

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2023**

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



**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2023**

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**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2023**

BUREAU OFFICIALS

Executive Director (03/01/2022 - Present)	James Stivers
Executive Director (07/01/2021 - 02/28/2022)	James W. Dodge
Chief Fiscal Officer	Rebecca Hankiewicz

BOARD OFFICERS

Board Member (Chairperson) (10/01/2022 - 06/30/2023)	Tim Anderson, Secretary of the Senate
Board Member (Chairperson) (10/01/2021 - 09/30/2022)	Scott Kaiser, Assistant Secretary of the Senate
Board Member (Chairperson) (07/01/2021 - 09/30/2021)	Brad Bolin, Assistant Clerk of the House

GOVERNING BOARD MEMBERS

Board Member	Scott Kaiser, Assistant Secretary of the Senate
Board Member	Tim Anderson, Secretary of the Senate
Board Member	John Hollman, Clerk of the House
Board Member	Brad Bolin, Assistant Clerk of the House

BUREAU OFFICE

The Legislative Reference Bureau's primary administrative office is located at:

Capitol Building, Room 112
Springfield, Illinois 62706



MANAGEMENT ASSERTION LETTER

February 29, 2024

West & Company, LLC
Certified Public Accountants
919 E. Harris Avenue
Greenville, IL 62246

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 State of Illinois, Legislative Reference Bureau (Bureau). 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 Bureau's compliance with the following specified requirements during the two-year period ended June 30, 2023. Based on this evaluation, we assert that during the years ended June 30, 2022, and June 30, 2023, the Bureau has materially complied with the specified requirements listed below.

- A. The Bureau 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. Other than what has been previously disclosed and reported in the Schedule of Findings, the Bureau 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. Other than what has been previously disclosed and reported in the Schedule of Findings, the Bureau 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 Bureau 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 Bureau on behalf of the State or held in trust by the Bureau have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Yours truly,

Legislative Reference Bureau

SIGNED ORIGINAL ON FILE

Mr. James Stivers, Executive Director

SIGNED ORIGINAL ON FILE

Ms. Rebecca Hankiewicz, Chief Fiscal Officer

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2023**

STATE COMPLIANCE REPORT

SUMMARY

The State compliance testing performed during this 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*.

ACCOUNTANT’S REPORT

The Independent Accountant’s Report on State Compliance and on Internal Control Over Compliance does not contain scope limitations or disclaimers, but does contain a modified opinion on compliance and identifies material weaknesses over internal control over compliance.

SUMMARY OF FINDINGS

Number of	<u>Current Report</u>	<u>Prior Report</u>
Findings	4	4
Repeated Findings	3	3
Prior Recommendations Implemented or Not Repeated	1	1

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Last/First Reported</u>	<u>Description</u>	<u>Finding Type</u>
Current Findings				
2023-001	8	NEW	Inadequate Segregation of Duties	Material Weakness and Material Noncompliance
2023-002	9	2021/2019	Inadequate Controls Over Monthly Reconciliations	Material Weakness and Material Noncompliance
2023-003	10	2021/2021	Weakness in Cybersecurity Programs and Practices	Significant Deficiency and Noncompliance
2023-004	13	2021/2019	Untimely Submission of and Errors on Required Filings	Significant Deficiency and Noncompliance
Prior Finding Not Repeated				
A	15	2021/2019	Inadequate Controls Over Receipts Processing	

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
STATE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2023**

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Bureau personnel at an exit conference on January 26, 2024.

Attending were:

Legislative Reference Bureau
James Stivers, Director
Andrea Creek, Senior Attorney

Office of the Auditor General
Christian Cortes, Audit Manager

West & Company, LLC – Special Assistant Auditors
Michael Lawler, Partner
Brandon Craycroft, Manager
Jacob Hill, Supervisor

The responses to the recommendations in Findings 2023-001, 2023-002, and 2023-004 were provided by Rebecca Hankiewicz, Chief Fiscal Officer, in correspondence dated February 1, 2024. The response to the recommendation in Finding 2023-002 was provided by James Stivers, Executive Director, in correspondence dated February 21, 2024.



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INDEPENDENT ACCOUNTANT'S REPORT
ON STATE COMPLIANCE AND ON INTERNAL CONTROL OVER COMPLIANCE

Honorable Frank J. Mautino
Auditor General
State of Illinois

and

Governing Board
State of Illinois, *Board of the Joint Committee on Legislative Support Services*

Report on State Compliance

As Special Assistant Auditors for the Auditor General, we have examined compliance by the State of Illinois, Legislative Reference Bureau (Bureau) with the specified 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, 2023. Management of the Bureau is responsible for compliance with the specified requirements. Our responsibility is to express an opinion on the Bureau's compliance with the specified requirements based on our examination.

The specified requirements are:

- A. The Bureau 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 Bureau 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 Bureau 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 Bureau 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 Bureau on behalf of the State or held in trust by the Bureau 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*. Those standards, the Act, and the *Audit Guide* require that we plan and perform the examination to obtain reasonable assurance about whether the Bureau complied with the specified requirements in all material respects. An examination involves performing procedures to obtain evidence about whether the Bureau complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance with the specified requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our modified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Bureau's compliance with the specified requirements.

Our examination disclosed material noncompliance with the specified requirements applicable to the Bureau during the two years ended June 30, 2023. As described in the accompanying Schedule of Findings as item 2023-001, the Bureau had not 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. As described in the accompanying Schedule of Findings as items 2023-001 and 2023-002, the Bureau had not complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

In our opinion, except for the material noncompliance with the specified requirements described in the preceding paragraph, the Bureau complied with the specified requirements during the two years ended June 30, 2023, in all material respects. However, the results of our procedures disclosed instances of noncompliance with the specified requirements, which are required to be reported in accordance with criteria established by the *Audit Guide* and are described in the accompanying Schedule of Findings as items 2023-003 and 2023-004.

The Bureau's responses to the compliance findings identified in our examination are described in the accompanying Schedule of Findings. The Bureau's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on the responses.

The purpose of this report is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Report on Internal Control Over Compliance

Management of the Bureau is responsible for establishing and maintaining effective internal control over compliance with the specified requirements (internal control). In planning and performing our examination, we considered the Bureau's internal control to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Bureau's compliance with the specified requirements and to test and report on the Bureau's internal control in accordance with the *Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bureau's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying Schedule of Findings, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the specified requirements on a timely basis. A material weakness in internal control is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material noncompliance with the specified requirements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings as items 2023-001 and 2023-002 to be material weaknesses.

A significant deficiency in internal control is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings as items 2023-003 and 2023-004 to be significant deficiencies.

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

The Bureau's responses to the internal control findings identified in our examination are described in the accompanying Schedule of Findings. The Bureau's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on the responses.

The purpose of this report is solely to describe the scope of our testing of internal control and the results of that testing based on the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

SIGNED ORIGINAL ON FILE

Greenville, Illinois
February 29, 2024

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023**

2023-001 **FINDING** (Inadequate Segregation of Duties)

The Legislative Reference Bureau (Bureau) did not maintain adequate segregation of duties in the areas of employee timekeeping and accrued benefits.

During testing, we noted one employee had the authority to submit and approve his/her own timesheets, was responsible for maintaining his/her own accrued benefits records, and had the authority to prepare and make adjustments to payroll. We tested 53 weekly timesheets submitted by the employee during Fiscal Year 2023 and noted all were approved by the same employee, no evidence of oversight of the employee's accrued benefits records, and no documentation a detailed review of the employee's payroll was completed.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Bureau to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance revenues, expenditures, and transfers of assets, resources, or 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. Good business practices require the Bureau maintain adequate segregation of duties in order to help ensure the safeguarding of assets, prevent improper expenditures, and ensure the accuracy and reliability of accounting data.

Bureau management indicated the lack of controls was due to oversight by management.

A lack of adequate segregation of duties increases the likelihood that a loss from fraud, theft, or undetected errors and discrepancies could occur and would not be found in the normal course of employees carrying out their assigned duties. In addition, a lack of adequate segregation of duties and proper review could result in inaccurate financial reporting. (Finding Code No. 2023-001)

RECOMMENDATION

We recommend the Bureau allocate sufficient personnel in order to maintain effective internal control over the authorization, custody, and record keeping over payroll. In addition, documentation should be maintained to support the controls are functioning as designed.

BUREAU RESPONSE

We appreciate the audit team bringing this issue to our attention. We have adopted a process to ensure that our Chief Fiscal Officer's timekeeping records are now approved by another employee.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023

2023-002 **FINDING** (Inadequate Controls Over Monthly Reconciliations)

The Legislative Reference Bureau (Bureau) did not have adequate controls over the monthly reconciliations of appropriations and expenditures during Fiscal Year 2022 and Fiscal Year 2023.

During testing, we noted the Bureau prepared insufficient reconciliations between Bureau records and the Office of Comptroller’s (Comptroller) Monthly Appropriation Status Report (SB01) during Fiscal Year 2022 and Fiscal Year 2023. The SB01 reconciliations did not include unpaid reconciling items between the Bureau and the Comptroller's Office. The unpaid reconciling items not identified by the Bureau totaled \$92,610 and \$289,730 at June 30, 2022 and June 30, 2023, respectively.

The Statewide Accounting Management System (SAMS) (Procedure 07.30.20) states 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. Additionally, the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Bureau to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation and revenues and expenditures are properly recorded and accounted for to permit the preparation of reliable financial and statistical reports and to maintain accountability over the State’s resources. Management has ultimate responsibility for the Bureau’s internal control over reporting of financial information. This responsibility should include an adequate system of review of the completeness and accuracy of the Bureau’s financial records.

During the prior examination, Bureau management indicated the issues noted were due to oversight and the lack of sufficient resources. During the current examination, Bureau management indicated the issues noted were due to management oversight.

Preparing insufficient monthly reconciliations of appropriations and expenditures increases the risk that misappropriations of assets, errors, or irregularities will go undetected and not be corrected in a timely manner. (Finding Code No. 2023-002, 2021-002, 2019-003)

RECOMMENDATION

We recommend the Bureau perform appropriation and expenditures reconciliations in accordance with SAMS.

BUREAU RESPONSE

The Legislative Reference Bureau appreciates the auditors drawing this accounting error to our attention. We were not aware that items in transit were to be accounted for separately at the end of the fiscal year, and we have now changed our procedures to ensure that end-of-year purchases are either not made or are properly accounted for as items in transit.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023

2023-003 **FINDING** (Weakness in Cybersecurity Programs and Practices)

The Legislative Reference Bureau (Bureau) did not maintain adequate internal controls related to its cybersecurity programs and practices.

The Bureau’s primary purpose is drafting and preparation of legislation, including bills, amendments, resolutions, and conference committee reports for the General Assembly. The Bureau utilized the Legislative Information System (LIS) and the Department of Innovation and Technology (DoIT) to maintain its applications, which contain some confidential or personal data. Although LIS was responsible for the IT infrastructure, the Bureau has ultimate responsibility to ensure its confidential or personal data is adequately secured.

The Illinois State Auditing Act (30 ILCS 5/3-2.4) requires the Auditor General to review State agencies and their cybersecurity programs and practices. During our examination of the Bureau’s cybersecurity programs, practices, and control of conditional information, we noted the Bureau had not:

- Developed a formal, comprehensive, adequate, and communicated security program (including policies, procedures, and processes as well as clearly defined responsibilities over the security of computer programs and data) to manage and monitor the regulatory, legal, environmental and operational requirements.
- Performed a comprehensive risk assessment to identify and ensure adequate protection of information (i.e. confidential or personal information) most susceptible to attack.
- Classified its data to establish the types of information most susceptible to attack to ensure adequate protection of information.
- Ensured cybersecurity roles and responsibilities were addressed internally, through DoIT, or through LIS.

Furthermore, the Bureau failed to ensure its employees with access to social security numbers in the course of performing their duties were trained to protect the confidentiality of social security numbers in accordance with the Identity Protection Act (Act) (5 ILCS 179/35). During testing of ten employees’ training records, we noted one (10%) employee had access to social security numbers and had not received training in accordance with the Act during the examination period.

The Framework for Improving Critical Infrastructure Cybersecurity and the Security and Privacy Controls for Information Systems and Organizations (Special Publication 800-53, Fifth Revision) published by the National Institute of Standards and Technology requires entities to consider risk management practices, threat environments, legal and regulatory requirements, mission objectives and constraints in order to ensure the security of their applications, data, and continued business mission.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023

2023-003 **FINDING** (Weakness in Cybersecurity Programs and Practices) (Continued)

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to 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 maintain accountability over the State’s resources.

The Act (5 ILCS 179/35) requires all employees identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers.

Bureau management indicated, as they did during the prior examination, information systems and cybersecurity practices are handled by LIS and the Bureau does not have resources to maintain these functions internally.

The lack of adequate cybersecurity programs and practices could result in unidentified risk and vulnerabilities, which could ultimately lead to the Bureau’s confidential and personal information being susceptible to cyber-attacks and unauthorized disclosure. (Finding Code No. 2023-003, 2021-003)

RECOMMENDATION

We recommend the Bureau work with LIS and DoIT to obtain a detailed understanding of responsibilities. Specifically, we recommend the Bureau:

- Develop a formal, comprehensive, adequate, and communicated security program to manage and monitor the regulatory, legal, environmental and operational requirements.
- Perform a comprehensive risk assessment to identify and ensure adequate protection of information most susceptible to attack.
- Classify its data to establish the types of information most susceptible to attack to ensure adequate protection.
- Ensure cybersecurity roles and responsibilities are adequately addressed.
- Ensure employees with access to social security numbers in the course of performing their duties are trained to protect the confidentiality of social security numbers in accordance with the Act.

BUREAU RESPONSE

While we disagree with this finding, we appreciate the auditors’ willingness to consider our perspective. The auditors have informed the Bureau that Section 3001 of the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) is the basis for this particular finding.

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023

2023-003 **FINDING** (Weakness in Cybersecurity Programs and Practices) (Continued)

However, Section 3001 sets out only a very general requirement to have in place a system of internal fiscal and administrative controls, which the Bureau believes it has satisfied by implementing the specific cybersecurity recommendations of the Legislative Information System. Our perspective is that construing Section 3001 as requiring the Bureau to take the cybersecurity actions that are described in the finding (e.g., compliance with an NIST cybersecurity standard) overlooks the express statutory delegation of these types of responsibilities to the Legislative Information System under Section 5.05 of the Legislative Information System Act (25 ILCS 145/5.05), stretches the words of Section 3001 beyond what they meant when enacted on January 1, 1990, and has the effect of requiring compliance with interpretive rules that have not been adopted in accordance with the Illinois Administrative Procedure Act.

ACCOUNTANT’S COMMENT

Although the Fiscal Control and Internal Auditing Act was enacted on January 1, 1990 and does not specifically mention cybersecurity, it does specifically mention “unauthorized use”. An adequate system of cybersecurity controls would be necessary in today’s environment to provide assurance that funds, property, and other assets and resources are safeguarded against “unauthorized use”. Cybersecurity issues have drastically evolved since the enactment of the Act and are present within State agencies fiscal and administrative functions today. As a result, compliance with the Act could not be achieved without adequate cybersecurity controls in place.

Further, although The National Institute of Standards and Technology (NIST) cybersecurity framework has not been codified in rules, it is a commonly adopted industry standard framework for cybersecurity controls. In the absence of any formal framework adopted by the Bureau, the NIST framework is commonly used as a benchmark to determine if adequate cybersecurity controls are in place.

In addition, Section 5.05 of the Legislative Information System Act (25 ILCS 145/5.05) states the Legislative Information System is “to provide such technical services, computer services, computer time, programming and systems, input-output devices and all necessary, related equipment, supplies and services as are required for data processing applications by the Legislative Reference Bureau.” A full comprehensive cybersecurity program to protect the security and confidentiality of the all the Bureau’s applications and data would extend beyond providing information technology infrastructure, programing, and support services, as delegated within the Act. Furthermore, the Bureau was unable to provide any other formal documentation or agreement defining cybersecurity roles and responsibilities. As a result, the Bureau has ultimate responsibility to ensure its own resources and data are adequately protected.

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023**

2023-004 **FINDING** (Untimely Submission of and Errors on Required Filings)

The Legislative Reference Bureau (Bureau) did not timely submit all filings required by the Illinois Compiled Statutes and misclassified some employees on Agency Workforce Reports.

During testing, we noted:

- The Agency Workforce Report (Report) for Fiscal Year 2021 reported two contractual employees. Based on our testing, the Bureau should not have reported any contractual employees in Fiscal Year 2021.
- The Report for Fiscal Year 2022 had mathematical inaccuracies within the reported totals.

The State Employment Records Act (Act) (5 ILCS 410/10(b)) defines a contractual services employee as a person employed by the State under a written contract and paid by a State system CO-2 voucher. The Act (5 ILCS 410/20) requires the Bureau to collect, classify, maintain, and report all information on a fiscal basis and file the Report by January 1.

- The Bureau failed to submit a corrected Report for Fiscal Year 2020 with the Office of the Governor (Governor) and Office of the Secretary of State (Secretary), after errors were identified during the prior examination.

The Illinois State Auditing Act (30 ILCS 5/3-2.2(b)) requires the Bureau, within 30 days after the release of a report in which it is reported the Bureau did not materially comply with the Illinois State Auditing Act, to file corrected reports for all periods of noncompliance identified with the Governor and the Secretary.

- The Bureau did not timely file its Fiscal Control and Internal Auditing Act certification (FCIAA certification) for Fiscal Year 2022. The FCIAA certification was filed 8 days late.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3003) requires the Chief Executive Officer of the Bureau to conduct an evaluation of their systems of internal fiscal and administrative controls and file a certification regarding the evaluation with the Auditor General by May 1st of each year.

Bureau management indicated, as they did during the prior examination, the inaccuracies in the Reports were due to management errors and the FCIAA certification was filed late due to competing priorities.

Not reporting accurate information on the Reports reduces the reliability of the Reports which are used for providing the State and its citizens with information to help guide efforts to achieve a more diversified State workforce. Failure to timely file FCIAA certifications is noncompliance with the Fiscal Control and Internal Auditing Act. (Finding Code No. 2023-004, 2021-004, 2019-004)

STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – STATE COMPLIANCE FINDINGS
For the Two Years Ended June 30, 2023

2023-004 **FINDING** (Untimely Submission of and Errors on Required Filings) (Continued)

RECOMMENDATION

We recommend the Bureau strengthen internal control over the timeliness and accuracy of various filings required by Illinois Compiled Statutes. We also recommend the Bureau file corrected Reports with the Secretary of State and Office of the Governor as required by the Illinois State Auditing Act (30 ILCS 5/3-2.2).

BUREAU RESPONSE

The Legislative Reference Bureau appreciates the auditors drawing these clerical errors to our attention. The Bureau agrees with the finding and emailed corrected reports to the Governor’s Office on November 2, 2023. We have also created an internal schedule of report-filing deadlines to keep us on track with respect to these requirements in the future.

**STATE OF ILLINOIS
LEGISLATIVE REFERENCE BUREAU
SCHEDULE OF FINDINGS – PRIOR FINDING NOT REPEATED
For the Two Years Ended June 30, 2023**

A. **FINDING** (Inadequate Controls Over Receipts Processing)

During the prior examination, the Legislative Reference Bureau (Bureau) did not maintain adequate internal controls over receipts.

During the current examination, our sample testing indicated the Bureau maintained adequate internal controls over receipts. (Finding Code No. 2021-001, 2019-002)