



STATE OF ILLINOIS

OFFICE OF THE AUDITOR GENERAL

LEGISLATIVE PRINTING UNIT

**COMPLIANCE EXAMINATION
FOR THE TWO YEARS ENDED JUNE 30, 2005**

WILLIAM G. HOLLAND

AUDITOR GENERAL

STATE OF ILLINOIS
LEGISLATIVE PRINTING UNIT
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

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AGENCY OFFICIALS

LEGISLATIVE PRINTING UNIT

Director	Mr. John Rodems
Fiscal Officer (5/10/04 – Present)	Ms. Jenna Williams
Fiscal Officer (7/1/03 – 5/9/04)	Vacant

Agency offices are located at:

105 Stratton Building
Springfield, IL 62706



LEGISLATIVE PRINTING UNIT
105 STRATTON BUILDING
SPRINGFIELD, ILLINOIS 62706
217/782-7312

MANAGEMENT ASSERTION LETTER

October 20, 2005

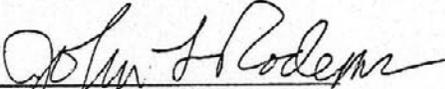
Honorable William G. Holland
Auditor General
State of Illinois
Iles Park Plaza
740 East Ash
Springfield, IL 62703-3154

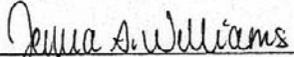
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Agency. We are responsible for and we have established and maintained an effective system of, internal controls 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, 2005. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2004, 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,

Legislative Printing Unit


John L. Rodems, Director


Jenna A. Williams, Fiscal Officer

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' REPORTS

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 findings	0	0
Prior recommendations implemented or not repeated	0	0

SUMMARY OF FINDINGS

The Legislative Printing Unit did not have any current year or prior year findings.

EXIT CONFERENCE

The Legislative Printing Unit declined a formal exit conference in a letter dated December 1, 2005.

SPRINGFIELD OFFICE:

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PHONE: 217/782-6046
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CHICAGO OFFICE:

MICHAEL A. BILANDIC BLDG. • SUITE 5-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
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OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

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

We have examined the Illinois Legislative Printing Unit'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, 2005. The management of the Illinois Legislative Printing Unit is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Legislative Printing Unit's compliance based on our examination.

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

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

In our opinion, the Illinois Legislative Printing Unit complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005. The results of our procedures disclosed no instances of noncompliance with those 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. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

Internal Control

The management of the Illinois Legislative Printing Unit 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 Printing Unit'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.

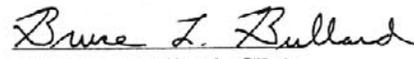
Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does 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. The results of our procedures disclosed no matters involving internal control which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General. As required by the Audit Guide, immaterial findings relating to internal control deficiencies excluded from this report have been reported in a separate letter.

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 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 2004 and the 2005 Supplementary Information for State Compliance Purposes, except for information on the 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 2003 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.


Bruce L. Bullard, CPA
Compliance Audit Director

October 20, 2005

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

- Fiscal Schedules and Analysis:

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

- Analysis of Operations:

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

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 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 PRINTING UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Fiscal Year Ended June 30, 2005

P.A. 93-0842 FISCAL YEAR 2005	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
General Revenue Fund 0001						
Personal Services	\$ 1,181,500	\$ 1,178,256	\$ 0	\$ 1,178,256	\$ 3,244	
Employee Retirement Contributions Paid by Employer	47,260	46,534	0	46,534	726	
State Contribution to State Employees' Retirement System	190,300	189,803	0	189,803	497	
State Contributions to Social Security	90,380	88,041	0	88,041	2,339	
Contractual Services	241,164	194,777	15,524	210,301	30,863	
Travel	425	424	0	424	1	
Commodities	146,411	125,778	10,009	135,787	10,624	
Printing	90,400	78,698	9,031	87,729	2,671	
Equipment	234,200	53,840	180,000	233,840	360	
Telecommunications	7,450	6,853	164	7,017	433	
Total Fiscal Year 2005	\$ 2,229,490	\$ 1,963,004	\$ 214,728	\$ 2,177,732	\$ 51,758	

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For The Fiscal Year Ended June 30, 2004

P.A. 93-0091 FISCAL YEAR 2004	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
General Revenue Fund 0001						
Personal Services	\$ 1,181,500	\$ 1,092,320	\$ (703)	\$ 1,091,617	\$ 89,883	
Employee Retirement						
Contributions Paid by Employer	47,260	43,173	(249)	42,924	4,336	
State Contribution to State						
Employees' Retirement System	159,610	103,314	0	103,314	56,296	
State Contributions to Social Security	90,380	80,887	14	80,901	9,479	
Contractual Services	257,400	240,568	14,222	254,790	2,610	
Travel	0	0	0	0	0	
Commodities	154,300	141,295	12,489	153,784	516	
Printing	103,000	72,263	30,376	102,639	361	
Equipment	196,300	38,149	158,127	196,276	24	
Telecommunications	9,050	6,492	2,352	8,844	206	
Total Fiscal Year 2004	\$ 2,198,800	\$ 1,818,461	\$ 216,628	\$ 2,035,089	\$ 163,711	

Note: Appropriations, expenditures, and lapsed balances were obtained from Agency records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Years Ended June 30,

	Fiscal Year		
	2005	2004	2003
General Revenue Fund 0001	PA 93-0842	P.A. 93-0091	P.A. 92-0538
<hr/>			
Appropriations (Net of Transfers)	\$ 2,229,490	\$ 2,198,800	\$ 2,198,800
<hr/>			
<u>Expenditures</u>			
Personal Services	\$ 1,178,256	\$ 1,091,617	\$ 1,180,355
Employee Retirement			
Contributions Paid by Employer	46,534	42,924	45,667
State Contribution to State			
Employees' Retirement System	189,803	103,314	122,561
State Contributions to Social Security	88,041	80,901	87,672
Contractual Services	210,301	254,790	283,021
Travel	424	0	196
Commodities	135,787	153,784	156,102
Printing	87,729	102,639	93,387
Equipment	233,840	196,276	208,383
Telecommunications	7,017	8,844	6,909
	<hr/>	<hr/>	<hr/>
Total Expenditures	\$ 2,177,732	\$ 2,035,089	\$ 2,184,253
	<hr/>	<hr/>	<hr/>
Lapsed Balances	\$ 51,758	\$ 163,711	\$ 14,547
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Note: The Agency did not make any efficiency initiative payments during the examination period.

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2005

	Equipment
Balance at July 1, 2003	\$ 4,454,207
Additions	58,217
Deletions	-
Net Transfers	1,500
Balance at June 30, 2004	\$ 4,513,924
Balance at July 1, 2004	\$ 4,513,924
Additions	256,448
Deletions	(528,007)
Net Transfers	24,152
Balance at June 30, 2005	\$ 4,266,517

Note: The above schedule has been derived from Agency records which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION SCHEDULE OF
 CASH RECEIPTS TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
 For the Fiscal Years Ended June 30,

	<u>2005</u>	<u>2004</u>	<u>2003</u>
Prior Year Refunds	\$ 193	\$ -	\$ -
Reimbursements/Jury Duty & Recoveries	78	-	-
Miscellaneous	<u>386</u>	<u>-</u>	<u>-</u>
Total Receipts (per agency)	<u>\$ 657</u>	<u>\$ -</u>	<u>\$ -</u>
Deposits Ordered into State Treasury (per State Comptroller)	<u>\$ 657</u>	<u>\$ -</u>	<u>\$ -</u>

STATE OF ILLINOIS
LEGISLATIVE PRINTING UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2005

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2004 AND 2005

STATE CONTRIBUTIONS TO STATE EMPLOYEES' RETIREMENT SYSTEM:

The increase in the State Contribution to State Employees' Retirement System expenditures in FY05 was due to the State suspending payments into the State Employees' Retirement System in FY04 as a result of Public Act 93-0665, which became effective in March 2004. The Act suspended contribution payments from the effective date of the Act through the payment of the final payroll from FY04 appropriations. Contributions resumed in FY05.

TRAVEL:

The increase in travel expenditures resulted from four employees traveling to Chicago, IL to attend a trade show in FY05.

TELECOMMUNICATIONS:

The decrease in telecommunications expenditures was due to repairs and maintenance charges in FY04 which did not reoccur during FY05.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2003 AND 2004

TRAVEL:

The decrease in travel expenditures was due to no travel expenses being incurred in FY04.

TELECOMMUNICATIONS:

The increase in telecommunications expenditures was due to a billing from the Department of Central Management Services for repairs and maintenance.

STATE OF ILLINOIS
LEGISLATIVE PRINTING UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2005

The Agency receives minimal receipts. During Fiscal Year 2005 the Agency received monies for telephone reimbursement, jury duty, a prior year refund, and miscellaneous receipts. No receipts were received by the Agency in Fiscal Years 2003 and 2004.

STATE OF ILLINOIS
LEGISLATIVE PRINTING UNIT
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2005

FISCAL YEAR 2005

EQUIPMENT:

Invoices for a Horizon Control Feed Folder ordered prior to June 30 were received and paid during the lapse period.

FISCAL YEAR 2004

EQUIPMENT:

Invoices for a Hamada 2-color printer and universal speed punch machine ordered prior to June 30 were received and paid during the lapse period.

PRINTING:

The LPU purchased two large allotments of paper products prior to June 30 to ensure orders were properly filled and sufficient supply was on hand. The invoices were received and paid during the lapse period.

TELECOMMUNICATIONS:

Invoices for telecommunications repairs and maintenance performed prior to June 30 were received and paid during the lapse period.

STATE OF ILLINOIS
LEGISLATIVE PRINTING UNIT
ANALYSIS OF OPERATIONS

AGENCY FUNCTIONS AND PLANNING PROGRAM

The Legislative Printing Unit (LPU) was established as a legislative support service agency by the Legislative Commission Reorganization Act of 1984 (Act) (25 ILCS 130/9-1). The Act empowers the Legislative Printing Unit to “provide printing services to members of the General Assembly, legislative committees and commissions and other legislative agencies in accordance with the policies established by the Joint Committee on Legislative Support Services and with reasonable rules promulgated by the Legislative Printing Unit”.

The LPU may also provide emergency printing services to other State agencies subject to the prior approval of the Department of Central Management Services. The LPU may make and collect reasonable charges for these services and shall pay any amounts so collected into the General Revenue Fund in the State Treasury (25 ILCS 130/9-2).

The Legislative Printing Unit is governed by a bipartisan Board of twelve members of the General Assembly. The Board members during the examination period and their appointment dates were as follows:

February 1, 2005 – January 10, 2007

SENATE

David Sullivan – Co-Chairman
Larry Bomke
Carrole Pankau
Gary Forby
Kimberly Lightford
Martin Sandoval

HOUSE

Paul D. Froehlich
Michael McAuliffe
Raymond Poe

NOTE: Certain legislative appointments in the House have not yet been made.

February 1, 2003 – January 31, 2005

SENATE

David Sullivan
Larry Bomke
Frank Watson
Ricky R. Hendon
Maggie M. Crotty
Larry D. Woolard

HOUSE

Brent Hassert
Michael McAuliffe
Raymond Poe

AUTHORITY

The Legislative Printing Unit is responsible for the designing and printing of a wide range of materials. During legislative sessions, the LPU is responsible for the printing of the Senate and House Daily Calendars, Senate and House Final Journals, Publish House Journals to CD, Budget Amendment and the Legislative Digest. For the Legislative Commissions, the LPU is responsible for the printing of a wide range of materials which include newsletters, annual reports, informational books, audits, reports, stationery, envelopes, forms, business cards, etc. The LPU has adopted rules for printing by the Legislative Printing Unit Board. These rules do not allow the LPU to print any job that is political in content (such as campaign material), or private business items. Other materials designed and printed by the Legislative Printing Unit must also follow the printing rules. For example, the Legislative Printing Unit uses soy bean inks manufactured in Illinois. The LPU also uses 50% recycled paper with 50% post-consumer waste content, of various colors and weights for the requests for the Members and Legislative Commissions.

PLANNING PROGRAM

The LPU's short-term planning consists of completing an "Annual Narrative Statement on Specific Programs" report each fiscal year. Any new legislative initiated by the LPU for consideration by the General Assembly, along with applicable cost factors, are identified. Recently enacted State and federal laws, executive orders, court orders, State or federal regulations, or newly mandated changes in organizational structure or operational responsibilities, etc. that will have an impact on the LPU's budget are reported. A notation is also made of implementation plans including dates and cost factors for expansions in areas such as equipment and electronic data processing. Short-term planning also consists of annual budget requests which are submitted to the General Assembly (JCLSS – Joint Committee on Legislative Support Services) for approval.

The LPU's long-term goal is to accomplish the ongoing requests of the General Assembly, committees, commissions, and legislative agencies in a cost-effective manner without diminishing the quality of printing products.

AUDITOR'S ASSESSMENT

The Legislative Printing Unit appears to be effectively using their planning program to improve their current management of the LPU and has established adequate operating programs to meet their defined goals and objectives.

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
AVERAGE NUMBER OF EMPLOYEES
 For the Years Ended June 30,

AVERAGE NUMBER OF EMPLOYEES

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

<u>Division</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Administration	4	4	3
Layout Dept.	5	5	6
Printing Dept.	<u>21</u>	<u>20</u>	<u>21</u>
Total average full-time employees	<u><u>30</u></u>	<u><u>29</u></u>	<u><u>30</u></u>

STATE OF ILLINOIS
 LEGISLATIVE PRINTING UNIT
SERVICE EFFORTS AND ACCOMPLISHMENTS
 (NOT EXAMINED)

The Legislative Printing Unit was created as a support services agency for the General Assembly pursuant to the Legislative Commission Reorganization Act of 1984 (25 ILCS 130/9-1 et seq.). The primary function of the Legislative Printing Unit is to provide printing services to the General Assembly, its members, legislative committees, commissions and other legislative agencies.

The following operating statistics were prepared from Agency records:

	<u>Fiscal Year</u>		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Jobs Completed	<u>3,360</u>	<u>3,440</u>	<u>4,808</u>
<u>Impressions</u>			
Members	8,075,347	9,415,443	7,792,201
Support Staffs	999,428	940,541	428,971
Legislative Printing Unit – Session Work	3,033,805	4,169,017	2,510,415
Legislative Agencies	<u>3,253,284</u>	<u>4,599,827</u>	<u>2,633,523</u>
Total all Impressions	<u>15,361,864</u>	<u>19,124,828</u>	<u>13,365,110</u>

Note: Impressions refers to the number of sheets going through the printing press.