

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS

ILLINOIS YOUTH CENTER – PERE MARQUETTE

LIMITED SCOPE COMPLIANCE EXAMINATION

For the Two Years Ended June 30, 2006

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

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2006

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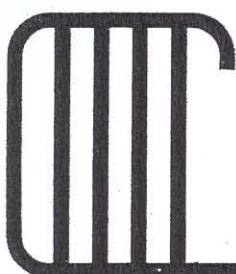
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**CENTER OFFICIALS**

Warden	Ms. Karen McKinney
Assistant Warden Current (7/1/04 - 11/30/04)	Ms. Marcia Nicklas Mr. Dwayne Wall
Business Office Administrator	Ms. Helen Beiermann

The Center is located at:

Illinois Youth Center – Pere Marquette  
17808 State Highway 100 West  
Grafton, Illinois 62037



**Illinois**  
Department of  
**Corrections**

**Rod R. Blagojevich**  
Governor

**Roger E. Walker, Jr.**  
Director

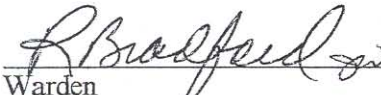
Big Muddy Correctional Center / 251 N. Illinois Highway 37 / P.O. Box 1000 / Ina, IL 62846-1000 / Telephone: (618) 437-5300 / TDD: (800) 526-0844

September 15, 2006

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

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grants that could have a material effect on the operations of the Big Muddy River Correctional 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-year period ended June 30, 2006. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2006, 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. The 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. The money or negotiable securities or similar assets handled by the Center on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

  
Warden

  
Business Administrator

## COMPLIANCE REPORT

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### Compliance Testing

A compliance examination test, on a sample basis, whether an agency is conforming to laws, rules, regulations, grant agreements, and other standards governing its conduct. A compliance report covers the agency's operations for the previous one or two fiscal years, depending upon how often the examination is performed.

The compliance report is comprised of the following:

A Summary section providing a brief overview of the compliance examination.

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### Auditors' Reports

- An Auditors' Reports section containing statements by the auditors on the scope and results of their testing, as required by applicable professional standards. Depending upon the nature of the agency's operations, several reports may be issued.

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### Findings and Recommendations

- A Findings & Recommendations section containing sequentially numbered findings in which the auditors note any instances of non-conformity by the agency with applicable laws, rules, regulations, grant agreements, and other standards governing its conduct that were found by the auditors in the course of their review. All findings are discussed with the agency officials during the post audit process.

Each finding generally contains: a description of the condition found; a recommendation by the auditors for corrective action; a response by the agency either accepting or rejecting the auditors' finding; and a description of the agency's plan for addressing the problem.

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**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 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 compliance testing performed.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	5	1
Repeated findings	1	0
Prior recommendations implemented or not repeated	0	0

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>
06-1	9-10	Inadequate Purchasing Practices
06-2	11	Inventory Weaknesses
06-3	12	Noncompliance With Unified Code of Corrections
06-4	13-14	Reporting Personal Use of State Vehicle
06-5	15-16	Voucher Processing Weaknesses

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**COMPLIANCE REPORT (continued)**

**EXIT CONFERENCE**

The findings and recommendations appearing in this report were discussed with Department and Center personnel at an exit conference on December 7, 2006. Attending were:

Department of Corrections  
Ms. Mary Ann Bohlen, Accounting Supervisor

Office of the Auditor General  
Ms. Jessica Olive, Manager

West & Company, LLC  
Ms. Janice K. Romack, Partner  
Ms. Alison Sears, Supervisor

Responses to the recommendations were provided in a letter contained in an electronic message received January 10, 2007.





CERTIFIED PUBLIC ACCOUNTANTS  
&  
CONSULTANTS

MEMBERS

E. LYNN FREESE  
RICHARD C. WEST  
KENNETH L. VOGT  
BRIAN E. DANIELL  
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GREENVILLE  
MATTOON

**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 Youth Center - Pere Marquette'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, 2006. The management of the State of Illinois Department of Corrections - Illinois Youth Center - Pere Marquette is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois Department of Corrections - Illinois Youth Center - Pere Marquette's compliance based on our examination.

- A. The State of Illinois Department of Corrections - Illinois Youth Center - Pere Marquette 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 Youth Center - Pere Marquette 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 Youth Center - Pere Marquette has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the State of Illinois Department of Corrections - Illinois Youth Center - Pere Marquette 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 Youth Center - Pere Marquette on behalf of the State or held in trust by the State of Illinois Department of Corrections - Illinois Youth Center - Pere Marquette 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 Department's General Office, and accordingly, any findings from the results of those procedures have been included in the Department of Corrections – General Office compliance report.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the *Audit Guide* as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the State of Illinois Department of Corrections - Illinois Youth Center – Pere Marquette's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois Department of Corrections - Illinois Youth Center – Pere Marquette's compliance with specified requirements.

In our opinion, the State of Illinois Department of Corrections - Illinois Youth Center – Pere Marquette complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2006. However, the results of our procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings as findings 06-1, 06-2, 06-3, 06-4, and 06-5.

As required by the *Audit Guide*, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter to your office.

### **Internal Control**

The management of the State of Illinois Department of Corrections - Illinois Youth Center – Pere Marquette is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our limited scope compliance examination, we considered the State of Illinois Department of Corrections - Illinois Youth Center – Pere Marquette's internal control over compliance with the aforementioned requirements in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Audit Guide*, issued by the Illinois Office of the Auditor General.

Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. However, the results of our procedures disclosed other matters involving internal control which are required to be reported in accordance with criteria established by the *Audit Guide*, issued by the Illinois Office of the Auditor General and which are described in the accompanying Schedule of Findings as findings 06-1, 06-2, and 06-5.

As required by the *Audit Guide*, immaterial findings relating to internal control deficiencies excluded from this report have been reported in a separate letter to your office.

### **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 2006 and 2005 Supplementary Information for State Compliance Purposes, except for information on the Schedule of Locally Held Funds, Schedule of Changes in State Property, Comparative Schedule of Cash Receipts and Deposits, Schedule of Changes in Inventories, Employee Overtime, 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 2004 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.

*West + Company, LLC*

West & Company, LLC

September 28, 2006



STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF FINDINGS  
For the Two Years Ended June 30, 2006

CURRENT FINDINGS:

06-1 Finding – Inadequate Purchasing Practices

The Illinois Youth Center - Pere Marquette (Center) circumvented the bidding and procurement requirements of the Illinois Procurement Code, Illinois Administrative Code, and Department of Corrections (Department) Administrative Directives for purchasing commodities.

The Center's total commodities expenditures for fiscal year 2005 and fiscal year 2006 were \$180,554 and \$148,453, respectively. The total amounts expended for food items in fiscal year 2005 and fiscal year 2006 were \$109,199 and \$100,516, respectively. Total expenditures ranging between \$11,605 and \$43,223 were made to each of four vendors in fiscal year 2005 and three vendors in fiscal year 2006. We noted the following during our examination:

- Center staff did not use the Illinois Governmental Purchasing System (IGPS) to purchase food items. Employees neither determined whether food items were already on contract with the State, nor prepared IGPS quarterly survey worksheets to report expected scheduled buying. The surveys would have allowed the Department of Central Management Services (DCMS) to accept bids and the Center to purchase goods from contracts competitively bid on behalf of all State agencies through the IGPS. Center staff did prepare annual schedules of expected food purchases for purposes of obtaining informal bids.
- Although informal bids for food items were obtained, vendors were allowed to change their prices quarterly.
- The Center purchased non-food commodities without obtaining proper bids for expenditures between \$71 and \$2,713 in 5 of 40 (13%) vouchers tested.
- Contracts with the seven vendors providing food items were not filed with the Illinois Office of the Comptroller (IOC) as required.

The Illinois Procurement Code (Code) requires competitive sealed bidding be used for procurements of goods which exceed the small purchase threshold (30 ILCS 500/20-20). DCMS Rules set that threshold at \$25,000 (44 Ill. Admin. Code 1.2020(a)). In addition, the Code prohibits “stringing” of purchases and states, “Procurements shall not be artificially divided so as to constitute a small purchase...” and thus avoid competitive bid (30 ILCS 500/20-20(a)). The Code (30 ILCS 500/20-80 (b)) also states when a contract

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CURRENT FINDINGS (continued):

06-1 Finding – Inadequate Purchasing Practices (continued)

liability exceeding \$10,000 is incurred by any State agency, a copy of the contract liability must be filed with the IOC. DCMS Rules (44 Ill. Admin. Code 1.1040 (a)) and Department Administrative Directive (02.20.106) requires agencies to purchase goods on State contract through IGPS. Survey worksheets for food items, available on the IGPS, must be completed so that DCMS can bid and award contracts to vendors. Furthermore, Department Administrative Directive (02.20.106) requires three informal bids and competitive bidding for individual non-contract purchases under \$25,000.

Center management stated that the lack of sealed bids was due to an unintentional oversight.

Noncompliance with required competitive bidding processes for purchasing commodities may result in the State expending more for goods than necessary. (Finding Code No. 06-1, 04-1)

Recommendation

We recommend that the Center institute procedures to verify competitive bidding and contracts are used when required by the Illinois Procurement Code, DCMS Rules, and Department Administrative Directives. We further recommend the Center submit quarterly survey worksheets for expected commodity purchases, obtain three bids for all non-contract purchases under \$25,000, ensure the lowest vendor is used for all purchases and file all contracts above the set thresholds with the IOC.

Center Response

Recommendation implemented. The facility will start using the IGPS scheduled buying process for the purchases in first quarter FY08. The utilization of IGPS will address and resolve all of the issues found.

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CURRENT FINDINGS (continued):

06-2 Finding – Inventory Weaknesses

The Illinois Youth Center – Pere Marquette (Center) did not inventory freezer items.

During our inventory observation, we noted the Center’s inventory report did not contain quantity or cost detail for any freezer items, including meat. The Center considered these goods to be “forward stock” items; however, frozen meats are not generally considered to be consumed immediately. We were unable to quantify the value of the omitted inventory due to the lack of these records.

The Statewide Accounting Management System (SAMS), procedure 03.60.20, requires State agencies to report the value of inventory on hand at year end at cost. In addition, the Department’s Administrative Directive (02.82.101) defines forward stock as, “a minimal supply of items which are removed from stock and maintained in a separate area for immediate issuance upon demand. Forward stock shall not normally exceed one week’s expected usage.” Furthermore, good business practices require the implementation of internal controls designed to safeguard assets and provide assurance that all transactions are valid, authorized, and properly recorded. The State Records Act (5 ILCS 160/8) requires the head of each agency to preserve the records containing adequate and proper documentation of the essential transactions of the Center.

Center management stated that freezer goods were omitted from inventory records due to the small quantity on hand.

Failure to establish internal controls and maintain supporting documentation for inventory increases the likelihood that theft and financial reporting errors could occur and not be detected in the normal course of business. Furthermore, in order for the Department to report a proper value of inventory to the Comptroller’s office, accurate and complete perpetual inventory records must be maintained. (Finding Code No. 06-2)

Recommendation

We recommend the Center maintain a complete and accurate inventory listing.

Center Response

Recommendation implemented. The facility has established a routine process to ensure freezer items are maintained on the automated inventory system. While the items were in a secure area, they will be inventoried and reconciled.

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CURRENT FINDINGS (continued):

06-3 Finding – Noncompliance With Unified Code of Corrections

The Illinois Youth Center- Pere Marquette (Center) failed to comply with the statutory requirements for facilities by failing to provide an area for non-contact visits of committed persons.

Based upon inquiry with Center management, the facility does not have an area designed to accommodate non-contact visits. The Center’s Institutional Directive (05.01.106) fully describes the criteria as to when non-contact visits are required but the directive contains the following statement: “NOTE: IYC Pere Marquette has no provisions for non-contact visits.”

The Unified Code of Corrections (730 ILCS 5/3-7-2-f) states all facilities shall permit committed persons to receive visitors. Any committed person found in possession of illegal drugs, who fails a drug test, is involved in gang activities, or is found guilty of assault against a Department employee, shall not be permitted contact visits for a period of at least 6 months.

Center management stated alternative forms of discipline are utilized with the youth in lieu of providing non-contact visits. Center management advised that the facility currently has no areas designed to accommodate non-contact visits, and cited that the Center’s institutional directive was appropriately modified to reflect the departure from statute.

Failure to provide an area for non-contact visits as required violates State statute. (Finding Code No. 06-3).

Recommendation

We recommend the Center comply with the Unified Code of Corrections by providing an area within their facility for non-contact visits.

Center Response

Recommendation implemented. The facility has an established procedure for visitors and residents that violates the Department’s policy on visits. Offenders are transferred to another facility when non-contact visits are warranted. The policy has been in place for many years and is now codified in the institutional directives.



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CURRENT FINDINGS (continued):

06-4 Finding – Reporting Personal Use of State Vehicle

The Illinois Youth Center – Pere Marquette (Center) failed to comply with Comptroller requirements, Institutional Directives, and Internal Revenue Service (IRS) regulations concerning the calculation and reporting of taxable fringe benefits related to personal use of a State vehicle.

For the two years ended June 30, 2006, only one Center employee was assigned a State vehicle and allowed personal use for commuting purposes. Based on results of testing, we observed documentation filed in December 2004 reporting \$675 of annual commuting cost, but there was no evidence that the benefit was recorded in the payroll system as a taxable fringe benefit. No documentation of commuting cost for 2005 or 2006 was located.

The Comptroller’s Payroll Bulletin (1-86) requires any State employee issued a State vehicle to report personal usage to the Comptroller’s office to allow for the calculation and reporting of the benefit on the employee’s W-2. The Center’s Institutional Directive 01.02.106 requires the completion of form DC 352 or Form 710-1241 to determine and document the value of the fringe benefit to be added to the W-2. IRS regulations (Publication 15-B) state that each one-way commute is valued at \$1.50 and requires such fringe benefits to be either reported as taxable income or reimbursed by the employee.

Center management stated that the Department’s Central Office provides the appropriate forms to the Center for completion. The certification was completed in 2004 and forwarded to the Central Office for further processing. The Center was not provided the forms in 2005 or 2006 due to an oversight when the employee of the juvenile facility did not meet the requirements set forth by the Internal Revenue Service for the benefit to be tax exempt.

Failure to properly document the taxable benefit of personal use of a State vehicle constitutes noncompliance with Comptroller requirements, Institutional Directives, and Federal regulations. (Finding Code No. 06-4).

Recommendation

We recommend the Center require employees assigned State vehicles to complete and file the required annual certification to ensure that amounts are properly reported to the Comptroller to allow for inclusion of the taxable income on the employee’s W-2.

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CURRENT FINDINGS (continued):

06-4 Finding – Reporting Personal Use of State Vehicle (continued)

Center Response

Recommendation implemented. The facility, due to a misunderstanding regarding tax exempt status, failed to report the personal use of vehicle for the one personally assigned vehicle. The employee is now aware of the requirement to file the forms on an annual basis.

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CURRENT FINDINGS (continued):

06-5 Finding – Voucher Processing Weaknesses

The Illinois Youth Center – Pere Marquette (Center) failed to exercise adequate controls over voucher processing and related purchase requests.

Based on our examination of vouchers for the two year period ended June 30, 2006, we noted the following instances of noncompliance:

- 14 of 40 (35%) vouchers tested totaling \$44,482 were not approved or denied for payment within 30 days after receipt of a proper vendor invoice. The invoices were approved between 31 and 91 days after receipt.
- The Center failed to pay interest totaling \$160 to a vendor in accordance with the State Prompt Payment Act for 1 of 40 (3%) vouchers tested.
- The Center improperly remitted a payment to a vendor representing a late payment penalty totaling \$149 in accordance with the payment terms printed on the invoice instead of remitting interest according to the Prompt Payment Act. The total payment to the vendor of \$1,808 exceeded the vendor's original bid of \$1,659 due to the penalty.
- 3 of 40 (8%) vouchers tested totaling \$10,385 were processed against an improper Statewide Accounting Management System (SAMS) detail object code classification.
- 1 of 40 (3%) vouchers tested totaling \$2,171 was charged to an incorrect fiscal year.

The Illinois Administrative Code (74 Ill. Adm. Code 900.70) requires state agencies to review vendor invoices and approve or deny payment within 30 days after physical receipt of the invoice. Additionally, the State Prompt Payment Act (30 ILCS 540/3-2(1)) requires that if payment is not issued to the payee within 60 days of receipt of the invoice, an interest penalty of 1% per month shall be automatically paid on amounts exceeding \$50. SAMS procedure 11.10.50 states the purpose of the detail expenditure account is to report expenditure information at a more refined level within a common object. Further, SAMS procedure 11.50.30 describes each detail expenditure account and the manner in which it should be used.

Center personnel cited clerical oversight, staff shortages in the business office, and delays in the contract approval process and establishment of contract obligations as the primary reasons for weaknesses in the vouchering process.

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CURRENT FINDINGS (continued):

06-5 Finding – Voucher Processing Weaknesses (continued)

Delays in voucher processing could result in untimely payment of obligations and the assessment of interest charges. Further, failure to remit proper interest penalty payments violates State statute. Processing vouchers against improper detail object codes or incorrect fiscal years could result in the distortion of agency expenditure records. (Finding Code No. 06-5).

Recommendation

We recommend the Center exercise greater diligence in the preparation and review of vouchers to ensure proper and timely completion, as well as compliance with the State Prompt Payment Act, Illinois Administrative Code, and SAMS requirements.

Center Response

Recommendation accepted. The errors noted were due to oversights. The facility will make every effort to ensure the vouchers are processed timely and accurately.

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**Prior Findings Not Repeated**

The finding noted during the Limited Scope Compliance Examination for the two years ended June 30, 2004 has been repeated and is presented in the Current Findings section of the Schedule of Findings within this report.

## **SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

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### **Supplementary Information**

Supplementary related information may include segments of financial statements, specific financial information such as schedules of state property or schedules of appropriations and expenditures, and information on employees, operations, service efforts and agency accomplishments.

This section of the report may contain:

A Summary section or Table of Contents providing a brief overview.

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### **Supplementary Schedules**

- A Supplementary Schedules section containing fiscal schedules and analysis relative to the agency.

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### **Analysis of Operations**

- An Analysis of Operations section to assist report users in obtaining an understanding of the nature and scope of the agency's operations and placing financial audit reports and compliance examination findings into their proper context. This section of the report may contain additional data on agency operations, such as:
  - Number of Employees;
  - Cost Statistics; and
  - Financial, Statistical, and Programmatic Data on Service Efforts and Accomplishments

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**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 (not examined)
- Schedule of Changes in State Property (not examined)
- 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 (not examined)

Analysis of Operations:

- Center Functions and Planning Program
- Average Number of Employees
- Employee Overtime (not examined)
- Annual Cost Statistics
  - Costs Per Year Per Resident (not examined)
  - Ratio of Employees to Residents (not examined)
  - Cell Square Feet Per Resident (not examined)
  - Food Services (not examined)
  - Medical and Clergy Service Contracts (not examined)
- Service Efforts and Accomplishments (not examined)

The accountants' report on 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 to the 2006 and 2005 Supplementary Information for State Compliance Purposes, except for information on the Schedule of Locally Held Funds, Schedule of Changes in State Property, Comparative Schedule of Cash Receipts and Deposits, Schedule of Changes in Inventories, Employee Overtime, Annual Cost Statistics, and Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information. The auditors have not applied procedures to the 2004 Supplementary Information for State Compliance Purposes, and accordingly, do not express an opinion thereon.





STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For The Year Ended June 30, 2006

	<u>APPROPRIATIONS</u> <u>NET OF TRANSFERS</u>	<u>EXPENDITURES</u> <u>THROUGH</u> <u>JUNE 30, 2006</u>	<u>LAPSE PERIOD</u> <u>EXPENDITURES</u> <u>JULY 1</u> <u>TO AUGUST 31, 2006</u>	<u>TOTAL</u> <u>EXPENDITURES</u> <u>14 MONTHS ENDED</u> <u>AUGUST 31, 2006</u>	<u>BALANCES</u> <u>LAPSED</u> <u>AUGUST 31, 2006</u>
PUBLIC ACT 94-0015					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 2,392,400	\$ 2,272,407	\$ 119,790	\$ 2,392,197	\$ 203
Employee retirement contributions paid by employer	28,000	27,997	-	27,997	3
Student, member and resident compensation	12,300	11,143	1,094	12,237	63
State contributions to State Employees' Retirement System	187,100	177,330	9,335	186,665	435
State contributions to Social Security	179,900	170,898	8,946	179,844	56
Contractual services	406,600	347,430	57,406	404,836	1,764
Travel	1,000	749	77	826	174
Travel and allowances for committed, paroled and discharged prisoners	-	-	-	-	-
Commodities	148,500	141,989	6,464	148,453	47
Printing	4,600	4,513	-	4,513	87
Equipment	14,700	13,579	1,098	14,677	23
Telecommunications services	7,900	7,897	-	7,897	3
Operation of automotive equipment	15,200	14,458	681	15,139	61
 Total - Fiscal Year 2006	 <u>\$ 3,398,200</u>	 <u>\$ 3,190,390</u>	 <u>\$ 204,891</u>	 <u>\$ 3,395,281</u>	 <u>\$ 2,919</u>

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 YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For The Year Ended June 30, 2005

	<u>APPROPRIATIONS NET OF TRANSFERS</u>	<u>EXPENDITURES THROUGH JUNE 30, 2005</u>	<u>LAPSE PERIOD EXPENDITURES JULY 1 TO AUGUST 31, 2005</u>	<u>TOTAL EXPENDITURES 14 MONTHS ENDED AUGUST 31, 2005</u>	<u>BALANCES LAPSED AUGUST 31, 2005</u>
PUBLIC ACT 93-0842 & 93-0681					
<u>GENERAL REVENUE FUND - 001</u>					
Personal services	\$ 2,374,800	\$ 2,252,929	\$ 107,603	\$ 2,360,532	\$ 14,268
Employee retirement contributions paid by employer	4,384	4,384	-	4,384	-
Student, member and resident compensation	15,700	10,171	1,211	11,382	4,318
State contributions to State Employees' Retirement System	368,300	345,079	16,915	361,994	6,306
State contributions to Social Security	177,300	164,323	7,993	172,316	4,984
Contractual services	394,600	346,011	42,151	388,162	6,438
Travel	1,400	710	644	1,354	46
Travel and allowances for committed, paroled and discharged prisoners	1,400	59	-	59	1,341
Commodities	182,700	160,040	20,514	180,554	2,146
Printing	5,200	2,322	322	2,644	2,556
Equipment	100	-	-	-	100
Telecommunications services	23,300	9,123	-	9,123	14,177
Operation of automotive equipment	17,100	13,771	275	14,046	3,054
Total - Fiscal Year 2005	<u>\$ 3,566,284</u>	<u>\$ 3,308,922</u>	<u>\$ 197,628</u>	<u>\$ 3,506,550</u>	<u>\$ 59,734</u>

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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 YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For The Years Ended June 30,

	FISCAL YEAR		
	2006	2005	2004
	P.A. 94-0015	P.A. 93-0842 & 93-0681	P.A. 93-0091
GENERAL REVENUE FUND - 001			
Appropriations (net of transfers)	\$ 3,398,200	\$ 3,566,284	\$ 4,032,200
EXPENDITURES			
Personal services	2,392,197	2,360,532	2,243,890
Employee retirement contributions paid by employer	27,997	4,384	102,833
Student, member and resident compensation	12,237	11,382	14,830
State contributions to State Employees' Retirement System	186,665	361,994	198,604
State contributions to Social Security	179,844	172,316	170,590
Contractual services	404,836	388,162	385,026
Travel	826	1,354	2,593
Travel and allowances for committed, paroled and discharged prisoners	-	59	963
Commodities	148,453	180,554	205,575
Printing	4,513	2,644	4,024
Equipment	14,677	-	40,262
Telecommunications services	7,897	9,123	61,904
Operation of automotive equipment	15,139	14,046	21,243
Total Expenditures	<u>3,395,281</u>	<u>3,506,550</u>	<u>3,452,337</u>
LAPSED BALANCES	<u>\$ 2,919</u>	<u>\$ 59,734</u>	<u>\$ 579,863</u>

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
DESCRIPTION OF LOCALLY HELD FUNDS  
For the Two Years Ended June 30, 2006

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 travel and allowances for discharged residents. The Travel and Allowance Revolving Fund is replenished from the Center's 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 two special revenue funds.

Residents' Benefit Fund and Employees' Benefit Fund are used to provide entertainment and recreational activities for residents and employees. The Employees' Benefit Fund is also used to provide travel expense reimbursement for correctional officers while travel vouchers are being processed. During fiscal year 2006 the accounting and expenditure processing of the Residents' Benefit Fund was transferred to the Department of Corrections General Office.

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 Residents' Trust Fund, which is a depository for the residents' money. The Residents' Trust Fund is used to account for the receipts and disbursements of the residents' individual accounts.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS  
(NOT EXAMINED)  
For The Year Ended June 30, 2006

	<u>Employees' Benefit Fund</u>	<u>Residents' Benefit Fund</u>
<u>REVENUES</u>		
Income from Sales	\$ 6,643	\$ -
Interest Income	-	121
Miscellaneous:		
Entry Fees	-	-
Postage	-	-
Other	4,838	12,954
Donations	-	-
Total Revenues	<u>11,481</u>	<u>13,075</u>
<u>EXPENDITURES</u>		
Purchases	-	-
General and Administrative	-	2,204
Contractual	-	1,481
Equipment	-	-
Postage	-	-
Donations	815	-
Other	12,308	-
Total Expenditures	<u>13,123</u>	<u>3,685</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(1,642)</u>	<u>9,390</u>
<u>OTHER FINANCING SOURCES</u>		
Transfers In	-	6
Transfers (Out)	-	-
Total Other Financing Sources	<u>-</u>	<u>6</u>
Net Change in Fund Balance	(1,642)	9,396
Fund Balance July 1, 2005	2,098	2,366
Fund Balance June 30, 2006	<u>\$ 456</u>	<u>\$ 11,762</u>

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

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF LOCALLY HELD FUNDS - SPECIAL REVENUE FUNDS  
(NOT EXAMINED)  
For The Year Ended June 30, 2005

	Employees' Benefit Fund	Residents' Benefit Fund
	<u>          </u>	<u>          </u>
<u>REVENUES</u>		
Income from Sales	\$ 4,807	\$ 4,528
Interest Income	-	-
Miscellaneous:		
Entry Fees	-	-
Postage	-	-
Other	2,587	192
Donations	-	-
Total Revenues	<u>7,394</u>	<u>4,720</u>
<u>EXPENDITURES</u>		
Purchases	-	-
General and Administrative	-	-
Contractual	-	605
Equipment	-	1,201
Postage	-	-
Donations	50	-
Other	7,540	6,639
Total Expenditures	<u>7,590</u>	<u>8,445</u>
Excess (Deficiency) of Revenues		
Over (Under) Expenditures	<u>(196)</u>	<u>(3,725)</u>
<u>OTHER FINANCING SOURCES</u>		
Transfers In	-	-
Transfers (Out)	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(196)	(3,725)
Fund Balance July 1, 2004	2,294	6,091
Fund Balance June 30, 2005	<u>\$ 2,098</u>	<u>\$ 2,366</u>

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

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF LOCALLY HELD FUNDS - CASH BASIS  
(NOT EXAMINED)  
For The Years Ended June 30,

	2006		2005	
	Travel and Allowance Rev. Fund	Residents' Trust Fund	Travel and Allowance Rev. Fund	Residents' Trust Fund
Balance - July 1,	\$ 456	\$ 52	\$ 445	\$ 1,994
<b>RECEIPTS</b>				
Investment Income	-	-	-	-
Resident Account Receipts	203	25,270	192	18,901
Appropriations from General Revenue Fund	-	-	55	-
Total Receipts	<u>203</u>	<u>25,270</u>	<u>247</u>	<u>18,901</u>
<b>DISBURSEMENTS</b>				
Resident Account Disbursements	-	24,500	-	20,843
Disbursements for released residents	361	-	236	-
Total Disbursements	<u>361</u>	<u>24,500</u>	<u>236</u>	<u>20,843</u>
<b>FUND TRANSFERS</b>				
Fund Transfers In	-	-	-	-
Fund Transfers (Out)	-	-	-	-
Total Fund Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance - June 30,	<u>\$ 298</u>	<u>\$ 822</u>	<u>\$ 456</u>	<u>\$ 52</u>

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

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF CHANGES IN STATE PROPERTY  
(NOT EXAMINED)  
For The Years Ended June 30,

	2006				2005			
	Buildings	Equipment	Land Improvements	Total	Buildings	Equipment	Land Improvements	Total
Balance, beginning	\$ 1,775,304	\$ 556,622	\$ 126,802	\$ 2,458,728	\$ 1,775,304	\$ 612,557	\$ 126,802	\$ 2,514,663
Additions:								
Purchases	-	14,216	-	14,216	-	20,282	-	20,282
Transfers-in:								
Intra-agency	-	2,287	-	2,287	-	47,307	-	47,307
Inter-agency	-	-	-	-	-	-	-	-
Capital Development Board	-	-	-	-	-	-	-	-
Employees' Benefit Fund	-	-	-	-	-	-	-	-
Residents' Benefit Fund	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Adjustments	-	-	-	-	-	-	-	-
Total Additions	<u>-</u>	<u>16,503</u>	<u>-</u>	<u>16,503</u>	<u>-</u>	<u>67,589</u>	<u>-</u>	<u>67,589</u>
Deductions:								
Transfers-out:								
Intra-agency	-	13,419	-	13,419	-	82,094	-	82,094
Inter-agency	-	-	-	-	-	-	-	-
Scrap property	-	-	-	-	-	41,430	-	41,430
Surplus property	-	-	-	-	-	-	-	-
Condemned and lost property	-	-	-	-	-	-	-	-
Adjustment	-	-	-	-	-	-	-	-
Total Deductions	<u>-</u>	<u>13,419</u>	<u>-</u>	<u>13,419</u>	<u>-</u>	<u>123,524</u>	<u>-</u>	<u>123,524</u>
Balance, ending	<u>\$ 1,775,304</u>	<u>\$ 559,706</u>	<u>\$ 126,802</u>	<u>\$ 2,461,812</u>	<u>\$ 1,775,304</u>	<u>\$ 556,622</u>	<u>\$ 126,802</u>	<u>\$ 2,458,728</u>

Note: Center management indicated the balances at June 30, 2006 and 2005 have been reconciled to the property reports submitted to the Office of the Comptroller.



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

	FISCAL YEAR		
	2006	2005	2004
<u>RECEIPTS</u>			
Jury Duty and Telephone Reimbursement	\$ -	\$ 36	\$ -
Resident Restitution	-	329	800
Dormant Resident Accounts	-	-	-
Funeral Furlough	-	-	-
Miscellaneous	341	1,235	243
Total Receipts	<u>\$ 341</u>	<u>\$ 1,600</u>	<u>\$ 1,043</u>
<u>REMITTANCES</u>			
General Revenue Fund - 001	\$ 341	\$ 1,269	\$ 243
Department of Corrections Reimbursement Fund - 523	-	331	800
Total Receipts Remitted Directly To State Treasurer	<u>\$ 341</u>	<u>\$ 1,600</u>	<u>\$ 1,043</u>
<u>DEPOSITS</u>			
Receipts recorded by Center	\$ 341	\$ 1,600	\$ 1,043
Add: Deposits in transit - Beginning of year	-	-	-
Deduct: Deposits in transit - End of year	-	-	-
Deposits Recorded By The State Comptroller	<u>\$ 341</u>	<u>\$ 1,600</u>	<u>\$ 1,043</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 YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2006

Fiscal Year 2006

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2006 and June 30, 2005 are shown below:

EXPENDITURE ITEM	FISCAL YEAR ENDED JUNE 30,		INCREASE (DECREASE)	
	2006	2005	AMOUNT	%
Employee retirement contributions paid by employer	\$ 27,997	\$ 4,384	\$ 23,613	538.62%
State contributions to State Employees' Retirement System	\$ 186,665	\$ 361,994	\$ (175,329)	(48.43)%
Travel	\$ 826	\$ 1,354	\$ (528)	(39.00)%
Travel and allowances	\$ -	\$ 59	\$ (59)	(100.00)%
Printing	\$ 4,513	\$ 2,644	\$ 1,869	70.69%
Equipment	\$ 14,677	\$ -	\$ 14,677	100.00%

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

Employee retirement contributions paid by employer

Fiscal year 2006 expenditures increased significantly due to a regulatory change initiated late in the preceding fiscal year; for most of fiscal year 2005, retirement contributions paid by the State were paid from Personal Services appropriations. Retirement contributions paid by the State resumed during fiscal year 2006.

State contributions to State Employees' Retirement System

The decrease in fiscal year 2006 expenditures was due to the overall decrease in the State retirement rate from 16.1% in fiscal year 2005 to 7.8% in fiscal year 2006.

Travel

In fiscal year 2006, travel expenditures were kept at a minimum due to budget constraints imposed by General Office.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2006

Fiscal Year 2006 (continued)

Travel and allowances

In an effort to reduce spending, the Center requires residents to pay for travel expenditures from their trust accounts when funds are available; amounts paid by the Center fluctuate according to the number of released youth who pay their own travel expenses.

Printing

Printing expenditures in the prior fiscal year were less than usual due to large quantities of supplies carried over from the preceding year; supply orders increased and returned to normal in fiscal year 2006.

Equipment

In fiscal year 2005, the Center was not allocated any funding to be expended for equipment due to budget constraints.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2006

Fiscal Year 2005

A comparative schedule of significant variations in expenditures (20% or more) for the fiscal years ended June 30, 2005 and June 30, 2004 are shown below:

EXPENDITURE ITEM	FISCAL YEAR ENDED JUNE 30,		INCREASE (DECREASE)	
	2005	2004	AMOUNT	%
Employee retirement contributions paid by employer	\$ 4,384	\$ 102,833	\$ ( 98,449)	(95.74)%
Student, member, and resident compensation	\$ 11,382	\$ 14,830	\$ (3,448)	(23.25)%
State contributions to State Employees' Retirement System	\$ 361,994	\$ 198,604	\$ 163,390	82.27%
Travel	\$ 1,354	\$ 2,593	\$ (1,239)	(47.78)%
Travel and allowances	\$ 59	\$ 963	\$ (904)	(93.87)%
Printing	\$ 2,644	\$ 4,024	\$ (1,380)	(34.29)%
Equipment	\$ -	\$ 40,262	\$ (40,262)	(100.00)%
Telecommunications	\$ 9,123	\$ 61,904	\$ (52,781)	(85.26)%
Automotive equipment	\$ 14,046	\$ 21,243	\$ (7,197)	(33.88)%

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

Employee retirement contributions paid by employer

Fiscal year 2005 expenditures decreased significantly due to a regulatory change whereby all State paid retirement contributions were paid from Personal Services appropriations beginning with the second payroll of the fiscal year.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2006

Fiscal Year 2005 (continued)

Student, member, and resident compensation

Expenditures for resident compensation fluctuate according to the Center's population; the Center's average population decreased 55% from fiscal year 2004.

State contributions to State Employees' Retirement System

In fiscal year 2004, the State suspended payments to the State Employees' Retirement System as a result of Public Act 93-0665. Contributions resumed in fiscal year 2005, and the overall employee retirement rate increased from 13.4% in fiscal year 2004 to 16.1% in fiscal year 2005.

Travel

In fiscal year 2005, travel expenditures were kept at a minimum due to budget constraints imposed by General Office.

Travel and allowances

Travel and allowances expenditures fluctuate according to the number of released youth who pay their own travel expenses from their Trust Fund accounts.

Printing

Printing expenditures decreased in fiscal year 2005 due to large quantities of supplies carried over from the preceding fiscal year.

Equipment

In fiscal year 2005, the Center was not allocated any funding to be expended for equipment due to budget constraints.

Telecommunications

The Center installed a new telephone system totaling \$42,575 in fiscal year 2004.

Automotive equipment

In fiscal year 2004, the Center incurred more automotive expenditures related to major repairs and maintenance; no major expenditures were incurred in fiscal year 2005.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
For the Two Years Ended June 30, 2006

Our testing of lapse period expenditures for fiscal years ended June 30, 2006 and 2005 disclosed one appropriation line item with significant (20% or more) lapse period expenditures, as scheduled below:

	Fiscal Year Ended June 30, 2005		
<u>EXPENDITURE ITEM</u>	<u>TOTAL EXPENDITURES</u>	<u>LAPSE PERIOD EXPENDITURES</u>	<u>PERCENTAGE</u>
Travel	\$1,354	\$644	48%

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

Travel

The Center hired an Assistant Warden of Programs in December 2004; increased mandatory training related to the position caused an increase in related travel expenditures and payments were postponed due to delays in approval for additional funding.

STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER - PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
SCHEDULE OF CHANGES IN INVENTORIES  
(NOT EXAMINED)  
Two Years Ended June 30, 2006

	Balance July 1, 2005	Additions	Deletions	Balance June 30, 2006
GENERAL REVENUE FUND				
General Stores	\$ 12,768	\$ 131,965	\$ 136,428	\$ 8,305
Mechanical Stores	-	5,724	5,724	-
Resident Clothing	-	12,295	12,295	-
Officers' Clothing	-	3,028	3,028	-
Postage	289	3,500	3,333	456
	<u>\$ 13,057</u>	<u>\$ 156,512</u>	<u>\$ 160,808</u>	<u>\$ 8,761</u>

	Balance July 1, 2004	Additions	Deletions	Balance June 30, 2005
GENERAL REVENUE FUND				
General Stores	\$ 11,515	\$ 135,107	\$ 133,854	\$ 12,768
Mechanical Stores	-	9,629	9,629	-
Resident Clothing	-	15,005	15,005	-
Officers' Clothing	-	3,714	3,714	-
Postage	334	5,000	5,045	289
	<u>\$ 11,849</u>	<u>\$ 168,455</u>	<u>\$ 167,247</u>	<u>\$ 13,057</u>





STATE OF ILLINOIS  
DEPARTMENT OF CORRECTIONS  
ILLINOIS YOUTH CENTER – PERE MARQUETTE  
LIMITED SCOPE COMPLIANCE EXAMINATION  
ANALYSIS OF OPERATIONS  
For the Two Years Ended June 30, 2006

Center Functions

The Illinois Youth Center – Pere Marquette is a medium security female facility located on approximately fifty acres near Grafton Illinois. The Center opened March 1, 1963, and was officially known as the Pere Marquette Boys Camp. Since then, the Center became a residential center under the regionalization concept and in July 1981, the institution became known as Illinois Youth Center – Pere Marquette. In October of 2004, the Center switched from a male juvenile population to a female juvenile population. Until July 1, 2006, the Center operated under the Juvenile Division of the Illinois Department of Corrections; effective July 1, 2006, the Center transitioned to operation under the Illinois Department of Juvenile Justice, a newly created department in the State of Illinois. The facility has a rated capacity of forty youths.

The primary functions of the Center are: (1) to provide medium security residential programs for adjudicated female juveniles ranging in age from thirteen to twenty who have been committed by the courts to the Department of Juvenile Justice, and (2) to provide educational, vocational, medical, emotional and social programs which are intended to meet the needs of the youth.

Authority

The Unified Code of Corrections (Chapter 730 ILCS 5/3-2-2) mandates the Department to “accept persons committed to it by the courts of this State for care, custody, treatment and rehabilitation.” Within this framework, the Department offers the youths a variety of programs designed to return them to the community with skills to make them useful and productive citizens. These programs focus on intense intervention and treatment oriented programming teaching the youth that they have responsibilities, choices and consequences for their decisions and actions. The overall objective is to reinforce positive behavior and extinguish negative behaviors. The Center also offers educational opportunities to achieve an eighth grade diploma, high school diploma or GED. In addition, the Department strives to create a healthful environment by providing a variety of services such as medical, dental, religious, counseling and library services, as well as recreation programs.

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Planning Program

The Center has established formal written long and short-term goals with respect to its functions and programs. The formal plan contains a statement concerning the Center's operational and program philosophy. In accordance with this philosophy, the Center has established specific intentions and objectives with which to achieve each goal.

On an annual basis, key personnel responsible for implementation 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. Monthly meetings are held between the Warden and each Department Head to facilitate communication of procedure and policy changes, evaluation of goals in relation to the Center's function and planning programs, and necessary revisions to achieve their objectives.

Our discussions with Center personnel indicated that alternative approaches are considered in developing goals and objectives, and that plans adopted are geared to authorizing legislation and the needs of State citizens. Center officials feel their goals and objectives are coordinated with those of other Centers providing similar services and that considerable progress has been made at implementing programs pursuant to plans.

Auditors' Assessment of Center's Planning Program

Illinois Youth Center – Pere Marquette appears to be effectively using their planning program to improve their current management of the Center and has established adequate operating programs to meet their defined goals and objectives.

Agency Head and Location

Karen Y. McKinney, Warden  
Illinois Youth Center – Pere Marquette  
17808 State Highway 100 West  
Grafton, IL 62037

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AVERAGE NUMBER OF EMPLOYEES

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

	Fiscal Year		
	2006	2005	2004
Administrative	5	5	5
Business office and stores	3	3	2
Clinical services	4	4	4
Recreation	1	1	1
Maintenance	1	1	1
Correctional Officers	24	25	26
Dietary	4	4	4
Medical/Psychiatric	1	1	1
Total	<u>43</u>	<u>44</u>	<u>44</u>

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 employee's 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.

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EMPLOYEE OVERTIME (not examined) (continued)

The following table prepared from Department records presents the paid overtime and earned compensatory time incurred during fiscal years 2006 and 2005.

	<u>2006</u>	<u>2005</u>
Paid overtime hours worked during fiscal year	<u>3,366</u>	<u>3,433</u>
Value of overtime hours worked during fiscal year	<u>\$ 117,738</u>	<u>\$ 129,392</u>
Compensatory hours earned during fiscal year	<u>2,271</u>	<u>1,065</u>
Value of compensatory hours earned during fiscal year	<u>\$ 62,424</u>	<u>\$ 25,829</u>
Total paid overtime hours and earned compensatory hours during fiscal year	<u>5,637</u>	<u>4,498</u>
Total value of paid overtime hours and earned compensatory hours during fiscal year	<u>\$ 180,162</u>	<u>\$ 155,221</u>

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COSTS PER YEAR PER RESIDENT (not examined)

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

	Fiscal Year		
	2006	2005	2004
Rated population	68	68	68
Resident population (as of May 31)	29	22	52
Average number of residents	27	23	51
Expenditures from appropriations	\$3,395,281	\$3,506,550	\$3,452,337
Less: equipment and capital improvements	14,677	-	40,262
Net expenditures	<u>\$3,380,604</u>	<u>\$3,506,550</u>	<u>\$3,412,075</u>
Net resident cost per year	<u>\$ 125,208</u>	<u>\$ 152,459</u>	<u>\$ 66,903</u>

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

The rated population and resident population noted above were taken from the Illinois Department of Corrections' quarterly reports to the State legislature.

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RATIO OF EMPLOYEES TO RESIDENTS (not examined)

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

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Average number of employees	<u>43</u>	<u>44</u>	<u>44</u>
Average number of correctional officers	<u>24</u>	<u>25</u>	<u>26</u>
Average number of residents	<u>27</u>	<u>23</u>	<u>51</u>
Ratio of employees to residents	<u>1 to .6</u>	<u>1 to .5</u>	<u>1 to 1.2</u>
Ratio of correctional officers to residents	<u>1 to 1.1</u>	<u>1 to .9</u>	<u>1 to 2.0</u>

CELL SQUARE FEET PER RESIDENT (not examined)

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

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Approximate square foot per resident	<u>106</u>	<u>140</u>	<u>59</u>

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FOOD SERVICES (not examined)

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

	Fiscal Year		
	2006	2005	2004
Breakfast	9,471	8,235	18,922
Lunch	9,448	8,187	19,233
Dinner	9,477	8,160	18,932
1:00 a.m. meal	11,204	9,822	21,640
Staff meals	17,156	16,843	16,860
Total meals served	<u>56,756</u>	<u>51,247</u>	<u>95,587</u>
Food cost	<u>\$ 100,516</u>	<u>\$ 109,199</u>	<u>\$ 142,039</u>
Cost per meal	<u>\$ 1.77</u>	<u>\$ 2.13</u>	<u>\$ 1.49</u>

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MEDICAL AND CLERGY SERVICE CONTRACTS (not examined)

The following table, prepared from Center records, summarizes amounts paid to vendors for medical and clergy contractual services for fiscal years 2006, 2005 and 2004.

	Fiscal Year		
	2006	2005	2004
Medical Services:			
Alton Multispecialists	\$ 33,117	\$ 20,996	\$ 24,540
Alton Memorial Hospital	3,028	8,044	4,345
Dr. David Goetten, DMD	13,511	7,367	6,517
Anchor Nursing	98,951	80,029	-
Advantage Nursing Services	-	18,054	97,833
North Alton Pharmacy	-	1,871	14,243
Dr. Angeline Stanislaus	15,900	-	-
Diamond Pharmacy	18,350	7,776	-
Miscellaneous vendors	22,137	17,840	6,381
Total medical services	<u>\$ 204,994</u>	<u>\$ 161,977</u>	<u>\$ 153,859</u>
Total clergy services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



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SERVICE EFFORTS AND ACCOMPLISHMENTS (not examined)

Illinois Youth Center – Pere Marquette (Center) is a facility of the Illinois Department of Juvenile Justice. The Center is located in Grafton, Illinois, on approximately fifty (50) acres adjacent to Pere Marquette State Park.

The primary functions of the Center are: (1) to provide medium security residential programs for adjudicated juveniles ranging in age from thirteen (13) to twenty (20) who have been committed by the courts to the Illinois Department of Juvenile Justice, and (2) to provide educational, vocational, medical, counseling and self-development programs which are intended to meet the needs of the youth. Approximately 90% of the youth at the Center are in a full-time school or school/work program.

IYC – Pere Marquette was accredited by the American Correctional Association (ACA) in June of 1998 and was due for re-accreditation in June, 2001. However, the Department of Corrections did not contract for facility ACA accreditation or re-accreditation during the fiscal years 2005 and 2006. The Center has had one (1) Warden during the examination period: Karen Y. McKinney (12-01-03 to present)

IYC – Pere Marquette offers Drug Education Classes, PEACE Program (Positively Empowering Affirmative Change through Experience), SELF (Self Empowerment Leads to a Better Future), anger management classes, life skills, and other educational and vocational classes, as well as the traditional GED and ABE classes. The Center has an extensive volunteer program that ranges from religious volunteers to math and reading tutor programs, in addition to cultural arts programs provided by Principia College and Lewis and Clark Community College. A Boy Scout Program was implemented in July, 1998, and the youth have learned various activities. Several motivational speakers have addressed the youth on self-development and self-improvement to encourage and increase the likelihood of youth not returning to the Department of Juvenile Justice.

In response to best practices and the desire to create a model program for juvenile females, governmental visionaries converted IYC - Pere Marquette to a female youth facility in late October 2004. The facility is the first Illinois Youth Center totally dedicated to providing substance abuse treatment. Best Practice research has demonstrated that the provision of substance abuse treatment inside facilities with reentry planning is effective in the reduction of recidivism and further substance abuse. A vendor has recently been selected and efforts go forward to implement the program. Additionally, the focus of the entire program shall be gender and age appropriate, incentive-based rooted in a modified replication of the Missouri Model, and provide educational requirements and vocational opportunities. Great emphasis will be placed on habilitation and orientation within the first thirty days of admission, rehabilitation throughout

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their stay, and clinical reentry management from the moment a youth is admitted to the facility followed by a continuum of care upon release to the community.

The students at IYC – Pere Marquette are encouraged to become good readers. To assist them in this effort, the library offers the Accelerated Readers Program. Students read books suited to their ability level and after completion, take a computerized test that determines how they comprehended the material. They earn points according to their scores on these tests and trade their points for various incentive items. Results of this program have shown that students experience a high degree of success. The information generated from this program is used to track progress and data analyzed by the educators to build a more successful reading program.

During fiscal year 2005, 5 youths earned a GED and 10 youths received an eighth grade diploma. During fiscal year 2006, 6 youths earned a GED, 15 youths received an eighth grade diploma and 3 youths received a high school diploma. Students that have passed the GED are urged to become “peer tutors” and assist other youth as they work toward their academic goals.

IYC – Pere Marquette’s Health Care Unit continued to meet all Medical Accreditation Standards. Healthcare Services are available 7 days a week.