

**STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT**

COMPLIANCE EXAMINATION

For the Period from July 1, 2017, through December 10, 2018

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
 COMPLIANCE EXAMINATION
 For the Period from July 1, 2017, through December 10, 2018

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STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
COMPLIANCE EXAMINATION
For the Period from July 1, 2017, through December 10, 2018

UNIT OFFICIALS

Executive Director (7/1/18 – 12/10/18)	Vacant
Executive Director (7/1/17 – 6/30/18)	Mr. Alan Kroner
Associate Director (7/1/17 – 12/10/18)	Mr. Jonathan Wolff
Deputy Director for Research (7/1/17 – 12/10/18)	Mr. David Miller
Fiscal Officer (Interim) (1/1/18 – 12/10/18)	Ms. Susan Sicilia
Fiscal Officer (12/1/17 – 12/31/17)	Vacant
Fiscal Officer (9/18/17 – 11/30/17)	Ms. Laura Cadagin
Fiscal Officer (9/1/17 – 9/17/17)	Vacant
Fiscal Officer (7/1/17 – 8/31/17)	Ms. Cindy Bates

Effective December 10, 2018, Public Act 100-1148 transferred all powers, duties, rights, responsibilities, personnel, assets, liabilities, and indebtedness responsibilities of the Legislative Research Unit (Unit) to the Commission on Government Forecasting and Accountability (Commission).

The Commission's offices are located at:

William G. Stratton Building
401 S. Spring Street, Room 802
Springfield, Illinois 62706

Michael A. Bilandic Building
160 North LaSalle Street, Suite N-600
Chicago, Illinois 60601

SENATE
Heather Steans
Co-Chair

Donald DeWitte
David Koehler
Elgie Sims
Dave Syverson
Jil Tracy

EXECUTIVE DIRECTOR
Clayton Klenke



State of Illinois
COMMISSION ON GOVERNMENT
FORECASTING AND ACCOUNTABILITY
802 Stratton Ofc. Bldg., Springfield, IL 62706
217/782-5320 Fax: 217/782-3513
<http://cgfa.ilga.gov>

HOUSE
C. D. Davidsmeyer
Co-Chair

Thomas Bennett
Sonya Harper
Elizabeth Hernandez
Anna Moeller
Joe Sosnowski

DEPUTY DIRECTOR
Laurie Eby

MANAGEMENT ASSERTION LETTER

March 27, 2020

Honorable Frank J. Mautino
Auditor General
State of Illinois
740 East Ash Street
Springfield, Illinois 62703-3154

Auditor General Mautino:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Legislative Research Unit (Unit). 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 Unit's compliance with the following specified requirements during the period from July 1, 2017, through December 10, 2018. Based on this evaluation, we assert that during the period from July 1, 2017, through December 10, 2018, the Unit has materially complied with the specified requirements listed below.

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

Yours truly,

Legislative Research Unit

SIGNED ORIGINAL ON FILE

Jonathan Wolff,
Associate Director of the Legislative Research Unit,
July 1, 2017, through December 10, 2018,
prior to Public Act 100-1148

SIGNED ORIGINAL ON FILE

Susan Sicilia, Interim Fiscal Officer

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
 STATE COMPLIANCE EXAMINATION
 For the Period from July 1, 2017, through December 10, 2018

COMPLIANCE REPORT

SUMMARY

Effective December 10, 2018, Public Act 100-1148 transferred all powers, duties, rights, responsibilities, personnel, assets, liabilities, and indebtedness responsibilities of the Legislative Research Unit (Unit) to the Commission on Government Forecasting and Accountability (Commission).

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and 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>Prior</u>
	<u>Report</u>	<u>Report</u>
Findings	1	0
Repeated Findings	0	0
Prior Recommendations Implemented or Not Repeated	0	0

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Last Reported</u>	<u>Description</u>	<u>Finding Type</u>
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FINDINGS (STATE COMPLIANCE)

2019-001	9	New	Inadequate Control over State Property	Significant Deficiency and Noncompliance
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EXIT CONFERENCE

The Commission waived an exit conference in a correspondence from Laurie L. Eby, Deputy Director, on March 18, 2020. The response to the recommendation was provided by Laurie L. Eby, Deputy Director, in a correspondence dated March 18, 2020.

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OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

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

Honorable Frank J. Mautino
Auditor General
State of Illinois

and

Governing Board
State of Illinois, Commission on Government Forecasting and Accountability

Compliance

We have examined compliance by the State of Illinois, Legislative Research Unit (Unit) 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 period from July 1, 2017, through December 10, 2018. Management of the Unit is responsible for compliance with the specified requirements. Our responsibility is to express an opinion on the Unit's compliance with the specified requirements based on our examination.

The specified requirements are:

- A. The 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 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 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. State revenues and receipts collected by the 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 Unit on behalf of the State or held in trust by the 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*. Those standards, the Act, and the *Audit Guide* require that we plan and perform the examination to obtain reasonable assurance about whether the Unit complied with the specified requirements in all material respects. An examination involves performing procedures to obtain evidence about whether the Unit 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 opinion.

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

In our opinion, the Unit complied with the specified requirements during the period from July 1, 2017, through December 10, 2018, 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 item 2019-001.

The response to the compliance finding identified in our examination, provided by the Commission on Government Forecasting and Accountability (Commission), successor agency to the Unit, is described in the accompanying Schedule of Findings. The Commission's response was not subjected to the procedures applied in the examination and, accordingly, we express no opinion on it.

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.

Internal Control Over Compliance

Management of the Unit 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 Unit's internal control to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Unit's compliance with the specified requirements and to test and report on the Unit's internal control in accordance with the *Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Unit's internal control. Accordingly, we do not express an opinion on the effectiveness of the Unit's internal control.

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* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that material noncompliance with the specified requirements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* 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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section 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. Given these limitations, during our examination, we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings as item 2019-001, that we consider to be a significant deficiency.

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

The response to the internal control finding identified in our examination, provided by the Commission, successor agency to the Unit, is described in the accompanying Schedule of Findings. The Commission's response was not subjected to the procedures applied in the examination and, accordingly, we express no opinion on it.

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.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on the Unit's compliance with the specified requirements. The accompanying supplementary information for the year ended June 30, 2018, and for the period from July 1, 2018, through December 10, 2018, in Schedules 1 through 5 and the Analysis of Operations section are presented for purposes of additional analysis. Such information is the responsibility of Unit management. We have applied certain limited procedures as prescribed by the *Audit Guide* to the accompanying supplementary information for the year ended June 30, 2018, and for the period from July 1, 2018, through December 10, 2018, in Schedules 1 through 5. We have not applied procedures to the accompanying supplementary

information for the year ended June 30, 2017, in Schedules 3 through 5 and in the Analysis of Operations Section. We do not express an opinion, a conclusion, nor provide any assurance on the accompanying supplementary information in Schedules 1 through 5 or the Analysis of Operations Section.

SIGNED ORIGINAL ON FILE

JANE CLARK, CPA
Director of Financial and Compliance Audits

Springfield, Illinois
March 27, 2020

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Period from July 1, 2017, through December 10, 2018

2019-001. **FINDING** (Inadequate Control over State Property)

The Legislative Research Unit (Unit) did not maintain adequate control over its equipment.

During testing, we noted the following:

- The supporting documentation for 10 of 20 (50%) equipment deletions tested, totaling \$8,244, did not include an approved Request for Transfer To/From Inventory form.

Good business practices require sufficient and properly designed accounting records be maintained to adequately control fiscal operations and provide reliable data for necessary management reports. Additionally, the Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires the Unit to establish and maintain a system of internal fiscal and administrative controls to provide assurance transfers of assets 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.

- Ten of 20 (50%) equipment deletions tested, totaling \$8,064, were removed from the Unit's property listing 39 days late.
- Additionally, two items, totaling \$382, could not be located following the Unit's move to the William G. Stratton Building. One item, totaling \$212, was set aside to be surplussed, but went missing prior to being picked up by the Department of Central Management Services (CMS). It was subsequently determined that the remaining item, totaling \$170, appears to be in possession of the Unit, but has lost its property tag. The Unit failed to take any further action to update its property records as a result of these issues.

The State Property Control Act (30 ILCS 605/4) requires the Unit to be accountable for the supervision, control, and inventory of all property under its jurisdiction. Further, the Illinois Administrative Code (Code) (44 Ill. Admin. Code 5010.400) requires the Unit to update its property records within 90 days of acquisition, change, or deletion of equipment items.

- During backwards testing (floor to list), we noted the physical location for 1 of 25 (4%) items selected for testing, totaling \$860, did not match the location noted on the property listing.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Period from July 1, 2017, through December 10, 2018

2019-001. **FINDING** (Inadequate Control over State Property) - Continued

The Statewide Accounting Management System (SAMS) (Procedure 29.10.10) requires detailed property records be maintained by the Unit, including the location of property items.

- One of 8 (13%) quarterly *Agency Report of State Property* (Form C-15) reports, did not include the required information detailing which State agencies were involved in the transfer of assets or the value of the assets transferred to each agency.

SAMS (Procedure 29.20.10) requires the Unit to include the name of the State agency involved in the asset transfer report and to enter the dollar amount of assets transferred to the corresponding agency identified on its Form C-15.

Management of the Commission on Government Forecasting and Accountability (Commission), successor agency to the Unit, indicated the deficiencies noted were largely due to oversight and employee turnover. In addition, Commission personnel disagreed with our conclusions regarding the untimely removal of items sent to surplus.

Failure to exercise adequate control over property and to maintain accurate property control records increases the potential for fraud and possible loss or theft of State property. Further, failure to maintain accurate property records resulted in the Commission's Form C-15 reports and property listing not reflecting the proper accounting for the two missing items and location for the one misplaced item. (Finding Code No. 2019-001)

RECOMMENDATION

We recommend the Commission, successor agency to the Unit, strengthen its internal controls over State property by retaining sufficient supporting documentation for property transactions, timely updating its property records after changes occur, and ensuring Form C-15s submitted to the State Comptroller contain all required information.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Period from July 1, 2017, through December 10, 2018

2019-001. **FINDING** (Inadequate Control over State Property) - Continued

COMMISSION RESPONSE

Regarding the equipment deletions that did not include an approved Request for Transfer To/From Inventory form:

This transaction was initiated by a previous fiscal officer and was authorized by a previous executive director. While the originally received CMS approved transfer request was unable to be located, the Commission provided the signed (by CMS warehouse personnel) Surplus Property Delivery Forms associated with the items in question included on the list. The Department of CMS Surplus Property Division advised the LRU that the Surplus Property Delivery Forms that reflect the “received date” and “receiver” is considered proof of CMS approval and that a signature from CMS is no longer required. The email with this instruction was provided.

The Commission maintains that while the Request to Transfer form was not included, other adequate controls were utilized. Therefore, the Commission maintains that adequate internal controls were implemented.

Regarding the equipment deletions being removed from the property listing 39 days late:

The Commission disagrees. When planning for the unique and atypical experience of merging the property of two state agencies, the Commission proactively sought out and received direction from the agencies responsible for establishing rules and regulations pertaining to surplus property – the State and Federal Surplus Property Division within the Department of Central Management Services – regarding all phases of the process, including when we were allowed to delete the surplussed items from our agency inventory list. The Commission also consulted with the Property Control administrators within the Legislative Information Systems (administrators of the Property Control System application used by CGFA). The Commission executed the directions as they were given and also maintained proper documentation of such direction and subsequent actions. The Commission maintains that proper procedures were followed and that property records were updated on the exact date CMS personnel advised we were allowed to do so.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Period from July 1, 2017, through December 10, 2018

2019-001. **FINDING** (Inadequate Control over State Property) - Continued

AUDITOR’S COMMENT

The Commission deleted items based on the receipt of a specific form from the Department of Central Management Services instead of when those items were actually transferred, which is in violation of the Administrative Code.

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Appropriations for Fiscal Year 2019

For the Period from July 1, 2018, through December 10, 2018

Public Act 100-0586 FISCAL YEAR 2019	Appropriations (Net of Transfers)	Expenditures Through December 10	Balances Transferred December 11	Balances Lapsed December 11
<u>APPROPRIATED FUNDS</u>				
<u>GENERAL REVENUE FUND - 001</u>				
Operational Expenses	\$ 2,950,700	\$ 659,978	\$ 2,290,722	\$ -
GRAND TOTAL	\$ 2,950,700	\$ 659,978	\$ 2,290,722	\$ -

Note 1: Appropriations, expenditures, transferred balances, and lapsed balances in this schedule were prepared by the Unit and have been reconciled to the State Comptroller's records as of December 10, 2018.

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

Note 3: Public Act 100-1148 abolished the Unit, effective December 10, 2018. All of the Unit's unexpended appropriations, balances, and other funds were transferred to the Commission on Government Forecasting and Accountability.

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Appropriations for Fiscal Year 2018

Fifteen Months Ended September 30, 2018

	Appropriations (Net of Transfers)	Lapse Period		Total Expenditures 15 Months Ended September 30	Balances Lapsed
		Expenditures Through June 30	Expenditures July 1 to September 30		
Public Act 100-0021					
FISCAL YEAR 2018	<u>\$ 2,950,700</u>	<u>\$ 2,555,927</u>	<u>\$ 149,358</u>	<u>\$ 2,705,285</u>	<u>\$ 245,415</u>
	<u><u>\$ 2,950,700</u></u>	<u><u>\$ 2,555,927</u></u>	<u><u>\$ 149,358</u></u>	<u><u>\$ 2,705,285</u></u>	<u><u>\$ 245,415</u></u>

APPROPRIATED FUNDS

GENERAL REVENUE FUND - 001

Operational Expenses	<u>\$ 2,950,700</u>	<u>\$ 2,555,927</u>	<u>\$ 149,358</u>	<u>\$ 2,705,285</u>	<u>\$ 245,415</u>
GRAND TOTAL	<u><u>\$ 2,950,700</u></u>	<u><u>\$ 2,555,927</u></u>	<u><u>\$ 149,358</u></u>	<u><u>\$ 2,705,285</u></u>	<u><u>\$ 245,415</u></u>

Note 1: Appropriations, expenditures, and lapsed balances in this schedule were prepared by the Unit and have been reconciled to the State Comptroller's records as of September 30, 2018.

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

Note 3: Notwithstanding anything in Public Act 100-0021 to the contrary, Public Act 100-0021 authorized the Unit to pay for all costs incurred prior to July 1, 2018, using either its Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Analysis of Operations Section of this report at page 23 includes information from Unit management about the number of invoices and total dollar amount of invoices from Fiscal Year 2016 and Fiscal Year 2017 held by the Unit submitted against its Fiscal Year 2018 appropriations.

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

	2019*	Fiscal Year 2018	2017
	Public Act 100-0586	Public Act 100-0021	Continuing Appropriations
GENERAL REVENUE FUND - 001			
Appropriations	\$ 2,950,700	\$ 2,950,700	\$ 2,950,700
<u>Expenditures</u>			
Operational Expenses	\$ 659,978	\$ 2,705,285	\$ 2,745,351
Total Expenditures	\$ 659,978	\$ 2,705,285	\$ 2,745,351
Balances Transferred	\$ 2,290,722	\$ -	\$ -
Lapsed Balances	\$ -	\$ 245,415	\$ 205,349

* For the period July 1, 2018, through December 10, 2018

Note 1: Expenditure authority, appropriations, expenditures, transferred balances, and lapsed balances in this schedule were prepared by the Unit and have been reconciled to the State Comptroller's records as of December 10, 2018, and September 30, 2018.

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

Note 3: Public Act 100-1148 abolished the Unit, effective December 10, 2018. All of the Unit's unexpended appropriations, balances, and other funds were transferred to the Commission on Government Forecasting and Accountability.

Note 4: Notwithstanding anything in Public Act 100-0021 to the contrary, Public Act 100-0021 authorized the Unit to pay for all costs incurred prior to July 1, 2018, using either its Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Analysis of Operations Section of this report at page 23 includes information from Unit management about the number of invoices and total dollar amount of invoices from Fiscal Year 2016 and Fiscal Year 2017 held by the Unit submitted against its Fiscal Year 2018 appropriations.

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND RECONCILIATION
 OF CASH RECEIPTS TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
 For the Period from July 1, 2017, through December 10, 2018

	FISCAL YEAR		
	2019	2018	2017
<u>GENERAL REVENUE FUND - 001</u>			
Jury Duty	\$ -	\$ 16	\$ -
Prior Year Refunds	-	-	1,464
Total Cash Receipts per Unit	<u>\$ -</u>	<u>\$ 16</u>	<u>\$ 1,464</u>
Plus - In Transit at Beginning of Year	\$ -	\$ -	\$ -
Less - In Transit at End of Year	-	-	-
Total Deposits Recorded by the State Comptroller	<u>\$ -</u>	<u>\$ 16</u>	<u>\$ 1,464</u>

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Period from July 1, 2017, through December 10, 2018

	<u>Equipment</u>
Balance at July 1, 2017	\$ 437,741
Additions	2,430
Deletions	-
Net Transfers	<u>(88,647)</u>
Balance at June 30, 2018	<u><u>351,524</u></u>
Balance at July 1, 2018	\$ 351,524
Additions	37,120
Deletions	-
Transfer to the Commission on Government Forecasting and Accountability	<u>(388,644)</u>
Balance at December 10, 2018	<u><u>\$ -</u></u>

Note 1: Amounts in this schedule were prepared by the Unit and have been reconciled to property reports submitted to the State Comptroller.

Note 2: Public Act 100-1148 abolished the Unit, effective December 10, 2018. All of the Unit's remaining equipment items, valued at \$388,644, were transferred to the Commission on Government Forecasting and Accountability.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Period from July 1, 2017, through December 10, 2018
(NOT EXAMINED)

The Legislative Research Unit (Unit) was established in 1937 as the Illinois Legislative Council and was the central research agency for the General Assembly. The Unit's staff of researchers responded to inquiries from legislators, committees, and staff regarding questions of laws and court decisions, laws of other states, regulations, science and health, environmental protection, public utilities, business and economic development, and many others. The Unit maintained up-to-date information on federal aid received by the State. It was also responsible for tracking and monitoring membership of boards and commissions established by the State of Illinois.

Alan R. Kroner, Executive Director of the Unit until June 30, 2018, served at the direction of the Joint Committee and operated the Unit under the Operating Rules for Legislative Support Service Agencies. A board of twelve legislators, appointed by the four legislative leaders, governed the Unit. The board members as of December 10, 2018, were:

Rep. Anna Moeller, Co-Chair

Vacant, Co-Chair

Senators

Thomas Cullerton

Napoleon Harris

Mattie Hunter

Tom Rooney

Jil Tracy

Representatives

Thomas Bennett

Avery Bourne

Mary Flowers

Christian Mitchell

Anna Moeller

During Fiscal Year 2018 and Fiscal Year 2019 (up until the Unit's merger on December 10, 2018, with the Commission on Government Forecasting and Accountability), the Unit received continued appropriations from the General Revenue Fund. With these continued appropriations, the Unit conducted a new member's conference and orientation after each general election and a District Office Staff Training seminar. Furthermore, the Unit also administered the Illinois Legislative Staff Internship Program (ILSIP) and the Zeke Giorgi Memorial Fund Internship Program in cooperation with the University of Illinois at Springfield.

The planning program consisted of annual budget requests, which presented short-term goals and objectives. The Unit's long-term goals and objectives were set by statute and various other rules and guidelines. A member of upper management had been assigned responsibility for updating and maintaining information related to the statutes, rules, and guidelines governing the Unit. The Deputy Director of Research managed and coordinated research functions and reported to the Director and Associate Director. Research production was monitored daily, and hundreds of requests were tracked electronically via a system designed specifically for the Unit by the Legislative Information System.

The Unit was responsible for responding to various inquiries from legislators, committees, and staff regarding questions of laws, court decisions, and many other topics. The Unit was also responsible for tracking and monitoring membership of boards and commissions established by

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
AGENCY FUNCTIONS AND PLANNING PROGRAM
 For the Period from July 1, 2017, through December 10, 2018
 (NOT EXAMINED)

the State of Illinois. The Unit also maintained up-to-date information on federal aid received by the State. The Unit reported the following activities by calendar year:

Indicators	Up to 12/10/18	2017	2016
Research assignments completed by library staff	20	13	8
Research assignments for legislators and staff	191	185	198
Appointments to boards and commissions recorded by the Unit	700	1,264	864
Federal aid to State agencies tracked by the Unit (in billions)	\$18.8	\$18.0	\$19.1

The Unit also published the following major publications during the examination period (in addition to several other, smaller publications not listed):

AIDS and the Law: What You Should Know (Spanish edition);
Annual Boards and Commissions Descriptions 2018;
Catalog of State Assistance to Local Governments 2017;
Directory of Illinois State Officials 2018;
Federal Funds to State Agencies 2015, 2016, 2017, and 2018 (these years are the years covered by the two editions of this publication published during the examination period);
Laws for Older Adults 2018;
Roster of Illinois Legislators 2018; and,
Illinois Tax Handbook for Legislators 2018.

The number of research assignments were not determined by the Unit, but by the number of legislators, legislative staff, and others that requested the Unit's assistance. However, the fact that the number of research assignments held steady over the past years demonstrated that the Unit continued to be a useful resource sought out by legislators and their staff.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Period from July 1, 2017, through December 10, 2018
(NOT EXAMINED)

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2019 AND 2018

The decrease in expenditures from Fiscal Year 2018 to Fiscal Year 2019 was due to the Unit being abolished, effective December 10, 2018, by Public Act 100-1148. Therefore, the Unit only expended funds from its Fiscal Year 2019 appropriation for less than six months of the fiscal year. Per the same public act, the remaining unspent funds were transferred to the Commission on Government Forecasting and Accountability (Commission). The Comptroller's Office created a new Commission appropriation line to receive the transfer of unspent Unit funds.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2018 AND 2017

There were no significant variations in expenditures between Fiscal Year 2018 and Fiscal Year 2017.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Period from July 1, 2017, through December 10, 2018
(NOT EXAMINED)

The Unit receives minimal receipts. During Fiscal Year 2018, the Unit only received one receipt for jury duty in the amount of \$16. During Fiscal Year 2019, the Unit did not receive any receipts. Receipts are expected to fluctuate between fiscal years due to the nature of receipts processed.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Period from July 1, 2017, through December 10, 2018
(NOT EXAMINED)

FISCAL YEAR 2019

Per Public Act 100-1148, the Unit was abolished, effective December 10, 2018. Therefore, there were no instances of Lapse Period spending during Fiscal Year 2019.

FISCAL YEAR 2018

There were no instances of significant Lapse Period spending noted during Fiscal Year 2018.

STATE OF ILLINOIS
LEGISLATIVE RESEARCH UNIT
BUDGET IMPASSE DISCLOSURES
For the Period from July 1, 2017, through December 10, 2018
(NOT EXAMINED)

Payment of Prior Year Costs in Future Fiscal Years

All of the Unit's Fiscal Year 2016 and Fiscal Year 2017 costs were paid pursuant to continuing appropriations. The Unit did not have any outstanding unpaid invoices from either Fiscal Year 2016 or Fiscal Year 2017 after the closure of the Fiscal Year 2016 Lapse Period on August 31, 2016, and the closure of the Fiscal Year 2017 Lapse Period on September 30, 2017, respectively.

STATE OF ILLINOIS
 LEGISLATIVE RESEARCH UNIT
AVERAGE NUMBER OF EMPLOYEES
 For the Period from July 1, 2017, through December 10, 2018
 (NOT EXAMINED)

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

<u>Division</u>	<u>2019*</u>	<u>2018</u>	<u>2017</u>
Administration	7	9	10
Research	12	12	12
Total average full-time employees	<u>19</u>	<u>21</u>	<u>22</u>

* Represents average number of employees during Fiscal Year 2019 through December 10, 2018. At that time, Public Act 100-1148 transferred the functions, powers, duties, and responsibilities of the Unit to the Commission on Government Forecasting and Accountability.