laurel Lunt Prussing
Sheriff Richard Watson
City Manager Tim Gleason
Paul D. Williams
Chief Jan W. Noble

*Note: On July 28, 2016, the Illinois Police Training Act (50 ILCS 705/3) was amended to remove the requirement for the Special Agent-in-Charge from the Federal Bureau of Investigation's Springfield, Illinois office to serve as a Board member.

The Board is required by statute (50 ILCS 705/4) to hold, at least, four meetings each year. The Board's meetings were held at various locations throughout the State, including Bloomingdale, Chicago, Springfield, Collinsville, and Downers Grove during Fiscal Years 2015 and 2016. The quarterly meetings are held outside of Springfield to allow local law enforcement personnel an opportunity to attend meetings and be involved in Board discussions.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
BOARD FUNCTIONS AND PLANNING PROGRAM
(Not Examined)
For the Two Years Ended June 30, 2016

Agency Functions

The Board has the following powers and duties:

- To encourage and aid municipalities, counties, park districts, State-controlled universities, colleges, public community colleges, and other local governmental agencies of this State and participating State agencies in their efforts to raise the level of law enforcement by upgrading and maintaining a high level of training and standards for law enforcement executives and officers, county corrections officers, sheriffs, and law enforcement support personnel.
- To ensure the required participation of the pertinent local governmental units in the programs established under the Illinois Police Training Act, to encourage the voluntary participation of other local governmental units and participating State agencies, to set standards, develop and provide quality training and education, and to aid in the establishment of adequate training facilities.
- To select and certify schools within the State for the purpose of providing basic training for probationary police officers, probationary county corrections officers, and court security officers and of providing advanced or in-service training for permanent police officers or permanent county corrections officers, which schools may be either publicly or privately owned and operated.
- To require local governmental units to furnish such reports and information as the Board deems necessary to fully implement the Illinois Police Training Act.
- To provide appropriate certifications to those probationary officers who successfully complete the prescribed minimum standard basic training course.

The Board's mission is:

- To provide standards and training which enhance law enforcement's ability to readily and quickly adapt to our rapidly changing society and which can lead to public recognition of law enforcement as a profession.
- To promulgate standards for the selection and training of employees of law enforcement agencies both at the entry and advanced level so as to improve their training and performance, and to establish their qualification to be certified and licensed in the State according to the standards and rules of the Board and the requirements of the Act; which standards shall establish mandatory, minimum requirements pertaining to the lack of a criminal history background; and the establishment of standards applicable to education, mental, moral, ethical, and physical skills and qualities.

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
BOARD FUNCTIONS AND PLANNING PROGRAM

(Not Examined)

For the Two Years Ended June 30, 2016

- To establish, evaluate, and improve curricula, to require adequate preparation for instructors, to certify qualified instructors, and to certify academy and other facilities acceptable for delivering such training.
- To certify and license personnel who have acquired the levels of education, training, and experience necessary to perform the duties of law enforcement.
- To conduct research and evaluation needed to develop and improve the Board's standards and training based upon objective knowledge and the performance needs required, insofar as funds and practicality permit.
- To conduct surveys and research concerning training and the administration and operation of law enforcement agencies, and/or aid governmental units in implementing the recommendation of studies which are conducted by other agencies or by consulting firms.
- To determine and secure agency and individual compliance with the Illinois Police Training Act, and all associated administrative standards, policies, rules, and regulations.
- To provide financial aid as authorized by the Governor and the General Assembly to Board-approved entities, considering the impact upon both quality and improvement, Statewide uniformity and accessibility, cost effectiveness, and other legislative requirements.

Agency Planning

The Board has established a strategic plan to address its mission to provide standards and training that enhance law enforcement's ability to readily adapt to our rapidly changing society. The plan includes improving selection and training standards for law enforcement employees, establishing, evaluating, and improving curricula and required objectives for instructors and training academies, and renewing and reforming programs.

STATE OF ILLINOIS
 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
BUDGET IMPASSE DISCLOSURES
 (Not Examined)
 For the Two Years Ended June 30, 2016

Payment of Fiscal Year 2016 Costs in Future Fiscal Years

Article 74 of Public Act 099-0524 authorized the Board to pay Fiscal Year 2016 costs using the Board's Fiscal Year 2017 appropriations for non-payroll expenditures. The following chart shows the Board's plan to expend its Fiscal Year 2017 appropriations to cover its Fiscal Year 2016 costs:

OUTSTANDING FISCAL YEAR 2016 INVOICES

| Fund # | Fund Name | Number | Dollar Value |
|--------|--|----------|------------------|
| 879 | Traffic and Criminal Conviction Surcharge Fund | 7 | \$ 23,226 |
| | | <u>7</u> | <u>\$ 23,226</u> |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**ALTERNATIVE FINANCING IN LIEU OF APPROPRIATIONS AND
PROGRAMS TO ADDRESS UNTIMELY PAYMENTS TO VENDORS**

(Not Examined)

For the Two Years Ended June 30, 2016

Transactions Involving the Illinois Finance Authority

The Board and its vendors did not participate in alternative financing in lieu of enacted appropriations involving the Illinois Finance Authority during Fiscal Year 2016.

Transactions Involving the Vendor Payment Program and Vendor Support Initiative Program

Vendor Payment Program (VPP)

In 2011, the State of Illinois (State) created the voluntary VPP in response to delays in payments for goods and services provided by the State's vendors arising from the State's cash flow deficit. The Department of Central Management Services (CMS) approved third party financing entities to act as "qualified purchasers" of accounts receivable from "participating vendors" who had submitted invoices which had not been paid by the State.

A participating vendor's accounts receivable is eligible for the VPP if it is from an invoice unpaid by the State that is (1) not for medical assistance payments (2) where 90 days have passed since the proper bill date, which is (3) entitled to interest under the State Prompt Payment Act (Act) (30 ILCS 540) and (4) free of any liens or encumbrances. Under the terms of an agreement between a qualified purchaser and the participating vendor, the participating vendor receives payment for 90% of the receivable balance. The participating vendor, in turn, assigns its rights to the interest due under the Act to the qualified purchaser. When the State Comptroller ultimately pays the invoice, the participating vendor receives the remaining 10% due (less any offsets).

Notably, while CMS approved the qualified purchasers and provided information to vendors about VPP, neither CMS nor the State are parties to the assignment agreements.

During Fiscal Year 2015 and Fiscal Year 2016, none of the Board's vendors participated in the Vendor Payment Program (VPP).

Vendor Support Initiative Program (VSI)

During Fiscal Year 2016, the State created the voluntary VSI as an alternative to the VPP for cases where the Board lacked an enacted appropriation or other legal expenditure authority to present invoices to the State Comptroller for payment. The VSI operated similarly to the VPP, although the Board was required to determine a participating vendor's invoice (1) would have met the requirements of the VPP and (2) provided the proper bill date of invoice prior to the qualified purchaser and participating vendor entering into an agreement where the participating vendor received payment for 90% of the receivable balance. The participating vendor, in turn, assigned its rights to the interest due under the Act to the qualified purchaser. After the State

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
**ALTERNATIVE FINANCING IN LIEU OF APPROPRIATIONS AND
PROGRAMS TO ADDRESS UNTIMELY PAYMENTS TO VENDORS**

(Not Examined)

For the Two Years Ended June 30, 2016

Comptroller ultimately paid the invoice after the Board received appropriations or other legal expenditure authority to pay the invoice, the participating vendor received the remaining 10% due (less any offsets).

During Fiscal Year 2016, the Board had one vendor participate in VSI for six invoices, totaling \$6,856. A summary of the amount of transactions by qualified purchaser follows:

**TRANSACTIONS BY
QUALIFIED PURCHASER**

| Qualified Purchaser | Total |
|------------------------|----------|
| A | \$ 6,856 |
| | <hr/> |
| | \$ 6,856 |

STATE OF ILLINOIS
 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
INTEREST COSTS ON FISCAL YEAR 2016 INVOICES
 (Not Examined)
 For the Two Years Ended June 30, 2016

Prompt Payment Interest Costs

The Board plans to calculate prompt payment interest due to vendors under the State Prompt Payment Act (Act) (30 ILCS 540) using the vendor's proper bill date through the date the State Comptroller issues a warrant to the vendor, regardless of when and if an enacted appropriation existed during Fiscal Year 2016. The Act (30 ILCS 540/3-2) and the Illinois Administrative Code (74 Ill. Admin. Code 900.100) require interest to be paid under a daily simple interest rate of .033% (1% over a 30-day period) for every day elapsed following the 90th day after a vendor submits an eligible proper bill to the Board. The following chart shows the Board's prompt payment interest incurred related to Fiscal Year 2016 invoices, calculated on the accrual basis of accounting, through June 30, 2016, by fund:

PROMPT PAYMENT INTEREST INCURRED

Year Ended June 30, 2016

| Fund # | Fund Name | Invoices | Vendors | Dollar Value |
|--------|--|------------|-----------|-----------------|
| 635 | Death Certificate Surcharge Fund | 5 | 5 | \$ 3,044 |
| 879 | Traffic and Criminal Conviction Surcharge Fund | 115 | 42 | 6,347 |
| | | <u>120</u> | <u>47</u> | <u>\$ 9,391</u> |

STATE OF ILLINOIS
ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
INTERAGENCY AGREEMENTS
(Not Examined)
For the Two Years Ended June 30, 2016

Western Illinois University Agreements:

The Board and Western Illinois University (WIU) entered into seven interagency agreements during Fiscal Years 2015 and 2016. Under four of the agreements, WIU agreed to operate the Executive Institute, including administrative and programming services, which provides executive-level training for the law enforcement executives. The two parties agreed to an estimated amount for expenses related to the services and indirect costs.

The other three interagency agreements (Federal Fiscal Year (FFY) 2013, 2014, and 2015) were created and agreed upon in which WIU was responsible for performing grant activities for the Board's interagency agreement with the Illinois Emergency Management Agency (IEMA) for Homeland Security. A determined amount was agreed upon and paid for the services performed, which is the amount determined to be paid in the IEMA agreement. All three agreements expended funds in the examination period.

Illinois Emergency Management Agency Agreements:

The Board had three interagency agreements with the Illinois Emergency Management Agency (IEMA) during Fiscal Years 2015 and 2016. Funds were provided under the Homeland Security Grant Program to create and operate a planning and terrorism awareness function for law enforcement officials. Western Illinois University is responsible for carrying out these services under another interagency agreement. All three agreements received funds in the examination period.

Attorney General Agreements:

Two interagency agreements, one for Fiscal Year 2015 and one for Fiscal Year 2016, were created between the Board and the Office of the Attorney General. Under the agreements the Attorney General's Office was paid by the Board an agreed upon amount each fiscal year to operate the Computer Crime Institute. The Institute's purpose is to train and educate the State's law enforcement community about computer crime.

STATE OF ILLINOIS
 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
AVERAGE NUMBER OF EMPLOYEES
 (Not Examined)
 For the Two Years Ended June 30, 2016

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

| <u>Division</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|---------------------------------------|-------------|-------------|-------------|
| Executive Director | 1 | 1 | 1 |
| Deputy Director | 1 | 0 | 0 |
| Specialist | 2 | 2 | 3 |
| Administrative and Clerical | 15 | 15 | 13 |
| Total Average Full-Time Employees | <u>19</u> | <u>18</u> | <u>17</u> |

ILLINOIS STATE OF ILLINOIS
 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD
SERVICE EFFORTS AND ACCOMPLISHMENTS
 (Not Examined)
 For the Two Years Ended June 30, 2016

Law enforcement training is the main program administered by the Board. The Illinois Police Training Act (Act) requires the Board reimburse eligible academy expenses (tuition, lodging, travel, and training materials) for each claimant in an amount established annually for each academy. However, should either the appropriation or the fund balance be insufficient, the Act requires the Board pro-rate eligible expenses to the available amount. In Fiscal Years 2015 and 2016, the Board fully reimbursed these expenses at 100% of the statutorily maximum amount. In Fiscal Year 2014, the Board began a pilot project to directly pay selected training academies (as all are units of government) rather than have the training academies pay and request reimbursement. This pilot project was continued in Fiscal Year 2016.

| | 2016 | 2015 | 2014 |
|---|---------|---------|---------|
| Law Enforcement Officers completing mandated basic training | 1,322 | 1,020 | 1,177 |
| County Corrections Officers completing mandated basic training | 536 | 451 | 538 |
| Public Safety Personnel trained utilizing the in-service training delivery system | 44,899 | 45,185 | 46,089 |
| Reimbursement cost per Law Enforcement Officer trained | \$2,837 | \$3,938 | \$3,318 |
| Reimbursement cost per County Corrections Officer trained | \$1,593 | \$1,420 | \$1,817 |
| Cost per training man-hour for in-service training delivery program | \$10.16 | \$8.47 | \$8.63 |