

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS

ILLINOIS RIVER CORRECTIONAL CENTER

LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2008

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

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

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ILLINOIS RIVER CORRECTIONAL CENTER
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CENTER OFFICIALS

Acting Warden (Current)	Mr. Kevin Gilson
Warden (7/1/06 to 1/27/08)	Mr. Austin Randolph Jr.
Assistant Warden - Programs (Current)	Vacant
Assistant Warden – Programs (7/1/06 to 3/31/08)	Mr. Jerry Bohler
Assistant Warden – Operations	Mr. Richard Birkey
Business Office Administrator	Mr. Mark Pirtle

The Center is located at:

Route 9 West
1300 West Locust
Canton, IL 61520



Illinois
Department of
Corrections

Pat Quinn
Governor

Roger E. Walker Jr.
Director

Illinois River Correctional Center
Rt. 9 West, P.O. Box 999
Canton, IL 61520

Telephone: (309) 647-7030
TDD: (800) 526-0844

MANAGEMENT ASSERTION LETTER

Martin & Shadid CPAs, P.C.
3810 N. Prospect Rd.
Peoria, IL 61614

March 19, 2009

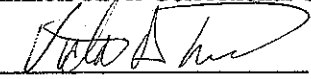
Ladies and Gentlemen:

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 Center. 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 Center's compliance with the following assertions during the two years ended June 30, 2008. Based on this evaluation, we assert that during the years ended June 30, 2008 and June 30, 2007, the Center has materially complied with the assertions below.

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

Yours very truly,

Illinois River Correctional Center


Victor D. Trancoso, Acting Warden


Mark Pirtle, Business Administrator

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2008

COMPLIANCE REPORT

SUMMARY

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

ACCOUNTANTS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes (Report) relates only to those chapters of the "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies" (*Audit Guide*) which are identified in the Report as having testing performed and does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	1	2
Repeated findings	0	0
Prior recommendations implemented or not repeated	2	2

Details of findings are presented in a separately tabbed report section.

SCHEDULE OF FINDINGS

CURRENT FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
08-1.	10	Failure to Properly Transfer Unclaimed Inmate Cash Account Balances	Noncompliance and Significant Deficiency

PRIOR FINDINGS NOT REPEATED

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
A.	12	Lack of Supporting Documentation
B.	12	Lack of Dual Signatures for Inmate Trust Fund Receipts

EXIT CONFERENCE

Center management waived having an exit conference per an email correspondence dated February 11, 2009. A response to the recommendation was provided by Mary Ann Bohlen, Supervisor of Central Accounting, per correspondence dated February 11, 2009.

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

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

As Special Assistant Auditors for the Auditor General, we performed a limited scope compliance examination of the State of Illinois Department of Corrections – Illinois River Correctional Center's compliance with the requirements listed below, as more fully described in the Audit Guide for Performing 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, 2008. The management of the State of Illinois Department of Corrections – Illinois River Correctional Center is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Corrections – Illinois River Correctional Center's compliance based on our examination.

- A. The State of Illinois Department of Corrections – Illinois River Correctional Center 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 State of Illinois Department of Corrections – Illinois River Correctional Center 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 State of Illinois Department of Corrections – Illinois River Correctional Center has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. For the locally held funds examined the State revenues and receipts collected by the State of Illinois Department of Corrections – Illinois River Correctional Center 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 State of Illinois Department of Corrections – Illinois River Correctional Center on behalf of the State or held in trust by the State of Illinois Department of Corrections – Illinois River Correctional Center have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our limited scope compliance examination of the Center was limited to the following areas of the

Audit Guide:

- Chapter 8 – Personal Services Expenditures
- Chapter 9 – Contractual Services Expenditures
- Chapter 11 – Commodities Expenditures
- Chapter 18 – Appropriations, Transfers and Expenditures
- Chapter 22 – Review of Agency Functions and Planning Program
- Chapter 30 – Auditing Compliance with Agency Specific Statutory Mandates

The areas of the *Audit Guide* not examined at the Center have had procedures performed on a Department-wide basis through the compliance examination of the State of Illinois Department of Correction's - General Office, and accordingly, any findings from the results of those procedures have been included in the State of Illinois Department of Corrections – General Office compliance report.

We conducted our examination 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 State of Illinois Department of Corrections – Illinois River Correctional Center'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 State of Illinois Department of Corrections – Illinois River Correctional Center's compliance with specified requirements.

In our opinion, the State of Illinois Department of Corrections – Illinois River Correctional Center complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2008. However, the results of our procedures disclosed an instance of noncompliance with those requirements, which is required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which is described in the accompanying Schedule of Findings as Finding Code No. 08-1.

Internal Control

The management of the State of Illinois Department of Corrections – Illinois River Correctional Center 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 limited scope compliance examination, we considered the State of Illinois Department of Corrections – Illinois River Correctional Center's internal control over compliance with the requirements listed in the first paragraph of this report in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide*, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the State of Illinois Department of Corrections – Illinois River Correctional Center's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois Department of Corrections – Illinois River Correctional Center's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified a certain deficiency internal control over compliance that we consider to be a significant deficiency.

A *control deficiency* in an entity's internal control over compliance 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 noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings as Finding Code No. 08-1 to be a significant deficiency.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented or detected by the entity's internal control. We did not consider the deficiency described in the accompanying Schedule of Findings to be a material weakness.

Our consideration of internal control over compliance with the requirements listed in the first paragraph of this report was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

There were no immaterial findings that have been excluded from this report.

The State of Illinois Department of Corrections – Illinois River Correctional Center's response to the finding identified in our examination is described in the accompanying Schedule of Findings. We did not examine the State of Illinois Department of Corrections – Illinois River Correctional Center's response and, accordingly, we express no opinion on it.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General to the 2008 and 2007 Supplementary Information for State Compliance Purposes, except for information on the Comparative Schedule of Cash Receipts and Deposits, Employee Overtime, Shared Resources, Annual Cost Statistics, and Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2006 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

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

Martin & Shabert, CPAs, P.C.

March 19, 2009

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Current Findings

08-1. Finding: Failure to Properly Transfer Unclaimed Inmate Cash Account Balances

The Center did not take appropriate action to ensure that dormant account balances were properly transferred to the General Revenue Fund (GRF).

The Unified Code of Corrections (Code) requires the Department to establish accounting records with individual accounts for each inmate (730 ILCS 5/3-4-3(a)). In addition, the Code (730 ILCS 5/3-4-3(b)) requires any money held in accounts of a committed person, upon release from the Department by death, discharge, or unauthorized absence and unclaimed for a period of one year thereafter by the person or his legal representative to be transmitted to the State Treasurer who shall deposit it into the GRF. Further, the Illinois Department of Corrections Administrative Directives (Directives) (02.42.106) require, upon determination of dormant accounts, the Business Administrator shall prepare a list, which includes the account numbers, inmates' names, identification numbers, account balances and a memorandum requesting permission to transfer the balances to the GRF.

We noted the Center improperly offset Inmate Trust Fund accounts with positive cash balances against accounts with negative balances prior to transfer of unclaimed cash balances to the GRF. Our testing of the June 2008 dormant accounts noted dormant accounts totaling \$2,223 were not transferred to the GRF.

Center management stated their internal policy for dormant accounts is to only transfer positive balances which exceed negative balances in total for all inmate accounts. Negative inmate account balances for the June 2008 test period were \$14,327.

There were various causes for negative balances, such as restitution for damages and charges for requested legal copies or postage, which could not, according to Department rules, be denied even if the inmate's trust account had an insufficient balance. The majority of negative balances did not involve cash distributions from the Inmate Trust Fund, but represented amounts the Center paid from the GRF or other funds and can only be recouped if cash is available in the individual inmate's account.

However, there are instances where cash payments are made to inmates in excess of their balance, which creates a negative balance. In these instances, offsetting negative account balances against other accounts in the Inmate Trust Fund effectively requires other inmate accounts to bear the costs of those deficits in violation of the Center's fiduciary responsibility and the Code. In addition, failure to notify the Department and ensure dormant account cash balances are transferred to the GRF is noncompliance with the Administrative Directive and State statute and could result in a loss of revenue to the State. (Finding Code No. 08-1)

RECOMMENDATION

We recommend the Center take appropriate action to ensure dormant cash balances are timely transferred to the GRF.

CENTER RESPONSE

Finding not accepted. The Department has implemented policies and procedures that it feels are appropriate to the Statute and Administrative Directives.

- The inmate trust fund maintains individual accounts by inmate.
- The accounts are reviewed when designated dormant.
- The appropriate account balances are transferred to the general revenue fund as required.
- The statute is silent on the Department's ability to offset negative account balances with positive account balances.

The end result of the policy is not a loss of revenue to the State as all funds are deposited into a legislatively appropriated fund on deposit at the Treasurer.

AUDITOR'S COMMENT

The Unified Code of Corrections requires the transfer of dormant accounts to the GRF. The Center did not transfer dormant accounts totaling \$2,223 to the GRF. The net negative balances are caused by the improper off-setting of one inmate's positive cash balance against another inmate's negative balance in the Inmate Trust Fund.

Further, the Department's administrative rules (20 Ill. Adm. Code 535.140(a)) state unclaimed money held for a period of one year may be transferred to the Inmate Benefit Fund and be expended for the special benefit of committed persons, which is inconsistent with the Unified Code of Corrections.

The Center has a fiduciary responsibility for the inmate accounts and should be evaluating each account within the Inmate Trust Fund individually for potential transfer to the GRF.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2008

Prior Findings Not Repeated

A. Finding: Lack of Supporting Documentation

The Center did not maintain purchase orders or other obligation documentation for employee and inmate commissary purchases. (Finding Code 06-1)

Status: Implemented

Our current review of employee and inmate commissary purchases revealed proper documentation was maintained for the transactions tested.

B. Finding: Lack of Dual Signatures for Inmate Trust Fund Receipts

The Center did not obtain all necessary signatures on the list of inmate trust fund receipts. Both the mailroom employee and the cashier must sign the Monies Received List Report to document incoming receipts for the Inmate Trust Fund. (Finding Code 06-2)

Status: Implemented

Our current review of the Inmate Trust Fund receipts revealed the Monies Received List Reports contained the necessary signatures for the receipts tested.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES
For the Two Years Ended June 30, 2008

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
- Description of Locally Held Funds
- Schedule of Locally Held Funds
- Schedule of Changes in State Property
- Comparative Schedule of Cash Receipts and Deposits (not examined)
- Analysis of Significant Variations in Expenditures
- Analysis of Significant Lapse Period Spending
- Schedule of Changes in Inventories

Analysis of Operations

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Inmate Commissary Operation
- Shared Resources (not examined)
- Annual Cost Statistics
 - Center Inmate Statistics (not examined)
 - Center Employee Statistics (not examined)
 - Cell Square Feet Per Inmate (not examined)
 - Food Services (not examined)
 - Medical and Clergy Service Contracts (not examined)
- Service Efforts and Accomplishments (not examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the *Audit Guide*, as adopted by the Auditor General, except for information on the Comparative Schedule of Cash Receipts and Deposits, Employee Overtime, Shared Resources, Annual Cost Statistics, and Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Year Ended June 30, 2008

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2008	LAPSE PERIOD		TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2008	BALANCES LAPSED AUGUST 31, 2008
			EXPENDITURES JULY 1 TO AUGUST 31, 2008	EXPENDITURES JULY 1 TO AUGUST 31, 2008		
PUBLIC ACT 95-0348						
<u>GENERAL REVENUE FUND - 001</u>						
Personal services	\$ 22,716,100	\$ 18,850,957	\$ 1,010,212	\$ 19,861,169	\$ 2,854,931	
Student, member and inmate compensation	313,500	287,425	26,061	313,486	14	
State contributions to State Employees' Retirement System	3,770,900	3,122,275	167,319	3,289,594	481,306	
State contributions to Social Security	1,474,900	1,399,433	75,446	1,474,879	21	
Contractual services	6,050,800	5,889,104	161,696	6,050,800	-	
Travel	12,900	11,239	1,588	12,827	73	
Travel and allowances for committed, paroled and discharged prisoners	26,000	25,195	747	25,942	58	
Commodities	2,005,600	1,932,518	73,054	2,005,572	28	
Printing	13,400	13,389	-	13,389	11	
Equipment	22,600	9,434	13,154	22,588	12	
Telecommunications services	39,200	38,094	1,106	39,200	-	
Operation of automotive equipment	68,800	61,757	7,043	68,800	-	
Total - Fiscal Year 2008	\$ 36,514,700	\$ 31,640,820	\$ 1,537,426	\$ 33,178,246	\$ 3,336,454	

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Year Ended June 30, 2007

	APPROPRIATIONS NET OF TRANSFERS	EXPENDITURES THROUGH JUNE 30, 2007	LAPSE PERIOD		TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2007	BALANCES LAPSED AUGUST 31, 2007
			EXPENDITURES THROUGH JUNE 30, 2007	EXPENDITURES JULY 1 TO AUGUST 31, 2007		
	\$ 19,230,000	\$ 18,283,816	\$ 946,074	\$ 19,229,890	\$ 110	
Personal services	323,400	302,633	20,747	323,380	20	
Student, member and inmate compensation	2,217,800	2,107,317	109,040	2,216,357	1,443	
State contributions to State Employees' Retirement System	1,427,300	1,356,549	70,557	1,427,106	194	
State contributions to Social Security	6,088,427	5,523,310	565,116	6,088,426	1	
Contractual services	17,000	15,632	1,319	16,951	49	
Travel	28,700	23,799	4,852	28,651	49	
Travel and allowances for committed, paroled and discharged prisoners	1,860,800	1,723,383	137,409	1,860,792	8	
Commodities	13,400	11,962	1,418	13,380	20	
Printing	-	-	-	-	-	
Equipment	66,000	49,173	16,827	66,000	-	
Telecommunications services	78,500	71,511	6,989	78,500	-	
Operation of automotive equipment	-	-	-	-	-	
Total - Fiscal Year 2007	\$ 31,351,327	\$ 29,469,085	\$ 1,880,348	\$ 31,349,433	\$ 1,894	

PUBLIC ACT 94-0798

GENERAL REVENUE FUND - 001

Note: The information reflected in this schedule was taken from the Center's records and reconciled to records of the State Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
For The Years Ended June 30,

	FISCAL YEAR		
	2008	2007	2006
	P.A.95-0348	P.A.94-0798	P.A.94-0015
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 36,514,700	\$ 31,351,327	\$ 30,190,200
EXPENDITURES			
Personal services	19,861,169	19,229,890	18,531,573
Employee retirement contributions paid by employer	-	-	238,132
Student, member and inmate compensation	313,486	323,380	331,326
State contributions to State Employees' Retirement System	3,289,594	2,216,357	1,443,941
State contributions to Social Security	1,474,879	1,427,106	1,374,391
Contractual services	6,050,800	6,088,426	6,266,474
Travel	12,827	16,951	18,766
Travel and allowances for committed, paroled and discharged prisoners	25,942	28,651	24,650
Commodities	2,005,572	1,860,792	1,698,192
Printing	13,389	13,380	13,292
Equipment	22,588	-	99,280
Telecommunications services	39,200	66,000	41,364
Operation of automotive equipment	68,800	78,500	58,311
Total Expenditures	<u>33,178,246</u>	<u>31,349,433</u>	<u>30,139,692</u>
LAPSED BALANCES	<u>\$ 3,336,454</u>	<u>\$ 1,894</u>	<u>\$ 50,508</u>

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

The locally held funds of the Center are grouped into two fund categories, Governmental and Fiduciary funds. These are non-appropriated funds with the exception of the Travel and Allowance Revolving Fund, which is an appropriated fund. The funds are not held in the State Treasury and are described as follows:

1. Governmental Funds

General Revenue Fund

The Travel and Allowance Revolving Fund is a cash imprest fund located at the Center and is used to provide cash for travel and allowances for discharged inmates and to pay out inmate Trust Fund balances under \$50 upon inmates being paroled or discharged. The Travel and Allowance Revolving Fund is replenished from the Center's Inmate Benefit Fund account and the Trust Fund. The Center's Inmate Benefit Fund account is reimbursed from the General Revenue Fund appropriation on a monthly basis upon submission of a duly authorized voucher.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The Center maintains four special revenue funds.

The Employees' Commissary Fund and Inmates' Commissary Fund are used to maintain stores for selling food, candy, health and beauty aids and other personal items. The inmate commissary sells solely to inmates and the employees' commissary sells to employees. Profits derived from commissary sales are allocated 60% to pay the wages and benefits of employees who work at the commissaries and 40% to either the Inmates' Benefit Fund for sales from the Inmate Commissary or the Employees' Benefit Fund for sales from the Employees' Commissary.

Inmates' Benefit Fund and Employees' Benefit Fund are used to provide entertainment and recreational activities and equipment for inmates and employees. The Employees' Benefit Fund can also be used to provide travel expense reimbursement for correctional officers while travel vouchers are being processed. Beginning in fiscal year 2006 the locally held Inmates' Benefit Fund account at each Center was closed and the balances transferred to a single locally held Inmates' Benefit Fund bank account administered by the General Office. The Center has a sub-account within the Inmates' Benefit Fund account at the General Office that records their specific transactions.

STATE OF ILLINOIS
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ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
DESCRIPTION OF LOCALLY HELD FUNDS
For the Two Years Ended June 30, 2008

Expenditures from the Inmates' Benefit Fund are initiated at the Center but all the transactions are processed through the General Office. All of the financial accounting for the Center's Inmates' Benefit Fund transactions are also performed and maintained at the General Office. Because the Center does not maintain the financial records a summary of the Center's Inmates' Benefit Fund activity for fiscal years 2008 and 2007 will be presented in the General Office Compliance Report for the two years ending June 30, 2008.

2. Fiduciary Fund

Agency Fund

An agency fund is used to account for assets held as the agent for others. The Center maintains one such fund, the Inmates' Trust Fund. The Inmates' Trust Fund is maintained as a depository for funds of inmates while incarcerated at the Center. Receipts and disbursements of the inmates are recorded in each inmate's individual account within the Inmates' Trust Fund.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the Year ended June 30, 2008

	Employees' Commissary Fund	Inmates' Commissary Fund	Employees' Benefit Fund
<u>REVENUES</u>			
Income from Sales	\$ 81,950	\$1,718,588	\$ 19,001
Interest / Investment Income	33	130	22
Miscellaneous:			
Other	-	-	-
Donations	-	-	-
Total Revenues	<u>81,983</u>	<u>1,718,718</u>	<u>19,023</u>
<u>EXPENDITURES</u>			
Purchases	73,986	1,409,770	-
General and Administrative	2,196	3,929	-
Contractual	-	-	-
Equipment	-	-	-
Donations	-	-	21,937
Other	-	-	-
Total Expenditures	<u>76,182</u>	<u>1,413,699</u>	<u>21,937</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>5,801</u>	<u>305,019</u>	<u>(2,914)</u>
<u>OTHER FINANCING SOURCES</u>			
Transfers In	-	-	2,321
Transfers (Out)	<u>(5,801)</u>	<u>(305,019)</u>	<u>-</u>
Total Other Financing Sources	<u>(5,801)</u>	<u>(305,019)</u>	<u>2,321</u>
Net Change in Fund Balance	-	-	(593)
Fund Balance July 1, 2007	5,034	103,712	3,932
Fund Balance June 30, 2008	<u>\$ 5,034</u>	<u>\$ 103,712</u>	<u>\$ 3,339</u>

Note: Schedule is presented on the accrual basis of accounting.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS
For the Year ended June 30, 2007

	Employees' Commissary Fund	Inmates' Commissary Fund	Employees' Benefit Fund
<u>REVENUES</u>			
Income from Sales	\$ 79,649	\$1,683,853	\$ 21,575
Interest / Investment Income	55	141	19
Miscellaneous:			
Other	67	-	-
Donations	-	-	-
Total Revenues	<u>79,771</u>	<u>1,683,994</u>	<u>21,594</u>
<u>EXPENDITURES</u>			
Purchases	73,747	1,378,971	-
General and Administrative	-	5,538	-
Contractual	-	-	-
Equipment	-	-	-
Donations	-	-	21,928
Other	-	-	-
Total Expenditures	<u>73,747</u>	<u>1,384,509</u>	<u>21,928</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>6,024</u>	<u>299,485</u>	<u>(334)</u>
<u>OTHER FINANCING SOURCES</u>			
Transfers In	-	-	2,410
Transfers (Out)	(6,024)	(299,485)	-
Total Other Financing Sources	<u>(6,024)</u>	<u>(299,485)</u>	<u>2,410</u>
Net Change in Fund Balance	-	-	2,076
Fund Balance July 1, 2006	5,034	103,712	1,856
Fund Balance June 30, 2007	<u>\$ 5,034</u>	<u>\$ 103,712</u>	<u>\$ 3,932</u>

Note: Schedule is presented on the accrual basis of accounting.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS
For The Years Ended June 30

	2008		2007	
	Travel and Allowance Rev. Fund	Inmates' Trust Fund	Travel and Allowance Rev. Fund	Inmates' Trust Fund
Balance - July 1	\$ 2,000	\$ 114,378	\$ 2,000	\$ 74,185
Receipts				
Investment Income	-	959	-	868
Inmate Account Receipts	-	2,151,239	-	2,104,938
Appropriations from General Revenue Fund	26,100	-	28,700	-
TOTAL RECEIPTS	<u>26,100</u>	<u>2,152,198</u>	<u>28,700</u>	<u>2,105,806</u>
Disbursements				
Inmate Account Disbursements	-	2,139,160	-	2,064,745
Disbursements for released inmates	25,941	-	28,650	-
TOTAL DISBURSEMENTS	<u>25,941</u>	<u>2,139,160</u>	<u>28,650</u>	<u>2,064,745</u>
Fund Transfers				
Fund Transfers In	-	-	-	-
Fund Transfers (Out)	(159)	(959)	(50)	(868)
TOTAL TRANSFERS	<u>(159)</u>	<u>(959)</u>	<u>(50)</u>	<u>(868)</u>
Balance - June 30	<u>\$ 2,000</u>	<u>\$ 126,457</u>	<u>\$ 2,000</u>	<u>\$ 114,378</u>

Note: Schedule is presented on the cash basis of accounting

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN STATE PROPERTY
For The Years Ended June 30,

	2008					2007				
	Land	Buildings	Equipment	Land Improvements	Total	Land	Buildings	Equipment	Land Improvements	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance, beginning	375,572	42,825,200	4,397,396	6,618,855	54,217,023	375,572	42,812,502	4,277,623	6,618,855	54,084,552
Additions:										
Purchases	-	915,264	10,319	-	925,583	-	-	89,620	-	89,620
Transfers-in	-	134,723	196,280	-	331,003	-	12,698	51,780	-	64,478
Capital Development Board	-	-	-	-	-	-	-	-	-	-
Employees' Commissary Fund	-	-	-	-	-	-	-	-	-	-
Employees' Benefit Fund	-	-	171	-	171	-	-	2,614	-	2,614
Inmates' Commissary Fund	-	-	-	-	-	-	-	-	-	-
Inmates' Benefit Fund	-	-	4,775	-	4,775	-	-	26,596	-	26,596
Donations	-	-	-	-	-	-	-	1,000	-	1,000
Grants	-	-	22,901	-	22,901	-	-	19,482	-	19,482
Adjustments	-	-	10,495	-	10,495	-	-	-	-	-
Total Additions	-	1,049,987	244,941	-	1,294,928	-	12,698	191,092	-	203,790
Deductions:										
Transfers-out	-	-	220,295	-	220,295	-	-	71,319	-	71,319
Scrap property	-	-	-	-	-	-	-	-	-	-
Surplus property	-	-	-	-	-	-	-	-	-	-
Condemned and lost property	-	-	-	-	-	-	-	-	-	-
Adjustment	-	-	-	-	-	-	-	-	-	-
Total Deductions	-	-	220,295	-	220,295	-	-	71,319	-	71,319
Balance, ending	375,572	43,875,187	4,422,042	6,618,855	55,291,656	375,572	42,825,200	4,397,396	6,618,855	54,217,023

Note: The property balances at June 30, 2007 and 2008 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND DEPOSITS
(NOT EXAMINED)
For The Years Ended June 30,

	FISCAL YEAR		
	2008	2007	2006
<u>RECEIPTS</u>			
Jury Duty	\$ 152	\$ 578	\$ 130
Inmate Restitution	34,736	32,316	18,085
Dormant Inmate Accounts	5,208	6,313	-
Staff Witness Fees	168	-	-
Contraband Cash	1	-	-
Copying Fees	285	247	-
Miscellaneous	1,259	-	6,698
TOTAL RECEIPTS	<u>\$ 41,809</u>	<u>\$ 39,454</u>	<u>\$ 24,913</u>
<u>REMITTANCES</u>			
General Revenue Fund - 001	\$ 6,788	\$ 6,891	\$ 6,556
Department of Corrections Reimbursement Fund - 523	35,021	32,563	18,357
TOTAL RECEIPTS REMITTED DIRECTLY TO STATE TREASURER	<u>\$ 41,809</u>	<u>\$ 39,454</u>	<u>\$ 24,913</u>
<u>DEPOSITS</u>			
Receipts recorded by Center	\$ 6,788	\$ 4,997	\$ 8,430
Add: Deposits in transit - Beginning of year	-	1,894	20
Deduct: Deposits in transit - End of year	-	-	(1,894)
DEPOSITS RECORDED BY THE STATE COMPTROLLER	<u>\$ 6,788</u>	<u>\$ 6,891</u>	<u>\$ 6,556</u>

Note: The Deposits reconciliation section of this schedule is a reconciliation of the Center's General Revenue Fund receipts to the Comptroller's General Revenue Fund deposits only. The Comptroller's records do not provide a detail breakdown of deposits into the Department of Corrections Reimbursement Fund #523 by Center.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2008

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2008 and June 30, 2007 are shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED JUNE 30</u>		<u>INCREASE (DECREASE)</u>	
	<u>2008</u>	<u>2007</u>	<u>AMOUNT</u>	<u>%</u>
State Contributions to State Employees' Retirement System	\$3,289,594	\$2,216,357	\$1,073,237	48%
Travel	\$12,827	\$16,951	(\$4,124)	(24%)
Equipment	\$22,588	\$0	\$22,588	100%
Telecommunications Services	\$39,200	\$66,000	(\$26,800)	(41%)

Center management provided the following explanations for the significant variations identified above.

State Contributions to State Employees' Retirement System

The increase in State Contributions to State Employees' Retirement System expenditures was due to an increase in the contribution percentage from 11.525% in Fiscal Year 2007 to 16.561% in Fiscal Year 2008.

Travel

The decrease in travel expenditures in Fiscal Year 2008 was a result of 12% less overall daily travel and a \$438 reduction in annual hotel costs.

Equipment

The increase in equipment expenditures was a result of replacing equipment in Fiscal Year 2008, including gas masks and a tractor. No money was approved for equipment expenditures in Fiscal Year 2007.

Telecommunications Services

The decrease in telecommunications expenditures was due to only seven months of expenses being paid in Fiscal Year 2008. In Fiscal Year 2007, thirteen months of expenses were paid.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2008

Fiscal Year 2007

A comparative schedule of significant variations shown below:

<u>EXPENDITURE ITEM</u>	<u>FISCAL YEAR ENDED JUNE 30</u>		<u>INCREASE (DECREASE)</u>	
	<u>2007</u>	<u>2006</u>	<u>AMOUNT</u>	<u>%</u>
Employee Retirement Contributions Paid by Employer	\$0	\$238,132	(\$238,132)	(100%)
State Contributions to State Employees' Retirement System	\$2,216,357	\$1,443,941	\$772,416	53%
Equipment	\$0	\$99,280	(\$99,280)	(100%)
Telecommunications Services	\$66,000	\$41,364	\$24,636	60%
Operation of Automotive Equipment	\$78,500	\$58,311	\$20,189	35%

Center management provided the following explanations for the significant variations identified above.

Employee Retirement Contributions Paid by Employer

The decrease in retirement contributions was due to the personal services line item paying for this expense in Fiscal Year 2007.

State Contributions to State Employees' Retirement System

The increase in State Contributions to State Employees' Retirement System expenditures was due to an increase in percentages from 7.792% in Fiscal Year 2006 to 11.525% in Fiscal Year 2007.

Equipment

The decrease in equipment expenditures was due to no funds appropriated for equipment purchases in Fiscal Year 2007.

Telecommunications Services

The increase in telecommunications expenditures was due to paying thirteen months of expenses in Fiscal Year 2007. In Fiscal Year 2006, eight months of expenses were paid.

Operation of Automotive Equipment

The increase in automotive expenditures in Fiscal Year 2007 was due to a \$21,000 expenditure paid in September 2007, which was a CMS carry over from Fiscal Year 2006.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2008

Fiscal Year 2008

Our testing of lapse period expenditures for fiscal year ended June 30, 2008 disclosed one appropriation line item with a significant (20% or more) lapse period expenditure, as scheduled below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2008</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Equipment	\$22,588	\$13,154	58%

Center management provided the following explanation for the significant lapse period expenditure identified above.

Equipment

The lapse period expenditure represented a lawn tractor and gas masks ordered during Fiscal Year 2008 but not received until lapse period.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2008

Fiscal Year 2007

Our testing of lapse period expenditures for fiscal year ended June 30, 2007 disclosed one appropriation line item with a significant (20% or more) lapse period expenditure, as scheduled below:

<u>EXPENDITURE ITEM</u>	<u>Fiscal Year Ended June 30, 2007</u>		
	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Telecommunications Services	\$66,000	\$16,827	25%

Center management provided the following explanation for the significant lapse period expenditure identified above.

Telecommunications Services

The lapse period expenditures represented telecommunications invoices for the months of November 2006 through February 2007 that could not be paid until a 2% appropriation transfer was approved and processed by Central Office.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
SCHEDULE OF CHANGES IN INVENTORIES
Two Years Ended June 30, 2008

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008
GENERAL REVENUE FUND				
General Stores	\$ 189,621	\$1,786,293	\$1,826,917	\$ 148,997
Mechanical Stores	13,186	92,358	92,042	13,502
Inmate Clothing	22,412	122,501	114,105	30,808
Officers' Clothing	-	16,222	16,222	-
Office Supplies	10,743	26,745	26,851	10,637
Postage	657	24,489	24,280	866
Surplus Inventory	3,166	-	-	3,166
	<u>\$ 239,785</u>	<u>\$2,068,608</u>	<u>\$2,100,417</u>	<u>\$ 207,976</u>
LOCAL FUNDS				
Employees' Commissary Fund	\$ 2,335	\$ 75,107	\$ 74,832	\$ 2,610
Inmates' Commissary Fund	68,771	1,315,268	1,314,056	69,983
	<u>\$ 71,106</u>	<u>\$1,390,375</u>	<u>\$1,388,888</u>	<u>\$ 72,593</u>
	Balance			Balance
	July 1, 2006	Additions	Deletions	June 30, 2007
GENERAL REVENUE FUND				
General Stores	\$ 146,500	\$1,727,929	\$1,684,808	\$ 189,621
Mechanical Stores	13,977	73,628	74,419	13,186
Inmate Clothing	11,007	103,704	92,299	22,412
Officers' Clothing	-	14,141	14,141	-
Office Supplies	14,454	27,897	31,608	10,743
Postage	3,452	18,174	20,969	657
Surplus Inventory	1,850	1,401	85	3,166
	<u>\$ 191,240</u>	<u>\$1,966,874</u>	<u>\$1,918,329</u>	<u>\$ 239,785</u>
LOCAL FUNDS				
Employees' Commissary Fund	\$ 2,030	\$ 73,289	\$ 72,984	\$ 2,335
Inmates' Commissary Fund	78,289	1,280,470	1,289,988	68,771
	<u>\$ 80,319</u>	<u>\$1,353,759</u>	<u>\$1,362,972</u>	<u>\$ 71,106</u>

Note: The inventory balances at June 30 were reconciled to the records of the Center.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

CENTER FUNCTIONS AND PLANNING PROGRAM

Center Functions

The Illinois River Correctional Center (Center) located in Canton, Illinois is a high-medium security facility of the Illinois Department of Corrections (Department). The Center opened October 21, 1989, and is designed to house 1,211 inmates, although it housed an average of 1,950 during Fiscal Year 2008. The Hanna City Work Camp (Camp), located just west of Hanna City, Illinois on Rt. 116, became part of the Illinois River Correctional Center on July 1, 1991. The Camp was closed on September 20, 2002.

The Center's purpose is to protect the public from criminal offenders through incarceration, supervision, programs, and services designed to return appropriate offenders to the community with skills and attitudes that will help them become useful and productive citizens.

To achieve these goals, the Center provides various services to the inmates. The services described below are those programs provided in addition to the basic inmate care, which includes food, clothing, housing, laundry, maintenance, administration, commissary, and trust fund services.

A security staff of about 254 men and women provides internal and perimeter security to prevent unauthorized access by the general public, and provides measures that will ensure the safety of inmates and staff. Security also provides supervision for inmates while performing community public works and highway clean-up activities.

Clinical Services provide for inmate case management services. Small group developmental sessions and Pre-Start, an advanced parole school, are also offered. A Substance Abuse Treatment program provides assistance to both full and part-time assigned inmates on a residential wing in one housing unit.

The Health Care Unit has a fifteen-bed infirmary and provides 24-hour emergency care and infirmary services; acute and chronic conditions can be addressed through the services of the physicians, dentists, dental assistants, psychologist, and psychiatrist. Health care also provides services of peer educators, especially in the orientation and pre-start programs to help get education out on HIV and other sexually transmitted diseases.

The Center provides quality educational and vocational programs through Spoon River College. The college maintains library services at the Center, which include a general and law library for the inmate population.

Religious and spiritual needs of the inmate population are met through regularly scheduled activities for members of all faiths.

Leisure Time Services Department provides a comprehensive recreation program for all inmates at the institution.

The Barber Shop is staffed by a licensed barber and assisted by six inmate barbers. The shop provides approximately 750 haircuts per month to the inmates and staff members.

Kevin Gilson is the Acting Warden of the Center. The Department maintains its General Office in Springfield. The address of the Center is Illinois River Correctional Center, Route 9 West, Canton, Illinois 61520.

Planning Program

Planning for the Department of Corrections is completed at the Departmental level under the supervision and direction of the Director of the Department. The Department has a manager of Planning and Research directly responsible for the Centers' planning programs. However, each facility is encouraged to participate by establishing facility-level goals within the strategic plan.

On a monthly basis, key personnel at the Center meet to update the plan, assess progress in the attainment of goals and objectives previously established, and to determine if plans are being implemented in accordance with the time schedule set forth. The annual goals and objectives of the administrative staff, as well as department heads, are formulated to comply with the Center's functions and planning program. The goals and objectives of these employees are reviewed and revised as necessary on a monthly basis.

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Center records, presents the average number of employees, by function, for the past three years.

	<u>Fiscal Year Ending June 30,</u>		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Administrative	7	7	8
Business office and stores	13	12	13
Clinical services	22	22	22
Recreation	4	4	4
Maintenance	9	10	8
Utilities	1	1	1
Laundry	1	1	1
Correctional Officers	262	272	282
Dietary	17	17	17
Religion	0	1	0
Medical/Psychiatric	1	1	1
Total	<u>337</u>	<u>348</u>	<u>357</u>

An analysis of the activity regarding the changes in staffing of correctional officers, prepared from Center records, is presented in the table below for the fiscal years ending June 30.

	<u>Fiscal Year</u>	
	<u>2008</u>	<u>2007</u>
Correctional Officers, beginning of the year	261	270
New Correctional Officers hired	0	0
Correctional Officers transferred-in	1	0
Correctional Officers transferred-out	3	2
Correctional Officers separated from Department	10	7
Correctional Officers, end of the year	<u>249</u>	<u>261</u>

Correctional Officers for the above schedule is defined as all employees with security related responsibilities.

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DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

EMPLOYEE OVERTIME (not examined)

Certain employees are eligible for overtime if the hours worked during a day exceed the employees standard work hours. Correctional Officers receive a ¼-hour of overtime for each day they stand for roll call. The roll call overtime is paid at straight time for all but Correctional Lieutenants who receive 1 ½ times normal pay.

Overtime is to be distributed as equally as possible among employees who normally perform the work in the position in which the overtime is needed. An employees' supervisor must approve any overtime. In most cases, except for roll call, employees are compensated at 1 ½ times their normal hourly rate for overtime hours worked. Employees have the opportunity to be compensated either in pay for the overtime or receive compensatory time off.

The following table, prepared from Department records presents the paid overtime and earned compensatory time incurred for the last three fiscal years, ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Paid overtime hours worked during fiscal year	4,800	2,193	1,408
Value of overtime hours worked during fiscal year	\$194,169	\$84,879	\$52,684
Compensatory hours earned during fiscal year	17,392	12,771	10,819
Value of compensatory hours earned during fiscal year	\$488,564	\$343,586	\$278,569
Total paid overtime hours and earned compensatory hours during fiscal year	22,192	14,964	12,227
Total value of paid overtime hours and earned compensatory hours during fiscal year	\$682,733	\$428,465	\$331,253

INMATE COMMISSARY OPERATION

The Center operates a commissary for the benefit of the inmates. The commissary purchases goods from outside vendors and then retails the items to the inmates. The commissary purchases goods at wholesale prices where possible.

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ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

INMATE COMMISSARY OPERATION (cont.)

Effective January 1, 2004 the Unified Code of Corrections, 730 ILCS 5/3-7-2a, was amended to change the mark-up of cost on the goods purchased for resale in the commissary. Effective January 1, 2004 the selling price for all goods shall be sufficient to cover the cost of the goods and an additional charge of up to 35% for tobacco products and up to 25% for non-tobacco products. Effective January 1, 2008 the inmate commissaries at all Centers discontinued selling tobacco products.

The financial transactions of the Inmate Commissary are recorded in the Inmates' Commissary Fund. A summary of the financial activity of the Inmates' Commissary Fund for the years ended June 30, 2008 and 2007 are presented on pages 19 and 20 of this report.

As part of our testing 10 inmate commissary products were selected and their sale price recomputed to determine compliance with the Unified Code of Corrections regarding the statutorily required mark-up. As a result of our testing we noted no exceptions.

SHARED RESOURCES (not examined)

Illinois River Correctional Center has provided bus services for Hill Correctional Center since March 2005. Illinois River Correctional Center provides this service approximately three times per week for the purpose of transporting offenders. Each transfer requires between two and six staff members.

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ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

CENTER INMATE STATISTICS (not examined)

Comparative costs of inmate care, prepared from Center records for the fiscal year ended June 30, are shown below:

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Rated population	<u>1,011</u>	<u>1,011</u>	<u>1,011</u>
Inmate population (as of May 31)	<u>1,977</u>	<u>1,961</u>	<u>1,957</u>
Average number of inmates	<u>1,950</u>	<u>1,956</u>	<u>1,961</u>
Expenditures from appropriations	\$33,178,246	\$31,349,433	\$30,139,692
Less-equipment and capital improvements	<u>22,588</u>	<u>-</u>	<u>99,280</u>
Net expenditures	<u>\$33,155,658</u>	<u>\$31,349,433</u>	<u>\$30,040,412</u>
Net inmate cost per year	<u>\$17,003</u>	<u>\$16,027</u>	<u>\$15,319</u>

Net expenditures for computing net inmate cost per year represent total expenditures from appropriations less equipment expenditures divided by average number of inmates.

The rated population and inmate population noted above was taken from the Department of Corrections quarterly reports to the State legislature.

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DEPARTMENT OF CORRECTIONS
ILLINOIS RIVER CORRECTIONAL CENTER
LIMITED SCOPE COMPLIANCE EXAMINATION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2008

CENTER EMPLOYEE STATISTICS (not examined)

The following comparisons are prepared from Center records for the fiscal years ended June 30:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Average number of employees	<u>337</u>	<u>348</u>	<u>357</u>
Average number of correctional officers	<u>262</u>	<u>272</u>	<u>282</u>
Average number of inmates	<u>1,950</u>	<u>1,956</u>	<u>1,961</u>
Ratio of employees to inmates	<u>1 to 5.8</u>	<u>1 to 5.6</u>	<u>1 to 5.5</u>
Ratio of correctional officers to inmates	<u>1 to 7.4</u>	<u>1 to 7.2</u>	<u>1 to 7.0</u>

The following comparison of reported inmate assaults on staff is prepared from Department of Corrections records for the fiscal years ending June 30:

	<u>Fiscal Year</u>	
	<u>2008</u>	<u>2007</u>
Number of assaults on staff	<u>5</u>	<u>9</u>

CELL SQUARE FEET PER INMATE (not examined)

The following comparisons are from a report issued by the Department of Corrections to the State legislature:

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Approximate Square Foot Per Inmate	<u>33</u>	<u>33</u>	<u>33</u>

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FOOD SERVICES (not examined)

The following table, prepared from the Center records, summarizes the number of meals served and the average cost per meal.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Breakfast	414,342	397,214	368,474
Lunch	610,685	630,615	610,109
Dinner	595,569	551,133	552,889
1:00 a.m. meal	10,371	10,401	10,480
Staff meals	52,140	53,990	59,463
Vocational School Meals	2,744	2,842	8,901
Total Meals Served	<u>1,685,851</u>	<u>1,646,195</u>	<u>1,610,316</u>
Food Cost	<u>\$1,584,700</u>	<u>\$1,530,300</u>	<u>\$1,390,267</u>
Cost Per Meal	<u>\$.94</u>	<u>\$.93</u>	<u>\$.86</u>

MEDICAL SERVICE CONTRACTS (not examined)

The following table, prepared from Center records, summarizes what was paid to vendors for medical and clergy contractual services for fiscal years 2008, 2007 and 2006.

	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Medical Services:			
Wexford Health Sources, Inc.	\$3,966,700	\$4,098,400	\$2,216,049
Health Professionals Ltd	-	-	2,163,483
Total	<u>\$3,966,700</u>	<u>\$4,098,400</u>	<u>\$4,379,532</u>

The Center had no contracts for clergy services.

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SERVICE EFFORTS AND ACCOMPLISHMENTS (not examined)

1. HIGHLIGHTS

Educational Programming:

There are currently three academic educators at Illinois River Correctional Center, with two of the instructors teaching ABE Mandatory classes and one GED instructor. An average of 60 inmates are passing the GED test on a yearly basis. Additional academics staff includes the Education Family Administrator (EFA) and the Librarian. The Library continues to offer a full service law library with inmate law clerks assisting with research while the Librarian oversees all areas of the Library. In all of the Vocational classes, students receive educational training and knowledge through a series of lectures and hands-on labs. The Construction Technology Program completed pre-fabrication for the walls for houses for the area's Habitat for Humanity affiliates, and small construction projects for not-for-profit community organizations and facility staff. The Horticulture Program does all the landscaping for the institution, grew the flowers for the State First Lady's Wildflower Program and for Canton's Beautification Project. The Electronics Technology Program utilizes their newly acquired skills to repair electronic equipment at the institution. The Automotive Technology Program ranges from rebuilding engines to changing fluids in automobiles for the institution, the Red Cross, and staff. The Computer Technology students organize and publish the Fulton County Humane Society's newsletter. The Culinary Arts Program has served several luncheons for the institution, as well as the annual volunteer's banquet. The new Job Preparedness program has gotten off to a great start with the addition of 30 computer stations for those inmates that will be leaving within a six month period of time; some of the materials that are offered in this program are: job applications, writing of a resume and cover letter, typing tutorial, mock interviews, etc. At this point the Center has had nearly 70 inmates complete the program, and look forward to many more.

Barbershop:

In an effort to enhance security, antiseptic astringent and liquid hand soap dispensers have been installed at each barber station, eliminating the possibility of theft of these necessary items. The employee shoeshine stand is providing a much-needed service at a nominal cost to the employees. Currently the shoeshine specialist provides over 50 shines a month for staff. Six barbers, two of which have completed Barber College, and one full-time porter, who continuously cleans the entire shop on a daily basis, are employed.

Leisure Time Services:

The LTS department plans, develops, implements and evaluates the Arts & Crafts, Ceramics, Music activities, athletic activities and other recreational opportunities. They assist in maintaining daily inventories of recreation, cleaning and repair equipment. They supervise the intramural leagues including softball, basketball, handball, pickle ball, volleyball, bocce ball, horseshoes, soccer and distance running. A staff Cardio Room has been established for employee wellness. The room includes a treadmill, Nordic track, stair climber, stationary bike

and various weights. LTS staff members are involved in a variety of institutional activities, serving as grievance officer, adjustment/program IDR Committee, Volunteer Coordinator, Hostage negotiator, and Employee Benefit Fund Committee. They schedule special events to commemorate Black History Month, Latino Heritage Month, Cinco De Mayo, and seasonal holiday events.

Health Care Services:

The HCU has had the following service efforts and accomplishments over the past the Advance Practice Nurse's and the Health Care Unit Administrator's position have both been filled. New equipment has been added to the unit included a Pulse Oximeter, and Patient Hydraulic lift. Also a Tele-Psychiatry Unit is in operation.

Chaplaincy Program:

The chaplaincy programming has been supervised by LTS staff in the absence of a full-time chaplain. Numerous volunteers come into the facility at various times during the week to provide religious services. Baptismal services and marriages are facilitated. Volunteer chaplains conduct pre marital counseling and the actual ceremony. The volunteer recognition banquet is always a highlight of the year with Volunteer David Pschirrer being named Volunteer of the Year, 2008 for IRCC.

Clinical Services:

Counseling groups such as 12-Week Drug Education and Parenting are held on a continuous basis when staffing and resources are available. Alcoholics' Anonymous meetings are held weekly. A new program initiative began in March 2008. The Re-Entry Initiative is a comprehensive program designed to break the cycle of incarceration by providing groups that cover addiction, criminality, consequences of choices, problem solving, substance abuse, self esteem, as well as access to educational and vocational training and employment opportunities, lifestyle redirection, and parole school. Orientation is held twice weekly, to introduce new offenders to IRCC's rules and regulations and opportunities that are available at the institutional level. Field Services Staff assists offenders with parole plans and release issues such as securing identification documents through Social Security.

Business Office:

Due to continued budget constraints expenditures were continually monitored very closely with good results. Total expenditures in fiscal year 2007 and fiscal year 2008 held steady from fiscal year 2006 with some of the line items being reduced over the previous years.

A continuous review is conducted by the Corrections Supply Supervisors in the commodity lines of household, laundry and cleaning supplies, office supplies, mechanical supplies and clothing. The Supply Supervisors are kept apprised of the budget dollars to work with in their area and do a good job of controlling expenditures.

The Business Administrative Specialist assists in the monitoring and controlling expenditures for the facility and keeps the Business Administrator apprised of any issues.

Dietary Department:

The economic inflation of food prices has seen double digit increases in most areas. This facility has been able to maintain the quality of service to the inmate population, while still meeting budgetary restraints. Through close monitoring and effective utilization of subsistence items, the Dietary Staff members are ensuring that waste is reduced to a minimum, while maintaining dietary requirements, safety, and security of this facility. Additional hot holding equipment has been employed to insure that safe food practices are being maintained. Recycling of cardboard, utilizing fresh produce from the inmate gardens, and the projected implementation of a composting project for food waste are all measures being taken to actively pursue a "greener" approach to future needs of this facility and the community as a whole.

Industries (Bakery):

The Illinois Correctional Industries (ICI) Bakery operates 24 hours per day, 7 days per week providing baked goods to IDOC, Illinois Department of Human Services, Illinois Veterans Affairs, and Illinois Consolidated School Districts. ICI provides offenders with educational and social benefits by providing opportunities comparable to the ones available in the private sector and helping offenders become productive citizens upon release. Currently 16 civilian staff persons train 197 offenders, deliver product, operate a recycling program and manage fiscal responsibilities. The ICI Bakery also serves as a hub-site receiving food product from other ICI sites for delivery with bakery items. The newest additions include a variety of spices and sales to IDOC Commissaries. FY08 sales are expected to reach \$5 million.

Maintenance:

The Maintenance Department is currently renovating an area in the Multi-Purpose building for a new staff dining room. This will allow more room for the inmate dietary, and make a more pleasant and quieter area for the staff. A fence was built at the back of R1 for extra security. Many improvements were made in the toxic room. The island at the bakery was removed to add more room for the trucks to maneuver in that area.

Security - Internal Affairs and Intel Units:

Security offices have continued to keep open lines of communications between both staff and offenders. This communication allows information to be channeled in such a way to assist IRCC in dealing with issues at the onset thus reducing dangers to both staff and offenders. This method has proven to be effective in numerous incidents and is reflected in the decline of inmate on staff & inmate on inmate assaults, which indicates a 17% reduction in staff assaults and 20% reduction in inmate on inmate assaults.

IRCC has adopted a policy of drug testing all segregation assigned offenders to assist with curbing drug usage. This policy and other security measures are known to the offender population and send a message of intent to enforce a zero tolerance for drugs.

Security Threat Groups:

IDOC has gained recognition throughout the law enforcement agencies for displaying diligence in identifying STG members and Leaders. Illinois River Correctional Center is at the top of the list in this identifying process. Statistical information of this process is kept for each of the facilities and IRCC has the least amount of offenders in the non-validated category of all facilities. This is an exceptional accomplishment. Also the numbers of STG related incidents have dramatically decreased due in part to both of these units. Same cell STG members and STG balances on all assignments, housing units, and wings are also monitored and completed. Also intake interviews are conducted on 100% of all offenders transferring into IRCC.

Training:

Each day of training is organized into related sections for a better continuity. The content of each year's training program is directed by the Office of Staff Development and Training on an annual basis. The classroom is arranged in a style conducive to adult education, equipped with updated training manuals, and Power Point equipment and updated programs annually or as needed. Additional in-service training is provided on subjects requested by either staff or department supervisors.

2. NEW TECHNOLOGY OR AUTOMATED ENHANCEMENTS

Information Services

The facility recently replaced the locks on all inmate cell doors on Housing Units 1, 2, and 3, in order to update the security of the facility.

3. COMPLIANCE REVIEW AUDIT TECHNIQUES

The Internal Audit Control Office has trained 102 facility auditors for this Fiscal Year. The new audits have proven to be much more user friendly and are more consistent with the current Administrative Directives.