

**STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2014

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
 COMPLIANCE EXAMINATION
 For the Two Years Ended June 30, 2014

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STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

AGENCY OFFICIALS

Chairman	Mr. Adam Monreal
Chief Administrative Officer	Ms. Nichole Damhoff
Legal Counsel	Mr. Kenneth Tupy
Chief of Operations	Ms. Tracy Buckley

Board administrative office is located at:

319 East Madison Street, Suite A
Springfield, IL 62701

PRISONER REVIEW BOARD

December 3, 2014

Adam P. Monreal, Chairman

Honorable William G. Holland
Auditor General
740 East Ash Street
Springfield, IL 62703

Auditor General Holland:

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 Prisoner Review Board (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 Board's compliance with the following assertions during the two-year period ended June 30, 2014. Based on this evaluation, we assert that during the years ended June 30, 2013 and June 30, 2014, the Board has materially complied with the assertions below.

- A. The 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 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 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 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.

Yours truly,

Illinois Prisoner Review Board



Adam Monreal, Chairman



Kenneth Tupy, Legal Counsel

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

COMPLIANCE REPORT

SUMMARY

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

ACCOUNTANT'S REPORT

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

SUMMARY OF FINDINGS

<u>Number of</u>	<u>Current</u> <u>Report</u>	<u>Prior</u> <u>Report</u>
Findings	4	2
Repeated findings	0	2
Prior recommendations implemented or not repeated	2	0

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
2014-001	8	Property Control Weaknesses	Significant Deficiency and Noncompliance
2014-002	10	Voucher Processing Weaknesses	Significant Deficiency and Noncompliance
2014-003	12	Untimely Submission of Travel Vouchers	Significant Deficiency and Noncompliance
2014-004	13	Untimely Revolving Fund Payments	Significant Deficiency and Noncompliance

STATE OF ILLINOIS
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COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

SCHEDULE OF FINDINGS (Continued)

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)		
A	14	Employee Performance Evaluations not Completed Timely
B	14	Lack of Required Board Members

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Board personnel at an exit conference on December 3, 2014. Attending were:

Prisoner Review Board

Adam Monreal, Board Chairman
Kenneth Tupy, Legal Counsel
Nichole Damhoff, Chief Administrative Officer

Illinois Department of Corrections

Ron Faith, Chief Internal Auditor
Jonathan Swager, Internal Auditor
Genna South, Internal Auditor

Office of the Auditor General

Sara Metzger, Audit Manager
Adam Ausmus, Audit Supervisor

The responses to the recommendations were provided by Ms. Nichole Damhoff in correspondence dated December 3, 2014.

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OFFICE OF THE AUDITOR GENERAL

WILLIAM G. HOLLAND

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

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

We have examined the Illinois Prisoner Review 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, 2014. The management of the Illinois Prisoner Review Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Prisoner Review Board's compliance based on our examination.

- A. The Illinois Prisoner Review 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 Prisoner Review 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 Prisoner Review 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 Prisoner Review 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.

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 Prisoner Review Board's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered

necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Illinois Prisoner Review Board's compliance with specified requirements.

In our opinion, the Illinois Prisoner Review 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, 2014. However, the results of our procedures disclosed instances of noncompliance with the requirements, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying schedule of findings as items 2014-001, 2014-002, 2014-003, and 2014-004.

Internal Control

Management of the Illinois Prisoner Review 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 Illinois Prisoner Review 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 Illinois Prisoner Review Board's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Prisoner Review Board's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings as items 2014-001, 2014-002, 2014-003, and 2014-004, that we consider to be significant deficiencies.

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

The Illinois Prisoner Review Board's responses to the findings identified in our examination are described in the accompanying schedule of findings. We did not examine the Illinois Prisoner Review Board's responses and, accordingly, we express no opinion on the responses.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2014 and June 30, 2013 in Schedules 1 through 8 and the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2014 and June 30, 2013 accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2012 accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

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



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

Springfield, Illinois

December 3, 2014

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

2014-001. **FINDING** (Property Control Weaknesses)

The Prisoner Review Board (Board) did not exercise adequate controls over the recording and reporting of State property.

We noted the following weaknesses:

- Six of seven (86%) equipment additions tested, totaling \$36,112, were not added to the Board's property records within 30 days of receipt. The equipment was added to the Board's property records from 70 to 1,260 days late.
- Five of seven (71%) equipment items tested, totaling \$20,479, were not removed from the Board's property records within 30 days of deletion. The equipment was removed from the Board's property records from 21 to 472 days late.
- Equipment items purchased, totaling \$21,872, were not included on the Board's Agency Report of State Property (C-15) or the Board's property control listing.

The Illinois Administrative Code (44 Ill. Adm. Code 5010.400) requires agencies to adjust property records within 30 days of acquisition, change or deletion of equipment items. The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires agencies establish internal fiscal and administrative controls to provide assurance that resources 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 Statewide Accounting Management System (SAMS) (Procedure 29.10.10) requires agencies to maintain a permanent record of all property and include purchased assets on the C-15 in the quarter the assets were received.

- Freight costs, totaling \$142, were not capitalized in property records for an equipment purchase. As a result, the amount of additions reported on the Agency Report of State Property (C-15) for the quarter ended December 31, 2013 was understated by this amount for the quarter.

SAMS (Procedure 03.30.20) states the basic cost of equipment usually is determined by all of the costs necessary to acquire the asset and place it in service. Included in the cost of equipment in addition to the net invoice cost are freight charges.

Board management stated the exceptions noted were due to minimal staff support, human error and employee oversight.

Failure to maintain accurate property control records and submit accurate property reports to the State Comptroller increases the likelihood of inaccurate property records and the potential for fraud and possible loss or theft of State property and reduces the reliability of statewide property information. (Finding Code No. 2014-001)

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

RECOMMENDATION

We recommend the Board strengthen internal controls over equipment to ensure all equipment is accurately recorded in its accounting records and timely added to and deleted from its property records.

BOARD RESPONSE

Recommendation accepted. The Board will make every effort to ensure that property and equipment information is properly recorded and maintained.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

2014-002. **FINDING** (Voucher Processing Weaknesses)

The Prisoner Review Board (Board) did not exercise adequate controls over voucher processing.

During testing, we noted the following:

- Twenty-seven of 116 (23%) vouchers tested, totaling \$17,969, were approved for payment from 1 to 50 days late.
- Two of 116 (2%) vouchers tested, totaling \$5,125, were not properly approved by the Agency head.

The Illinois Administrative Code (74 Ill. Adm. Code 900.70) requires an agency 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 physical receipt of the bill.

- The supporting invoices for 23 of 116 (20%) vouchers tested, totaling \$37,974, did not have proper date stamps. Thus, the timeliness of the Board's approvals could not be determined.

The Illinois Administrative Code (74 Ill. Adm. Code 900.30) requires State agencies to maintain records reflecting the date or dates on which the goods were received and accepted or the services rendered.

- For 1 of 116 (1%) vouchers tested, totaling \$1,656, the Public Safety Shared Service Center, on behalf of the Board, did not pay Prompt Payment Interest. The total amount of interest that should have been paid was \$31.
- The Board utilized improper dates when calculating interest due under the Prompt Payment Act. Specifically, the Board used the date the invoice was received for processing by the Public Safety Shared Services Center as the receipt date instead of the date the invoice was received by the Board.

The State Prompt Payment Act (30 ILCS 540/3-2(1.05)) requires that any bill approved for payment under this Section be paid or the payment issued to the payee within 90 days of receipt of a proper bill of invoice. If payment is not issued to the payee within this 90-day period, an interest penalty of 1.0% of any amount approved and unpaid should be added for each month or 0.033% of any amount approved and unpaid for each day, after the end of this 90-day period, until final payment is made.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

Board management stated the exceptions noted were due to human error and employee oversight.

Failure to review and approve all vouchers in a timely manner could result in late payment to vendors and interest charges levied against the Board. Furthermore, the lack of date stamps and Agency head approvals results in the lack of reliable documentation and increases the potential for non-payment or late payment. Also, failure to pay interest is noncompliance with the State Prompt Payment Act. (Finding Code No. 2014-002)

RECOMMENDATION

We recommend the Board review and approve all vouchers in a timely manner and ensure invoices are properly date stamped and approved by the Agency head when received. Furthermore, we recommend the Board ensure that all interest is calculated correctly and paid in accordance with the State Prompt Payment Act.

BOARD RESPONSE

Recommendation accepted. The Board will make every effort to ensure vouchers are approved timely and invoices properly approved and date stamped upon receipt.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

2014-003. **FINDING** (Untimely Submission of Travel Vouchers)

The Prisoner Review Board (Board) did not submit travel vouchers in a timely manner.

During voucher testing, we noted 18 of 63 (29%) travel vouchers tested, totaling \$3,134, were not submitted in a timely manner. The vouchers were submitted between 34 and 230 days after travel occurred.

The Internal Revenue Service (IRS) Publication 535 requires employee travel expense reimbursements to be considered taxable wages if the travel expenses are not submitted within a reasonable period, usually within 60 days of the expense being incurred. In addition, good business standards require travel vouchers to be submitted in a timely manner, usually within 30 days of the expense being incurred.

Board management stated that Board members come to the office every 30 days and sometimes later, creating the untimely travel voucher submission.

Failure to timely submit travel vouchers could distort travel expenditures from month to month, and according to IRS Publication 535, employee travel expense reimbursements could be considered taxable wages if the travel expenses are not submitted within a reasonable period of time. (Finding Code No. 2014-003)

RECOMMENDATION

We recommend the Board strengthen controls to ensure travel vouchers are timely submitted.

BOARD RESPONSE

Recommendation accepted. The Board will remind staff of the importance of timely submission of travel vouchers.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2014

2014-004. **FINDING** (Untimely Revolving Fund Payments)

The Prisoner Review Board (Board) failed to pay Correctional Industries, an Internal Service revolving fund, timely for two equipment purchases.

During our testing of the Board's Agency Report of State Property, we noted the Board received two equipment items on September 25, 2012 and added them to their property records during the 2nd quarter of Fiscal Year 2013; however, these items were not paid for during Fiscal Year 2013. For one of the two items, the corresponding expenditure for the property item could not be located in the Board's expenditure records. For the other item, the voucher was processed during the Fiscal Year 2014 lapse period, over 690 days after the item was received.

The Illinois Administrative Code (74 Ill. Adm. Code 1000.50) requires user agencies to process payments within 30 days after physical receipt of internal service fund bills and to make reasonable efforts to review, approve, and pay all internal service fund bills in the fiscal year in which the liability was incurred. User agencies are not to leave internal service fund bills unpaid in order to circumvent fiscal year budgetary controls.

Board management stated the exception noted was due to employee oversight.

Failure to process payments timely to revolving funds can lead to carry over expenses in future fiscal years. If all internal service bills are not paid in the fiscal year in which they are incurred, budgetary controls could be circumvented which could lead to inaccurate budgetary and appropriation reporting. (Finding Code No. 2014-004)

RECOMMENDATION

We recommend the Board timely process revolving fund invoices and initiate reductions in other line items to ensure sufficient funds are available to pay all incurred expenditures.

BOARD RESPONSE

Recommendation accepted. The Board will ensure the timely processing of revolving fund invoices.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2014

A. **FINDING** (Employee Performance Evaluations not Completed Timely)

During the prior examination, the Prisoner Review Board (Board) did not complete employee performance evaluations in a timely manner. Evaluations were completed 6 to 82 days late for 8 of 18 employees tested.

During the current examination, our sample test results indicated the Board completed employee performance evaluations in a timely manner. (Finding Code No. 12-1, 10-1, 08-4, 06-4)

B. **FINDING** (Lack of Required Board Members)

During the prior examination, the Prisoner Review Board (Board) was not composed of 15 members as required by the Unified Code of Corrections. The Board operated with only 13 members

During the current examination, our testing indicated the Board was composed of the required 15 members. (Finding Code No. 12-2, 10-2, 08-5)

STATE OF ILLINOIS
PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2014

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

- Fiscal Schedules and Analysis:
 - Schedule of Appropriations, Expenditures and Lapsed Balances
 - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
 - Schedule of Changes in State Property
 - Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the Comptroller
 - 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)
 - Average Number of Employees (Not Examined)
 - Annual Cost Statistics (Not Examined)
 - Service Efforts and Accomplishments (Not Examined)

The accountant's report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2014 and June 30, 2013 accompanying supplementary information in Schedules 1 through 8. 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
 PRISONER REVIEW BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 Appropriations for the Fiscal Year 2014

Fourteen Months Ended August 31, 2014

P.A. 98-0050 P.A. 98-0642	Appropriations (Net of Transfers)	Expenditures through 6/30/2014	Lapse Period Expenditures 7/01 - 8/31/14	Total Expenditures	Balances Lapsed
General Revenue Fund - 0001					
Personal Services	\$ 1,006,300	\$ 952,380	\$ 46,347	\$ 998,727	\$ 7,573
State Contribution to Social Security	73,000	69,071	3,376	72,447	553
Contractual Services	237,800	198,669	39,131	237,800	-
Travel	84,200	55,623	27,958	83,581	619
Commodities	9,700	8,218	1,427	9,645	55
Printing	2,800	156	1,354	1,510	1,290
Electronic Data Processing	70,000	11,852	58,068	69,920	80
Telecommunications Services	47,200	10,331	36,869	47,200	-
Total General Revenue Fund	<u>\$ 1,531,000</u>	<u>\$ 1,306,300</u>	<u>\$ 214,530</u>	<u>\$ 1,520,830</u>	<u>\$ 10,170</u>
Prisoner Review Board Vehicle and Equipment Fund - 0366					
Purchase and Operation of Vehicles and Equipment	\$ 200,000	\$ 124,727	\$ 14,171	\$ 138,898	\$ 61,102
Total Vehicle and Equipment Fund	<u>\$ 200,000</u>	<u>\$ 124,727</u>	<u>\$ 14,171</u>	<u>\$ 138,898</u>	<u>\$ 61,102</u>
GRAND TOTAL - ALL FUNDS	<u>\$ 1,731,000</u>	<u>\$ 1,431,027</u>	<u>\$ 228,701</u>	<u>\$ 1,659,728</u>	<u>\$ 71,272</u>

Note 1: Appropriations, expenditures, and lapsed balances were obtained from the Board's records and have been reconciled to records of the State Comptroller.

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
PRISONER REVIEW BOARD
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Appropriations for the Fiscal Year 2013

Fourteen Months Ended August 31, 2013

P.A. 97-0731 P.A. 98-0017	Appropriations (Net of Transfers)	Expenditures through 6/30/2013	Lapse Period Expenditures 7/01 - 8/31/13	Total Expenditures	Balances Lapsed
General Revenue Fund - 0001					
Personal Services	\$ 997,400	\$ 885,271	\$ 40,634	\$ 925,905	\$ 71,495
State Contribution to Social Security	68,100	65,051	2,987	68,038	62
Contractual Services	184,500	174,651	7,906	182,557	1,943
Travel	93,700	42,470	48,850	91,320	2,380
Commodities	5,000	3,076	465	3,541	1,459
Printing	1,500	1,304	37	1,341	159
Electronic Data Processing	38,000	20,548	17,452	38,000	-
17 Telecommunications Services	22,900	13,730	9,170	22,900	-
Total General Revenue Fund	<u>\$ 1,411,100</u>	<u>\$ 1,206,101</u>	<u>\$ 127,501</u>	<u>\$ 1,333,602</u>	<u>\$ 77,498</u>
Prisoner Review Board Vehicle and Equipment Fund - 0366					
Purchase and Operation of Vehicles and Equipment	\$ 200,000	\$ 43,103	\$ 96,541	\$ 139,644	\$ 60,356
Total Vehicle and Equipment Fund	<u>\$ 200,000</u>	<u>\$ 43,103</u>	<u>\$ 96,541</u>	<u>\$ 139,644</u>	<u>\$ 60,356</u>
GRAND TOTAL - ALL FUNDS	<u><u>\$ 1,611,100</u></u>	<u><u>\$ 1,249,204</u></u>	<u><u>\$ 224,042</u></u>	<u><u>\$ 1,473,246</u></u>	<u><u>\$ 137,854</u></u>

Note 1: Appropriations, expenditures, and lapsed balances were obtained from the Board's records and have been reconciled to records of the State Comptroller.

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
PRISONER REVIEW BOARD
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For the Fiscal Years Ended June 30, 2014, 2013, and 2012

	Fiscal Year		
	2014	2013	2012
	P.A. 98-0050 P.A. 98-0642	P.A. 97-0731 P.A. 98-0017	P.A. 97-0063
General Revenue Fund - 0001			
Appropriations (Net of Transfers)	\$ 1,531,000	\$ 1,411,100	\$ 1,468,700
Expenditures			
Personal Services	\$ 998,727	\$ 925,905	\$ 1,010,964
State Contribution to Social Security	72,447	68,038	74,846
Contractual Services	237,800	182,557	195,857
Travel	83,581	91,320	81,556
Commodities	9,645	3,541	8,774
Printing	1,510	1,341	3,027
Electronic Data Processing	69,920	38,000	43,705
Telecommunications Services	47,200	22,900	35,071
Total Expenditures	<u>\$ 1,520,830</u>	<u>\$ 1,333,602</u>	<u>\$ 1,453,800</u>
Lapsed Balances	<u>\$ 10,170</u>	<u>\$ 77,498</u>	<u>\$ 14,900</u>
Prisoner Review Board Vehicle and Equipment Fund - 0366			
Appropriations	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>
Expenditures			
Purchase and Operation of Vehicles and Equipment	<u>\$ 138,898</u>	<u>\$ 139,644</u>	<u>\$ 99,502</u>
Total Expenditures	<u>\$ 138,898</u>	<u>\$ 139,644</u>	<u>\$ 99,502</u>
Lapsed Balances	<u>\$ 61,102</u>	<u>\$ 60,356</u>	<u>\$ 100,498</u>
GRAND TOTAL - ALL FUNDS			
Appropriations (Net of Transfers)	<u>\$ 1,731,000</u>	<u>\$ 1,611,100</u>	<u>\$ 1,668,700</u>
Total Expenditures	<u>1,659,728</u>	<u>1,473,246</u>	<u>1,553,302</u>
Lapsed Balances	<u>\$ 71,272</u>	<u>\$ 137,854</u>	<u>\$ 115,398</u>
State Officer Appropriations	<u>\$ 1,298,400</u>	<u>\$ 1,298,400</u>	<u>\$ 1,298,400</u>
State Officer Expenditures			
Chairman	\$ 95,872	\$ 95,872	\$ 95,872
Board Members	1,184,461	1,027,141	1,049,827
Total Expenditures	<u>\$ 1,280,333</u>	<u>\$ 1,123,013</u>	<u>\$ 1,145,699</u>

Note: Expenditure and lapsed balances for Fiscal Year 2012 do not reflect interest payments approved by the Board and submitted to the State Comptroller for payment after August.

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30,

	Fiscal Year	
	2014	2013
Beginning Balance, July 1,	\$ 526,797	\$ 570,571
Additions	66,036	26,979
Deletions	-	(6,934)
Net Transfers	<u>(79,079)</u>	<u>(63,819)</u>
Ending Balance, June 30,	<u>\$ 513,754</u>	<u>\$ 526,797</u>

Note: This schedule was prepared from the Board's records and reconciled to the Agency Report of State Property Quarterly Reports. During our review of the Board's property records, we noted deficiencies with the property records. See finding 2014-001 in the Schedule of Findings for additional details.

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
 RECONCILIATION OF CASH RECEIPTS TO
 DEPOSITS REMITTED TO THE COMPTROLLER**
 For the Fiscal Year Ended June 30,

	FISCAL YEAR		
	2014	2013	2012
<u>GENERAL REVENUE FUND - 0001</u>			
Jury Duty	\$ 17	\$ 50	\$ -
Prior Year Refunds	872	1,309	-
Total Receipts per Board Records	<u>\$ 889</u>	<u>\$ 1,359</u>	<u>\$ -</u>
Add: Deposits in Transit, Beginning of Year	-	-	-
Less: Deposits in Transit, End of Year	<u>-</u>	<u>-</u>	<u>-</u>
Deposits Recorded by the Comptroller	<u><u>\$ 889</u></u>	<u><u>\$ 1,359</u></u>	<u><u>\$ -</u></u>

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2014

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

General Revenue Fund (0001)

Contractual Services, Electronic Data Processing, and Telecommunications Services

The increase in expenditures was due to increases in rates of expenses charged by the Department of Central Management Services. Also, the Board was given a supplemental appropriation during Fiscal Year 2014 to clear some of the carry-over expenses that had been accumulating over the past few fiscal years.

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

General Revenue Fund (0001)

Telecommunication Services

The decrease in expenditures was due to the Board having more flexibility within its budget during Fiscal Year 2012 to make larger transfers from other appropriation lines to help pay down outstanding Department of Central Management Service bills. In Fiscal Year 2013, the Board did not have as much flexibility and was only able to make a small transfer to this line item from another appropriation line.

Prisoner Review Board Vehicle and Equipment Fund (0366)

Purchase and Operation of Vehicles and Equipment

The increase in expenditures was due to the Board purchasing vehicles to assign to Board members during Fiscal Year 2013.

**STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2014**

The Prisoner Review Board receives minimal receipts. The receipts consist of reimbursement for jury duty and prior year refunds. These receipts are expected to fluctuate between fiscal years.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2014

FISCAL YEAR 2014**General Revenue Fund (0001)**Travel

Lapse period expenditures consisted of payments to Prisoner Review Board (Board) members for travel expenses that were not processed prior to lapse period because of budgetary maneuvering to ensure funding for the line item and other operational needs. In addition, the Board received travel vouchers untimely from Board members, which contributed to the increase in the number of vouchers to be processed during the lapse period, see finding 2014-003.

Electronic Data Processing and Telecommunications Services

The Board received a supplemental appropriation to help cover all respective expenses. This supplemental appropriation was received late in the fiscal year. Therefore, the transactions were processed during lapse period.

FISCAL YEAR 2013**General Revenue Fund (0001)**Travel

Lapse period expenditures consisted of payments to Board members for travel expenses related to Board hearing and training sessions. In addition, the Board received travel vouchers untimely from Board members, which contributed to the increase in the number of vouchers to be processed during the lapse period, see finding 2014-003.

Electronic Data Processing

Lapse period expenditures consisted of payments to the Statistical Services Revolving Fund for data center charges incurred during Fiscal Year 2013. Because these are internal service bills, the Board holds on to them until they are certain they can cover all other expenses. Per 30 ILCS 105/25(i)(3), Internal Service bills can be paid through statutory catch-up billing if necessary.

Telecommunications Services

Lapse period expenditures consisted of payments to the Communications Revolving Fund for communication charges incurred during Fiscal Year 2013. Because these are internal service bills, the Board holds on to them until they are certain they can cover all other expenses. Per 30 ILCS 105/25(i)(3), Internal Service bills can be paid through statutory catch-up billing if necessary.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2014

FISCAL YEAR 2013 (Continued)

Prisoner Review Board Vehicle and Equipment Fund (0366)

Purchase and Operation of Vehicles and Equipment

Lapse period expenditures consisted of the purchase of two vehicles, 25 computer towers, 27 monitors, two desks ordered prior to the end of Fiscal Year 2013, and charges for gas and service on vehicles processed during the lapse period.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2014
(Not Examined)

AGENCY FUNCTIONS

The Prisoner Review Board was established by Public Act 80-1099, effective February 1, 1978 to replace the abolished Parole and Pardon Board of the Department of Corrections. The Board is an independent agency of the Department of Corrections.

The Board functions as:

- the paroling authority for persons sentenced under the law in effect prior to February 1, 1978;
- the board of review for cases involving the revocation of good conduct credits or a suspension or reduction in the rate of accumulating such credit;
- the board of review and recommendation for the exercise of executive clemency by the Governor;
- the authority for establishing release dates for certain prisoners sentenced under the law in effect prior to February 1, 1978; and
- the authority for setting conditions for parole and mandatory supervised release.

The duties and powers of the Board consist of:

- hearing cases of prisoners who were sentenced prior to February 1, 1978 and who are eligible for parole;
- hearing the conditions of parole and time of discharge from parole, imposing sanctions for violations of parole, and revoking parole for those sentenced under the law in effect prior to February 1, 1978;
- hearing the conditions of mandatory supervised release and the time of discharge from mandatory supervised release for those sentenced under the law in effect after February 1, 1978;
- deciding cases brought by the Department of Corrections against prisoners in the custody of the Department for alleged violation of Department rules with respect to sentence credits in which the Department seeks to revoke sentence credits;
- deciding release dates for certain prisoners sentenced under the law in effect prior to February 1, 1978;
- deciding all requests for pardon, reprieve or commutation, and making confidential recommendations to the Governor;
- complying with the requirements of the Open Parole Hearings Act;
- deciding cases brought by the Department of Corrections against a prisoner in the custody of the Department for court dismissal of a frivolous lawsuit in which the Department seeks to revoke up to 180 days of sentence credit;
- deciding whether to grant certificates of relief from disabilities or certificates of good conduct; and
- deciding whether to grant certificates of eligibility recommending that the court order the sealing or expungement of all official records concerning persons arrested and convicted of a Class 3 or Class 4 felony.

STATE OF ILLINOIS
PRISONER REVIEW BOARD
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2014
(Not Examined)

Each of the powers and duties of the Board listed above must be heard by at least one member and through a panel of at least three members. Board members travel daily to Illinois Department of Corrections and Illinois Department of Juvenile Justice facilities to conduct inmate interviews. The Board regularly interviews all juvenile offenders and those released on parole are assigned conditions of release.

The Board also has extensive responsibilities of victim notification rights under the Rights of Crime Victims and Witnesses Act (Act) (725 ILCS 120/4.5). The Act states that upon written request of any victim, witness or concerned citizen, the Board must inform the victim, witness or concerned citizen of any scheduled release, parole hearing, hearing results, or escape by the offender. Board members also consider information submitted by the victims and their families concerning upcoming parole releases and executive clemency positions of the related incarcerated offenders.

The members of the Prisoner Review Board as of June 30, 2014 were:

Adam P. Monreal, Chairman

Members:

Angelia Blackman-Donovan	Tom Johnson
Ed Bowers	Jesse Madison
Edith Crigler	William Norton
Sal Diaz	Jennifer Parrack
Craig Findley	Donald Shelton
Eric Gregg	William Simmons
Vonetta Harris	Geraldine Tyler

PLANNING PROGRAM

The Chairperson of the Prisoner Review Board has established a Mission Statement and Goals and Objectives for the Board. The Employee Handbook covers the policies and procedures for office staff operations. Board personnel manage the scheduling and activities in connection to hearings and victim notification. The Board's Legal Counsel tracks all new legislation to monitor the Board's compliance with laws and regulations.

STATE OF ILLINOIS
 PRISONER REVIEW BOARD
AVERAGE NUMBER OF EMPLOYEES
 For the Two Years Ended June 30, 2014
 (Not Examined)

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

<u>Division</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Clemency	2	2	2
Legal and Fiscal	1	1	1
Executive Assistant	0	0	1
Administration	1	1	0
Operations	13	13	14
Total Average Full-Time Employees	<u>17</u>	<u>17</u>	<u>18</u>

STATE OF ILLINOIS
PRISONER REVIEW BOARD
ANNUAL COST STATISTICS
For the Two Years Ended June 30, 2014
(Not Examined)

Comparative costs of case reviews are shown below:

	FISCAL YEAR		
	2014	2013	2012
Expenditures from Board Appropriations	\$ 1,659,728	\$ 1,473,246	\$ 1,553,302
Expenditures from Board Members' Salaries	\$ 1,280,333	\$ 1,123,013	\$ 1,145,699
Total Case Reviews	44,378	45,424	48,711
Average Cost per Board Appropriation	\$ 37.40	\$ 32.43	\$ 31.89
Average Cost per Board Members' Salaries	\$ 28.85	\$ 24.72	\$ 23.52
Total Average Cost per Case Review	\$ 66.25	\$ 57.15	\$ 55.41

STATE OF ILLINOIS
PRISONER REVIEW BOARD
SERVICE EFFORTS AND ACCOMPLISHMENTS
For the Two Years Ended June 30, 2014
(Not Examined)

Summarized below are the case reviews of the Board for the three years ended June 30:

	FISCAL YEAR		
	2014	2013	2012
<u>ADULTS:</u>			
Parole Hearings	81	76	87
Rehearing/Reconsideration Request	184	65	263
Release Reviews	24,021	23,796	22,326
Good Conduct Credit Reviews	2,679	2,273	3,230
Parole/Release Revocations	7,985	8,839	10,093
Final Discharges	1,420	1,713	1,541
Executive Clemency	717	753	823
Cases Revised/Amended	445	309	916
Cases Continued	1,960	2,034	2,991
Cases Revised by PA Request	1,733	2,110	2,278
Total Adult Considerations	41,225	41,968	44,548
<u>JUVENILES</u>			
Release Reviews	7	44	64
Parole Reviews	1,090	1,110	1,282
Discharge Reviews	377	331	478
Revocation Reviews	921	1,051	1,153
Annual Reviews	132	139	200
Cases Revised/Amended	173	275	340
Cases Continued	453	506	646
Total Juvenile Considerations	3,153	3,456	4,163
Total Adult and Juveniles	44,378	45,424	48,711