

State of Illinois  
LEGISLATIVE INFORMATION SYSTEM  
COMPLIANCE EXAMINATION  
For The Two Years Ended June 30, 2006

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

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 COMPLIANCE EXAMINATION  
 For the Two Years Ended June 30, 2006

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**AGENCY OFFICIALS**

**LEGISLATIVE INFORMATION SYSTEM**

Executive Director

Tim Rice

Administrative Service Manager

Donna Burke

Agency offices are located at:

705/701 Stratton Office Building  
Springfield, IL. 62706

CAMPBELL, LLC  
Certified Public Accountants  
327 Missouri Avenue, Suite 603  
East St. Louis, Illinois 62201

September 20, 2006

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Agency. 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 Agency's compliance with the following assertions during the two-year period ended June 30, 2006. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2006, the Agency has materially complied with the assertions below.

- A. The agency 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 agency 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 agency has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the agency are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. The money or negotiable securities or similar assets handled by the agency on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Illinois Legislative Information System

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Tim Rice, Executive Director

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Donna Burke, Administrative Services Manager

## 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.

### AUDITORS' REPORT

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

### SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	0	0
Repeated finding	0	0
Prior recommendations implemented or not repeated	0	0

### SUMMARY OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
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#### FINDINGS (STATE COMPLIANCE)

No reportable findings for the two years ended June 30, 2006.

PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)

No reportable findings for the two years ended June 30, 2004.

**EXIT CONFERENCE**

Tim Rice, Executive Director, Illinois Legislative Information System determined that it is not necessary to have an exit conference.

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

Honorable William G. Holland  
Auditor General  
State of Illinois

**Compliance**

As Special Assistant Auditors for the Auditor General, we have examined the Illinois Legislative Information System'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, 2006. The management of the Illinois Legislative Information System is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Legislative Information System's compliance based on our examination.

- A. The Illinois Legislative Information System 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 Legislative Information System 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 obligations, expenditure, receipt or use.
- C. The Illinois Legislative Information System has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Illinois Legislative Information System 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 Legislative Information System on behalf of the State or held in trust by the Illinois Legislative Information System have been properly and legally administered and the accounting and recordkeeping related 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 for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about Illinois Legislative Information System's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Illinois Legislative Information System's compliance with specified requirements.

In our opinion, Illinois Legislative Information System complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2006. There were no immaterial findings relating to instances of noncompliance that have been excluded from this report.

### **Internal Control**

The management of Illinois Legislative Information System is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our examination, we considered the Illinois Legislative Information System's internal control over compliance with the aforementioned requirements in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

## **Supplemental Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2006 and 2005 Supplementary Information for State Compliance Purposes, except for information on the Illinois First Projects and Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2004 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

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

**CAMPBELL, LLC**  
**September 20, 2006**

## **SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

### **SUMMARY**

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

- Fiscal Schedules and Analysis

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

- Analysis of Operations:

- Agency Functions and Planning Program
- Average Number of Employees
- Emergency Purchases
- Illinois First Project
- Service Efforts and Accomplishments

The auditors' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General, except for information on the Illinois First Projects and Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information.

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
 Appropriation for Fiscal Year 2006  
 Fourteen Months Ended August 31, 2006

<u>Public Act 94-0015</u>	<u>Appropriation (Net After Transfers)</u>	<u>Expenditures Through 6/30/2006</u>	<u>Lapse Period Expenditures 7/1-8/31/06</u>	<u>Total Exenditures</u>	<u>Balance Lapsed</u>
<u>APPROPRIATION FUNDS</u>					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 2,167,100	\$ 2,045,457	\$ -	\$ 2,045,457	\$ 121,643
Employees' Retirement Contribution					
Paid by Employer	86,700	77,318	-	77,318	9,382
State Contribution to State Employees'					
Retirement System	469,700	159,429	-	159,429	310,271
Contribution to Social Security	165,800	150,643	-	150,643	15,157
Contractual Services	393,101	383,262	7,995	391,257	1,844
Travel	6,000	4,732	-	4,732	1,268
Commodities	5,200	1,677	-	1,677	3,523
Printing	5,000	-	373	373	4,627
Equipment	3,200	71	3,102	3,173	27
Electronic Data Processing	1,135,700	913,065	219,801	1,132,866	2,834
Telecommunications	153,299	110,699	1,009	111,708	41,591
Purchase, Maintenance & Rental of					
General Assembly EDP Equipment					
Contractual Procurement	737,100	523,005	144,085	667,090	70,010
Purchase, Maintenance & Rental of					
EDP Equipment & Software for					
Development and implementation	850,000	560,975	129,196	690,171	159,829
Subtotal - Fund 001	<u>\$ 6,177,900</u>	<u>\$ 4,930,333</u>	<u>\$ 505,561</u>	<u>\$ 5,435,894</u>	<u>\$ 742,006</u>
<u>GENERAL ASSEMBLY COMPUTER</u>					
<u>EQUIPMENT REVOLVING FUND - 155</u>					
Purchase & Maintenance, Rental of					
Legislative EDP Equipment and other					
Operational Expenses of the General					
Assembly	<u>\$ 1,600,000</u>	<u>\$ 63,084</u>	<u>\$ 3,718</u>	<u>66,802</u>	<u>1,533,198</u>
Subtotal - Fund 155	<u>\$ 1,600,000</u>	<u>\$ 63,084</u>	<u>\$ 3,718</u>	<u>\$ 66,802</u>	<u>\$ 1,533,198</u>

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
 Appropriations for Fiscal Year 2005  
 Fourteen Months Ended August 31, 2005

<u>Public Act 93-0842</u>	Appropriation (Net After Transfers)	Expenditures Through 6/30/2005	Lapse Period Expenditures 7/1-8/31/05	Total Expenditures	Balance Lapsed
<u>APPROPRIATION FUNDS</u>					
<u>GENERAL REVENUE FUND - 001</u>					
Personal Services	\$ 1,900,300	\$ 1,848,136	\$ -	\$ 1,848,136	\$ 52,164
Employees' Retirement Contribution					
Paid by Employer	76,000	67,841	-	67,841	8,159
State Contribution to State Employees'					
Retirement System	387,600	296,173	-	296,173	91,427
Contribution to Social Security	145,400	135,426	-	135,426	9,974
Contractual Services	392,600	306,638	55,346	361,984	30,616
Travel	6,000	-	-	-	6,000
Commodities	5,200	3,064	1,432	4,496	704
Printing	5,000	924	-	924	4,076
Equipment	3,200	725	-	725	2,475
Electronic Data Processing	1,048,200	512,451	511,069	1,023,520	24,680
Telecommunications	162,200	123,234	2,558	125,792	36,408
Purchase, Maintenance & Rental of					
General Assembly EDP Equipment					
Contractual Procurement	702,000	444,364	132,572	576,936	125,064
Purchase, Maintenance & Rental of					
EDP Equipment & Software for					
Development and implementation	1,050,000	788,843	95,789	884,632	165,368
Subtotal - Fund 001	<u>\$ 5,883,700</u>	<u>\$ 4,527,819</u>	<u>\$ 798,766</u>	<u>\$ 5,326,585</u>	<u>\$ 557,115</u>
<u>GENERAL ASSEMBLY COMPUTER</u>					
<u>EQUIPMENT REVOLVING FUND - 155</u>					
Purchase & Maintenance, Rental of					
Legislative EDP Equipment and other					
Operational Expenses of the General					
Assembly	<u>\$ 1,600,000</u>	<u>\$ 61,498</u>	<u>\$ 15,773</u>	<u>\$ 77,271</u>	<u>\$ 1,522,729</u>
Subtotal - Fund 155	<u>\$ 1,600,000</u>	<u>\$ 61,498</u>	<u>\$ 15,773</u>	<u>\$ 77,271</u>	<u>\$ 1,522,729</u>
TOTAL - ALL APPROPRIATED FUNDS	<u><u>\$ 7,483,700</u></u>	<u><u>\$ 4,589,317</u></u>	<u><u>\$ 814,539</u></u>	<u><u>\$ 5,403,856</u></u>	<u><u>\$ 2,079,844</u></u>

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
COMPARATIVE SCHEDULE OF NET APPROPRIATION, EXPENDITURES AND LAPSED BALANCE

	Fiscal Year		
	<u>2006</u>	<u>2005</u>	<u>2004</u>
	<u>PA 94-0015</u>	<u>PA 93-0842</u>	<u>PA 93-0091</u>
<u>GENERAL REVENUE FUND - 001</u>			
<u>Appropriations (Net After Transfers)</u>	\$ 6,177,900	\$ 5,883,700	\$ 5,883,700
<u>Expenditures</u>			
Personal Services	2,045,457	1,848,136	1,646,690
Employees' Retirement			
Contribution Paid by Employer	77,318	67,841	62,038
State Contribution to State			
Employees' Retirement System	159,429	296,173	146,043
Contribution to Social Security	150,643	135,426	119,191
Contractual Service	391,257	361,984	421,248
Travel	4,732	-	4,164
Commodities	1,677	4,496	2,608
Printing	373	924	22
Equipment	3,173	725	4,114
Electronic Data Processing	1,132,866	1,023,520	939,645
Telecommunications	111,708	125,792	128,390
Purchase and Maintenance of			
Legislative EDP Equipment	667,090	576,936	563,232
Purchase and Maintenance of			
EDP Equipment for development	690,171	884,632	1,462,180
Total Expenditures - Fund 001	5,435,894	5,326,585	5,499,565
Lapsed Balance	\$ 742,006	\$ 557,115	\$ 384,135
<u>GENERAL ASSEMBLY COMPUTER</u>			
<u>EQUIPMENT REVOLVING FUND - 155</u>			
<u>Appropriations (Net After Transfers)</u>	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Legislative EDP Equipment Expenditures	66,802	77,271	213,875
Lapsed Balances	\$ 1,533,198	\$ 1,522,729	\$ 1,386,125
<u>GRAND TOTAL - ALL FUNDS</u>			
Appropriations (Net After Transfer)	\$ 7,777,900	\$ 7,483,700	\$ 7,483,700
Total Expenditures	5,502,696	5,403,856	5,713,440
Lapsed Balances	\$ 2,275,204	\$ 2,079,844	\$ 1,770,260

The agency did not make efficiency initiative payments during the examination period.

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 SCHEDULE OF CHANGES IN  
 STATE PROPERTY  
 For the Two Years Ended June 30, 2006

Balance, July 1, 2004	\$	5,246,505
Purchases		1,076,193
Deletions		(237,249)
Net Transfers In/Out		<u>(444,291)</u>
Balance, June 30, 2005	\$	5,641,158
Purchases		1,375,988
Deletions		(1,251,500)
Net Transfers In/Out		<u>(681,464)</u>
Balance, June 30, 2006	<u>\$</u>	<u>5,084,182</u>

Note: The year end amounts above include accounts payable for capital outlays of \$148,139 at June 30, 2005 and of \$49,928 at June 30, 2006.

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 COMPARATIVE SCHEDULE OF CASH RECEIPTS  
 For the Fiscal Years Ended June 30, 2006, 2005 and 2004

	<u>2006</u>	<u>2005</u>	<u>2004</u>
<u>GENERAL REVENUE FUND - 001</u>			
Miscellaneous Receipts	\$ 34	\$ 872	\$ 5,247
<u>GENERAL ASSEMBLY COMPUTER EQUIPMENT REVOLVING FUND - 155</u>			
Computer Services Charges	<u>-</u>	<u>-</u>	<u>-</u>
Total Receipts - All Funds	\$ <u>34</u>	\$ <u>872</u>	\$ <u>5,247</u>

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 RECONCILIATION SCHEDULE OF CASH RECIEPTS TO DEPOSITS  
 REMITTED TO THE STATE COMPTROLLER  
 For the Fiscal Years Ended June 30, 2006 and 2005

<u>GENERAL REVENUE FUND - 001</u>	<u>2006</u>	<u>2005</u>
Receipts per Agency records	<u>\$ 34</u>	<u>\$ 872</u>
Deposits recorded by the Comptroller	<u>\$ 34</u>	<u>\$ 872</u>
<u>GENREAL ASSEMBLY COMPUTER EQUIPMENT REVOLVING FUND - 155</u>		
Receipts per Agency records	<u>\$ -</u>	<u>\$ -</u>
Deposits recorded by the Comptroller	<u>\$ -</u>	<u>\$ -</u>

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2006

A comparative schedule of expenditures appears on page 11.

Significant variations between Fiscal Years 2005 and 2004 follow.

General Revenue Fund – 001

Variations in expenditures greater than \$19,000 and a 10% change from the previous year were considered significant.

1. Personal Services increased 12% because there were 5 vacancies at 6/30/04 that were filled in FY05 along with normal staff increases.
2. State Contribution to State Employees' Retirement System increased 103% because the retirement rate increased from 13.439% in FY04, to 16.107% in FY05 and the staff additions accounted for the remainder.
3. Contribution to Social Security increased 14% because of the increase in Personal Services.
4. Contractual Services related expenditures decreased 14% as LIS continued the phasing out of the mainframe software support.
5. Purchase and Maintenance of EDP equipment for development decreased 39% because the actual development of the System Rewrite Project Line began during late FY01 and testing began by spring 2002. As the project was coming to completion, the funding was being phased out.

General Assembly Computer Equipment Revolving Fund – 155

Variations in expenditures greater than \$7,400 and a 10% change from the previous year were considered significant.

1. Legislative EDP Equipment decreased 64% because spending for the General Assembly Computer Equipment Revolving Fund is based on decisions made by the four legislative leadership staffs. Money allocated to a particular staff and not expended is carried forward to subsequent fiscal years.

Significant variations between Fiscal Years 2006 and 2005 follow.

General Revenue Fund – 001

Variations in expenditures greater than \$22,000 and a 10% change from the previous year were considered significant.

1. Personal Services increased 11% because there were 6 vacancies filled along with normal staff increases.
2. State Contribution to State Employees' Retirement System decreased 46% because the retirement rate decreased from 16.107% in FY05 to 7.792% in FY06.
3. Purchase and Maintenance of Legislative EDP Equipment increased 16% because of decisions made by the four legislative leaders.
4. Purchase and Maintenance of EDP equipment for development decreased 22% because the project was complete.

General Assembly Computer Equipment Revolving Fund – 155

Variations in expenditures greater than \$7,400 and a 10% change from previous year were considered significant.

1. Legislative EDP Equipment decreased 14% because spending for the General Assembly Computer Equipment Revolving Fund is based on decisions made by the four legislative leadership staffs. Money allocated to a particular staff and not expended is carried forward to subsequent fiscal years.

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS  
For the Two Years Ended in June 30, 2006

A comparative schedule of cash receipts appears on page 13.

General Revenue Fund – 001

1. Miscellaneous Receipts decreased because of an overpayment refund for Xerox copier usage for a previous fiscal year was deposited in the General Revenue Fund in FY04.

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
 For the Two Years Ended June 30, 2006

Electronic Data Processing	\$	219,801	\$	1,132,866	19%
Purchase, Maintenance & Rental of General Assembly EDP Equipment, Contractual Procurement		144,085		667,090	22%
Purchase, Maintenance & Rental of EDP Equipment & Software for Development and Implementation		129,196		690,171	19%

**Fiscal Year Ended June 30, 2005**

<b><u>EXPENDITURE ITEMS</u></b>		<b><u>LAPSE PERIOD EXPENDITURES</u></b>		<b><u>TOTAL EXPENDITURES</u></b>	<b><u>PERCENTAGE</u></b>
<u>General Revenue Fund 001</u>					
Contractual Services	\$	55,346	\$	361,984	15%
Electronic Data Processing		511,069		1,023,520	50%
Purchase, Maintenance & Rental of General Assembly EDP Equipment, Contractual Procurement		132,572		576,936	23%
<u>Equipment Revolving Fund -155</u>					
Purchase, Maintenance & Rental of Legislative EDP Equipment and other Operational Expenses of the General Assembly		15,773		77,271	20%

**Explanation for Significant Lapse Period Expenditures**

Decisions regarding equipment purchases were not made until late in the fiscal year. All equipment was ordered before June 30th of the respective years and charged to the proper fiscal year. Final decisions

STATE OF ILLINOIS  
 LEGISLATIVE INFORMATION SYSTEM  
 ANALYSIS OF SIGNIFICANT ACCOUNT BALANCES  
 For The Two Years Ended June 30, 2006

COMPENSATED ABSENCES

Compensated Absences are the accrued employee benefits for vacation days, sick days, and compensation days. Presented below are the amounts accrued at June 30,

	<u>2006</u>		<u>2005</u>		<u>2004</u>	
	<u>Days</u>	<u>Amounts</u>	<u>Days</u>	<u>Amounts</u>	<u>Days</u>	<u>Amounts</u>
Vacation Days	700	\$ 166,582	674	\$ 146,784	674	\$ 144,072
Sick Days	486	68,315	486	64,990	486	63,288
Compensation Days	166	38,768	263	55,325	160	30,124

ANALYSIS OF ACCOUNTS RECEIVABLE

Accounts receivable arise from billings for services. There were no accounts receivable at June 30, 2005 and June 30, 2006.

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF OPERATIONS  
AGENCY FUNCTION AND PLANNING PROGRAM

FUNCTIONS

The Legislative Information System is under the direction of the Joint Committee on Legislative Support Services. The Legislative Commission Reorganization Act of 1984 established that the System report to the Joint Committee as a legislative support services agency. The System's primary responsibility is to provide information technology services to the General Assembly, its committees, commissions, and agencies. Public Act 80-683 (effective September 16, 1977), Public Act 86-1324 (eff. September 6, 1990), and Public Act 90-666 (eff. July 30, 1998) created the System and established the following duties and responsibilities:

1. Establish offices in the State complex and provide such services as are required by the General Assembly.
2. Study and make recommendations concerning the application of information technology to the varied services required by the General Assembly.
3. Implement the recommendations made in Item 2 above as directed by the General Assembly.
4. Host the complete text of the Administrative Rules in electronic form and cooperate with the Joint Committee on Administrative Rules and the Secretary of State in making that text available for use in publication of the Illinois Register and the Illinois Administrative Code.
5. Provide information technology services for the Legislative Reference Bureau, the Legislative Research Unit, the Clerk of the House of Representatives, and the Secretary of the Senate. Services are provided to other General Assembly committees, boards, agencies, and commissions within the resources available to the Legislative Information System.
6. Make legislative information available to the public via the Internet.

The Legislative Information System provides support to all of the Illinois General Assembly.

The Legislative Information System is made up of the following areas:

1. Administrative Services: Responsible for all the fiscal and personnel operations of the agency. This section also works closely with other fiscal operations in the legislative branch and other agencies to coordinate accounting systems and reporting. Administrative Services is also responsible for the receipts and disbursements of the General Assembly Computer Equipment Revolving Fund.

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF OPERATIONS  
AGENCY FUNCTIONS AND PLANNING PROGRAM

2. Application Services: Develops, maintains, and supports the various applications used by the General Assembly. This includes analyzing needs and requests, proposing solutions, and providing training.
2. Systems Services: Installs, maintains, and supports the operating systems, back-end software, networks, and all hardware that supports other functions of the agency. This includes monitoring performance and providing security.

PLANNING PROGRAM

The System's plan consists of a mission statement that provides a general statement of Legislative Information System goals. From this statement, general objectives have been developed that put the mission statement into specific productive outputs resulting in a multi-year work plan.

ASSESSMENT OF PLAN

The agency has implemented a long-range information technology plan that includes specific product outputs resulting in a multi-year work plan.

The main priority with this plan is to continue the software re-write project for the bill drafting and tracking system to keep up with the requirements of the General Assembly. The plan also requires the Agency to continue developing and enhancing the Illinois General Assembly's web site.

The agency's plan appears to be adequate and the software re-write project was complete as of June 30, 2006.

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF OPERATIONS

AVERAGE NUMBER OF EMPLOYEES

The following information was prepared from the Agency's records and presents the average number of Agency employees for the Fiscal Years ended June 30,

	<u>NUMBER OF EMPLOYEES</u>		
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Administration	7	7	5
Applicable Support	9	9	9
Applicable Development	9	9	9
System Support	<u>9</u>	<u>9</u>	<u>9</u>
Total	34	34	32

EMERGENCY PURCHASES

The Agency did not have any emergency purchases during the examination period.

ILLINOIS FIRST PROJECTS

The Agency did not have any Illinois First Projects during the examination period.

SERVICE EFFORTS AND ACCOMPLISHMENTS

When the Illinois General Assembly information technology (IT) requirements are examined from a size and workflow perspective, they generally fall in the class of small to medium IT shops. However, the function of the General Assembly and the nature of the information that is processed by the Legislative Information System (LIS) require that systems be planned from a different perspective. During a legislative session it is not acceptable for LIS to experience a system outage for a day or even a few hours while a technical problem is resolved. Therefore, system specifications are defined with the goal of very high systems availability, reliability, and performance. In practice, this means that systems at LIS are planned using peak requirements, not average requirements. LIS may approach peak loads for only a few weeks each year, but those are critical times in the operations of the Illinois General Assembly.

STATE OF ILLINOIS  
LEGISLATIVE INFORMATION SYSTEM  
ANALYSIS OF OPERATIONS

With the rewrite of all legacy systems accomplished, LIS is in a more 'normal' mode of operation. This means that the major focus is on operating and maintaining the existing systems while implementing enhancements and upgrades. All systems are constantly evaluated for effectiveness and performance. Communication is maintained with users to ensure that all needed and desired services are being provided. Change requests are acknowledged, investigated and evaluated; if accepted, resources are scheduled leading to development and implementation of the request. Hardware and software are constantly monitored and evaluated as well; if changes or upgrades are needed, they are implemented according to available resources and in conjunction with ongoing operations.