

**STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD**

**COMPLIANCE EXAMINATION**

For the Year Ended June 30, 2005

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

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STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

**BOARD OFFICIALS**

**PETROLEUM RESOURCES BOARD**

Executive Director	Mr. Charles Williams
Board Chairman (10/11/05 – Current)	Mr. Dean Hollensbe
Board Chairman (7/1/04 – 10/10/05)	Mr. Chris Mitchell

Board Office is located at:

P.O. Box 941  
Mt. Vernon, IL 62864



Illinois Petroleum Resources Board  
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February 8, 2006

Honorable William G. Holland  
Auditor General  
State of Illinois  
Iles Park Plaza  
740 East Ash  
Springfield, IL 62703-3154

Dear Mr. Holland:

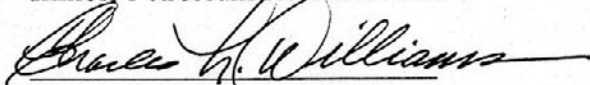
We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Agency. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Agency's compliance with the following assertions during the one-year period ended June 30, 2005. Based on this evaluation, we assert that during the year ended June 30, 2005 the Agency has materially complied with the assertions below.

- A. The agency 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 agency 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 agency 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 agency 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.

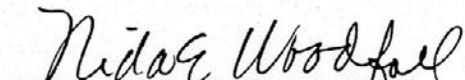
- E. The money or negotiable securities or similar assets handled by the agency on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Illinois Petroleum Resources Board



Charles L. Williams, Director

  
Nida E. Woodfall, Fiscal Officer

## COMPLIANCE REPORT

### SUMMARY

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

### AUDITORS' REPORT

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

### SUMMARY OF FINDINGS

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

Details of the finding are presented in a separately tabbed report section.

### SCHEDULE OF FINDINGS

#### CURRENT FINDINGS (STATE COMPLIANCE)

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
05-1	8	Use of unauthorized locally held fund

#### PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)

05-2	11	Noncompliance with personal service agreement
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### EXIT CONFERENCE

The Petroleum Resources Board waived a formal exit conference in correspondence dated April 3, 2006. Responses to the recommendations were provided by Mr. Charles Williams, Executive Director of the Board, in correspondence dated April 3, 2006.

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OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

**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**

We have examined the Illinois Petroleum Resources Board's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the year ended June 30, 2005. The management of the Illinois Petroleum Resources Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Petroleum Resources Board's compliance based on our examination.

- A. The Illinois Petroleum Resources Board has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Petroleum Resources Board has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Petroleum Resources Board has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Illinois Petroleum Resources Board are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Illinois Petroleum Resources Board on behalf of the State or held in trust by the Illinois Petroleum Resources Board have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of

the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the Illinois Petroleum Resources Board'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 Illinois Petroleum Resources Board's compliance with specified requirements.

In our opinion, the Illinois Petroleum Resources Board complied, in all material respects, with the aforementioned requirements during the year ended June 30, 2005. 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 State findings as finding 05-1. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

### **Internal Control**

The management of the Illinois Petroleum Resources Board is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our examination, we considered the Illinois Petroleum Resources Board'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 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 State findings as finding 05-1. As required by the Audit Guide, immaterial findings relating to internal control deficiencies excluded from this report have been reported in a separate letter.

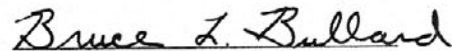


## Supplementary Information for State Compliance Purposes

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 2005 Supplementary Information for State Compliance Purposes, except for information on the 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, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.

  
BRUCE L. BULLARD, CPA  
Compliance Audit Director

February 8, 2006

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

05-1. **FINDING** (Use of unauthorized locally held fund)

The Petroleum Resources Board (Board) utilized a locally held fund during Fiscal Year 2005 that was established in a prior fiscal year without specific statutory authorization. We noted the following:

- Until Fiscal Year 2004, all Board expenditures were processed through the Department of Natural Resources (Department) and the Illinois Office of the Comptroller, which issued warrants to vendors. During Fiscal Year 2004, the Board established a locally held fund with monies drawn down from the Petroleum Resources Revolving Fund and began to process all Board expenditures through the locally held fund. However, the Board did not obtain proper statutory authorization to establish the locally held fund, as required by the State Officers and Employees Money Disposition Act (30 ILCS 230/2a.2), which prohibits a state officer or employee from maintaining or participating in a deposit of money received except as provided by law. Furthermore, the Illinois Petroleum Education Marketing Act (Act) (225 ILCS 728/1 et seq.) does not explicitly permit the Board to establish a locally held account.
- At the end of Fiscal Year 2004, excess monies totaling \$31,641 remained in the locally held account. This amount would have been lapsed in the normal appropriation process, and the Board did not return the excess funding to the Department to be deposited back into the Petroleum Resources Revolving Fund.
- During Fiscal Year 2005, the Board submitted eight claims totaling \$625,000 to the Department to draw down on their appropriation for subsequent deposit into the locally held account. The Board expended a total of \$627,551 during Fiscal Year 2005 from the locally held account. \$2,551 of these expenditures came from the excess money remaining in the account from Fiscal Year 2004. At the end of Fiscal Year 2005, approximately \$29,090 in excess funds remained in the locally held account and was not returned to the Department for deposit back into the Petroleum Resources Revolving Fund. This amount was calculated by adding together the excess funding amount remaining from the prior year plus the current year appropriation amount, then subtracting the current year's expenditures.

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

- The Board contracted with an accounting firm to perform bookkeeping functions on behalf of the Board, and the Board's Executive Director and a partner of the accounting firm have signature authority over this account. The Board spent approximately \$6,300 for accounting services rendered in Fiscal Year 2005. Good business practices would require all signature authorities be personnel or Board members of the Petroleum Resources Board.
- For the period from July 1, 2004 until March 31, 2005, 4 of 9 (44%) months' ending bank balances exceeded the amount of Federal deposit insurance coverage of \$100,000 by amounts ranging from approximately \$4,200 to \$19,800. The Board did obtain pledged securities totaling \$30,000 effective April 1, 2005. However, for 2 of the 3 (67%) remaining months in Fiscal Year 2005, the months' ending bank balances exceeded the insured and collateralized amount of \$130,000 by approximately \$5,400 and \$106,700, respectively. The State Officers and Employees Money Disposition Act (30 ILCS 230/2c) states whenever funds deposited with a bank or savings and loan association exceed the amount of the federal deposit insurance coverage, a bond, pledged securities, or other eligible collateral shall be obtained.
- The Board did not prepare nor submit quarterly "Reports of Receipts and Disbursements for Locally Held Funds" (C-17s) for this locally held fund for any of the 4 quarters of Fiscal Year 2005. Statewide Accounting Management System (SAMS) Procedure 33.13.10 and the State Comptroller Act (15 ILCS 405) require State agencies to prepare and submit to the Office of the Comptroller quarterly reports of receipts and disbursements for each locally held fund administered by an agency.

Board personnel stated they have continued to use the locally held fund to maximize their operations and independence and to place responsibility for expenditures with the Board, and they are seeking legislative remedy concerning the establishment of the fund. Further, the pledged securities have been raised from \$30,000 to \$50,000 with an option to increase to higher amounts as needed. Board personnel also stated they were unaware of the requirement to file the C-17 reports with the Office of the Comptroller.

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

Failure to obtain proper approvals to establish the locally held fund is a violation of statutory authority. In addition, failure to ensure local funds are properly collateralized subjects funds to a risk of loss in the event of failure of the bank or savings and loan in which the funds are deposited. Furthermore, failure to require all signature authorities be Board personnel or Board members increases the risk of inappropriate expenditures being made. Lastly, failure to report locally held fund activity to the Office of the Comptroller decreases the accuracy and completeness of statewide financial statements. (Finding Code No. 05-1, 04-1)

**RECOMMENDATION**

We recommend the Board close the locally held fund and resume processing all expenditures through the Petroleum Resources Revolving Fund until a legislative remedy is sought.

**BOARD RESPONSE**

IPRB is doing everything possible to provide a legislative remedy to the finding. IPRB anticipates that the proposed legislation will pass during the current session.

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

**PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)**

05-2. **FINDING** (Noncompliance with personal services agreement)

During the prior period, the Board did not comply with provisions of a personal services agreement between the Executive Director and the Board. The Board implemented a Simple IRA for the Executive Director, which was not included in the personal services agreement.

During the current period, the Board incorporated a provision into the Executive Director's personal services agreement allowing for the Director to participate in and receive IRA contributions from the Board. (Finding Code No. 04-2)

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
COMPLIANCE EXAMINATION  
For the Year Ended June 30, 2005

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

**SUMMARY**

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

- Fiscal Schedules and Analysis:

- Schedule of Appropriations, Expenditures, and Lapsed Balances
  - Comparative Schedule of Net Appropriations, Expenditures, and Lapsed Balances
  - Comparative Schedule of Receipts, Disbursements, and Fund Balance (Cash Basis) – Locally Held Funds
  - Schedule of Changes in State Property
  - Analysis of Significant Variations in Expenditures

- Analysis of Operations:

- Agency Functions and Planning Program
  - Personnel
  - Service Efforts and Accomplishments (Not Examined)

The auditors' 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 Service Efforts and Accomplishments on which they did not perform any procedures. However, the auditors do not express an opinion on the supplementary information.

STATE OF ILLINOIS  
 PETROLEUM RESOURCES BOARD  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Year Ended June 30, 2005

P.A. 93-0842 FISCAL YEAR 2005	Appropriations (Net of Transfers)	Expenditures Through June 30	Lapse Period		Total Expenditures 14 Months Ended August 31	Balances Lapsed August 31
			Expenditures July 1 to August 31	Expenditures August 31		
Petroleum Resources Revolving Fund - 573						
Lump Sum - Illinois Petroleum Education and Marketing Act	\$ 625,000	\$ 614,972	\$ 10,028	\$ 625,000	\$	0
Total Fiscal Year 2005	<u>\$ 625,000</u>	<u>\$ 614,972</u>	<u>\$ 10,028</u>	<u>\$ 625,000</u>	<u>\$</u>	<u>0</u>

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

STATE OF ILLINOIS  
 PETROLEUM RESOURCES BOARD  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
 For the Fiscal Years Ended June 30,

	Fiscal Year	
	2005	2004
	P.A. 93-0842	P.A. 93-0097
Petroleum Resources Revolving Fund - 573		
Appropriations (Net of Transfers)	<u>\$ 625,000</u>	<u>\$ 375,000</u>
<u>Expenditures</u>		
Lump Sum - Illinois Petroleum Education and Marketing Act	<u>\$ 625,000</u>	<u>\$ 335,498</u>
Total Expenditures	<u>\$ 625,000</u>	<u>\$ 335,498</u>
Lapsed Balances	<u><u>\$ 0</u></u>	<u><u>\$ 39,502</u></u>

Note: The Board did not make any efficiency initiative payments during Fiscal Year 2005.



STATE OF ILLINOIS  
 PETROLEUM RESOURCES BOARD  
**COMPARATIVE SCHEDULE OF RECEIPTS, DISBURSEMENTS AND  
 FUND BALANCE (CASH BASIS) - LOCALLY HELD FUNDS**  
 For the Year Ended June 30, 2005

	Petroleum Resources Board Escrow Account
Cash Balance at July 1, 2004	\$ 75,362
Receipts:	
Appropriations from the Petroleum Resources Revolving Fund	614,972
Interest Income	229
<b>Total Receipts</b>	<b>615,201</b>
Disbursements:	
Operational Expenses	627,377
Transfer to Petroleum Resources Revolving Fund	174
<b>Total Disbursements</b>	<b>627,551</b>
Cash Balance at June 30, 2005	<b>\$ 63,012</b>

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
**SCHEDULE OF CHANGES IN STATE PROPERTY**  
For the Year Ended June 30, 2005

	<u>2005</u>
Beginning Balance, July 1, 2004	\$ 32,071
Additions	
Purchases	15,195
Deletions	(2,798)
Net Transfers	<u>0</u>
Ending Balance, June 30, 2005	<u><u>\$ 44,468</u></u>

Note: The property balances at June 30, 2005 were obtained from the Department of Natural Resources Property System.

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES**  
For the Year Ended June 30, 2005

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN  
FISCAL YEARS 2004 AND 2005**

**Petroleum Resources Revolving Fund – 573**

Lump Sums – Illinois Petroleum Education and Marketing Act

The increase in expenditures was due to the Board initiating and completing more environmental projects and Education/Public Relations work during Fiscal Year 2005.

STATE OF ILLINOIS  
PETROLEUM RESOURCES BOARD  
**ANALYSIS OF OPERATIONS**  
For the Year Ended June 30, 2005

**AGENCY FUNCTIONS AND PLANNING PROGRAM**

Agency Functions

The Illinois Petroleum Resources Board (Board) was created by the Illinois Petroleum Education and Marketing Act (Act) (225 ILCS 728 et seq.), effective July 10, 1998. The purpose of the Board is to coordinate a program designed to demonstrate to the general public the importance of the Illinois oil exploration and production industry; to encourage the wise and efficient use of energy; to promote environmentally sound production methods and technologies; to develop existing supplies of State oil resources; and, to support research and educational activities concerning the oil exploration and production industry.

The Board members, appointed by the Governor, at June 30, 2005 were:

- Chris Mitchell, Chairman
- Bryan Dicus, Vice Chairman Environmental
- Dean Hollensbe, Vice Chairman Public Relations
- J. Roy Dee III
- Jay Bergman, Vice Chairman Government Relations
- Jim Fehrenbacher
- Nida Woodfall, Treasurer
- David Simmons
- Karen Suey, Secretary
- Donald Williams

The Board has the following seven objectives:

Education – To create an understanding of the Illinois oil and gas industry and good safety practices in producing areas through programs with schools, organizations, and the public at large.

Public Relations – To promote a positive image and understanding of the industry with a proactive public relations campaign through the use of the print and broadcast media, a speakers bureau, signage and other methods of communication.

Environmental Work – To participate in environmental characterization and remediation work caused by historical oil and gas production within Illinois.

Research – To support research activities for projects that are related to Illinois oil and gas production and related activities.

Solicitation of Contributions – To seek and obtain contributions and donations from members of the oil and gas industry and others for use in achieving the objectives of the organization.

Obtaining Grants – To solicit grants from governmental and private organizations for use in achieving the objectives of the organization.

Making Grants – To distribute grants to educational and industry researchers and organizations for use in achieving the objectives of the organization.

Board members are eligible to receive reimbursement for travel expenses incurred in the performance of Board duties.

#### Agency Planning Program

The Board has established by-laws and governing regulations, which serve to guide the basic operations of the Board. The Board has also developed work plans for each committee to aid the Board in identifying and achieving short-term goals. The Board meets every other month, and members of each committee report on progress towards the Board's goals and objectives.

#### Auditor's Assessment

The Board appears to have maintained an adequate planning program and has established procedures to manage its mandated and administrative duties.

### **PERSONNEL**

The Executive Director and Executive Assistant are the only employees of the Board. They are employed on a contractual basis.

### **FY05 SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)**

The Illinois Petroleum Resources Board is making progress toward their goals of increasing awareness and improving the image and credibility of the Illinois oil and gas industry.

During Fiscal Year 2005 the Board broke records in the Restoration, Safety, and Education & Public Relations programs. Sixty-five restoration projects were completed during the year, and 108 sites have been completed since the Board's inception. The Board continues to involve the Illinois Department of Natural Resources, Oil & Gas Division, in selecting and prioritizing restoration sites. The Board also provided funds to

the Southeastern Illinois Brine Damage Task Force to restore and find better methods of returning brine damaged soil to productive use.

In its safety and training effort, the Board created and distributed a “Responding to Oilfield Emergencies Fire Department Response Guide.” A second training facility for firefighters is under construction in Salem, Illinois.

The Rolling Oil & Gas Educational Trailer was utilized to help bring the Story of Petroleum to over 23,000 children and adults. This year the focus was on schools and events in Southern Illinois. The Board was also able to “Shine Some Light on the Illinois Oil & Gas Industry” in downtown Chicago’s Magnificent Mile Festival of Lights in late November. Over 4,500 people visited the Board’s booth.