

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL**

**COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

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

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

**TABLE OF CONTENTS**

|   | <b>Page(s)</b>          |
|---|-------------------------|
| Agency Officials.....   | 1                       |
| Management Assertion Letter.....  | 2                       |
| Compliance Report:  |                         |
| Summary .....   | 3                       |
| Independent Accountants' Report on State Compliance, on Internal<br>Control over Compliance, and on Supplementary Information for<br>State Compliance Purposes..... | 6                       |
| Schedule of Findings  |                         |
| Current Findings - State Compliance .....   | 9                       |
| Prior Findings Not Repeated .....   | 26                      |
| Supplementary Information for State Compliance Purposes   | <b>Schedule Page(s)</b> |
| Summary .....   | 29                      |
| Fiscal Schedules and Analysis   |                         |
| Schedule of Appropriations, Expenditures and Lapsed Balances -<br>Fiscal Year 2012.....   | 1 ..... 30              |
| Schedule of Appropriations, Expenditures and Lapsed Balances -<br>Fiscal Year 2011.....   | 2 ..... 33              |
| Comparative Schedule of Net Appropriations, Expenditures and<br>Lapsed Balances .....   | 3 ..... 36              |
| Schedule of Changes in State Property .....   | 4 ..... 39              |
| Comparative Schedule of Cash Receipts .....   | 5 ..... 40              |
| Reconciliation Schedule of Cash Receipts to Deposits Remitted<br>to the State Comptroller.....  | 6 ..... 41              |
| Analysis of Significant Variations in Expenditures .....  | 7 ..... 42              |
| Analysis of Significant Variations in Receipts .....  | 8 ..... 45              |
| Analysis of Significant Lapse Period Spending.....  | 9 ..... 47              |
| Analysis of Accounts Receivable.....  | 10 ..... 49             |
| Analysis of Operations (Not Examined)   |                         |
| Agency Functions and Planning Program (Not Examined).....   | 51                      |
| Average Number of Employees (Not Examined).....   | 53                      |
| Service Efforts and Accomplishments (Not Examined) .....  | 54                      |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

**AGENCY OFFICIALS**

|  |                        |
|--|------------------------|
| State Fire Marshal                                       | Mr. Larry Matkaitis    |
| Deputy Director (Current)                                | Mr. Les Albert         |
| Deputy Director (September 16, 2010 - November 15, 2011) | Vacant                 |
| Deputy Director (July 1, 2010 - September 15, 2010)      | Mr. Joseph August      |
| Chief of Staff   | Mr. Ted Berger         |
| Senior Policy Advisor                                    | Mr. Jim Watts          |
| Chief Internal Auditor (Current)                         | Mr. Jeff Anderson      |
| Chief Internal Auditor (July 1, 2010 - October 3, 2010)  | Vacant                 |
| Fiscal Officer   | Mr. Ronny Wickenhauser |
| General Counsel (Current)                                | Mr. William Barnes     |
| General Counsel (July 1, 2010 - September 21, 2010)      | Vacant                 |

Agency offices are located at:

1035 Stevenson Drive  
Springfield, Illinois 62703

JRTC, 100 W. Randolph  
Suite 4-600  
Chicago, Illinois 60601

2309 W. Main  
Marion, Illinois 62959



Office of the State Fire Marshal

MANAGEMENT ASSERTION LETTER

Winkel, Parker & Foster, CPA PC
1301 19th Ave NW
Clinton, Iowa 52732

April 1, 2013

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Office of the State Fire Marshal (Office). 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 Office's compliance with the following assertions during the two-year period ended June 30, 2012. Based on this evaluation, we assert that during the years ended June 30, 2011 and June 30, 2012, the Office has materially complied with the assertions below.

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

Yours very truly,

Office of the State Fire Marshal

[Signature of Larry Matkaitis]
Larry Matkaitis, State Fire Marshal

[Signature of Bonny Wickenhauser]
Bonny Wickenhauser, Chief Fiscal Officer

[Signature of Angela Stinson-Marti]
Angela Stinson-Marti, General Counsel

1035 Stevenson Drive
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217/785-0969
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**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

**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.

**ACCOUNTANTS' 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>Current Report</u> | <u>Prior Report</u> |
|--|-----------------------|---------------------|
| Findings   | 13                    | 22                  |
| Repeated findings                                    | 8                     | 15                  |
| Prior recommendations implemented<br>or not repeated | 14                    | 14                  |

**SCHEDULE OF FINDINGS**

FINDINGS (STATE COMPLIANCE)

| <u>Item No.</u> | <u>Page</u> | <u>Description</u>   | <u>Finding Type</u>                      |
|-----------------|-------------|--|--|
| 12-1            | 9           | Voucher processing weaknesses  | Significant Deficiency and Noncompliance |
| 12-2            | 10          | Inadequate control over the purchase, recording and reporting of State property                | Significant Deficiency and Noncompliance |
| 12-3            | 12          | Inadequate collection and reporting of accounts receivable                                     | Significant Deficiency and Noncompliance |
| 12-4            | 14          | Performance evaluations not completed timely   | Significant Deficiency and Noncompliance |
| 12-5            | 15          | Appropriate boiler and pressure vessel repairer licenses not provided to qualifying applicants | Significant Deficiency and Noncompliance |
| 12-6            | 16          | Inadequate control over boiler and pressure vessel repair licensure application                | Significant Deficiency and Noncompliance |

|       |    |  |  |
|-------|----|--|--|
| 12-7  | 18 | Inspections of boilers and pressure vessels not performed timely                         | Significant Deficiency and Noncompliance |
| 12-8  | 20 | Fire equipment distributor and employee license reinstatement fees not properly assessed | Significant Deficiency and Noncompliance |
| 12-9  | 21 | Fire equipment distributor and employee licenses missing required information            | Significant Deficiency and Noncompliance |
| 12-10 | 22 | Noncompliance with the Elevator Safety and Regulation Act                                | Significant Deficiency and Noncompliance |
| 12-11 | 23 | Noncompliance with the Fire Sprinkler Contractor Licensing Act                           | Significant Deficiency and Noncompliance |
| 12-12 | 24 | Failure to maintain administrative panel   | Significant Deficiency and Noncompliance |
| 12-13 | 25 | Failure to comply with the Identity Protection Act                                       | Significant Deficiency and Noncompliance |

**PRIOR FINDINGS NOT REPEATED**

|   |    |   |  |
|---|----|---|--|
| A | 26 | Inappropriate use of appropriated funds                                   |  |
| B | 26 | Noncompliance with the Illinois Vehicle Code                              |  |
| C | 26 | TA-2 reports not filed  |  |
| D | 26 | Noncompliance with the Fiscal Control and Internal Auditing Act           |  |
| E | 26 | Economic Interest Statements not filed                                    |  |
| F | 27 | Lack of controls over employee time                                       |  |
| G | 27 | Outdated policy and procedure manual                                      |  |
| H | 27 | Noncompliance with the Petroleum Equipment Contractors Licensing Act      |  |
| I | 27 | Failure to timely reimburse for firefighter training                      |  |
| J | 27 | Board not fully seated  |  |
| K | 28 | Noncompliance with the Pyrotechnic Distributor and Operator Licensing Act |  |
| L | 28 | Noncompliance with the Fire Protection District Act                       |  |
| M | 28 | Failure to adopt new elevator standards timely                            |  |
| N | 28 | Failure to distribute arson fines   |  |

## EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Office personnel at an exit conference on March 19, 2013. Attending were:

### Office of the Auditor General

Tad Huskey, Audit Manager

### Special Assistant Auditors

Rich Winkel, Managing Principal

Travis Temple, Audit Manager

### Office of the State Fire Marshal

Jim Watts, Chief of Staff

Les Albert, Deputy Director

Ronny Wickenhauser, Chief Financial Officer

Jeff Anderson, Chief Internal Auditor

Kevin Schott, Senior Policy Advisor

Marty Paul, Internal Auditor

Bryan Gleckler, Shared Service

### Via Teleconferencing

Larry Matkaitis, State Fire Marshal

Angela Stinson-Marti, General Counsel

Responses to the recommendations were provided by Jeff Anderson in a letter dated March 22, 2013.



**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 have examined the State of Illinois, Office of the State Fire Marshal's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2012. The management of the State of Illinois, Office of the State Fire Marshal is responsible for compliance with these requirements. Our responsibility is to express an opinion on the State of Illinois, Office of the State Fire Marshal's compliance based on our examination.

- A. The State of Illinois, Office of the State Fire Marshal 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, Office of the State Fire Marshal 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, Office of the State Fire Marshal has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the State of Illinois, Office of the State Fire Marshal 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, Office of the State Fire Marshal on behalf of the State or held in trust by the State of Illinois, Office of the State Fire Marshal 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 State of Illinois, Office of the State Fire Marshal's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the State of Illinois, Office of the State Fire Marshal's compliance with specified requirements.

In our opinion, the State of Illinois, Office of the State Fire Marshal complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2012. However, the results of our procedures disclosed instances of noncompliance with the requirements, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying schedule of findings as items 12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9, 12-10, 12-11, 12-12, and 12-13.

### **Internal Control**

Management of the State of Illinois, Office of the State Fire Marshal is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the State of Illinois, Office of the State Fire Marshal's internal control over compliance with the requirements listed in the first paragraph of this report as a basis for designing our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the State of Illinois, Office of the State Fire Marshal's internal control over compliance.

*A deficiency in an entity's internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in an entity's internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over compliance that we considered to be significant deficiencies as described in the accompanying schedule of findings as items 12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9, 12-10, 12-11, 12-12, and 12-13. *A significant deficiency in an entity's internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

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

## **Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2012 and June 30, 2011 in Schedules 1 through 10 and the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2012 and June 30, 2011 accompanying supplementary information in Schedules 1 through 10. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2010 accompanying supplementary information in Schedules 3, 4, 5, 7, 8, and 10 in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

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

*Winkel, Parker & Foster, CPA PC*

Clinton, Iowa  
April 1, 2013

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-1. **FINDING** (Voucher processing weaknesses)

The Office of the State Fire Marshal (Office) did not exercise adequate controls over voucher processing.

We noted that eighteen of 231 (8%) vouchers tested, totaling \$54,510, were approved for payment between 2 and 202 days late. The Illinois Administrative Code (Code) (74 Ill. Adm. Code 900.70) states that an agency shall review each vendor's bill and either deny the bill in whole or in part, ask for more information necessary to review the bill, or approve the bill in whole or in part within 30 days after physical receipt of the bill. In addition, good internal controls require vouchers be timely approved for payment.

Office personnel stated vouchers were approved late due to oversight.

Failure to promptly approve vouchers may result in the late payment of bills and could cause the State to pay interest penalties. (Finding Code No. 12-1, 10-9, 08-10)

**RECOMMENDATION**

We recommend the Office implement and maintain controls to ensure vouchers are timely approved by appropriate personnel.

**OFFICE RESPONSE**

We agree. Office personnel have been working to ensure that invoices are approved in a timely manner. It should be noted that on nearly all of the invoices that the auditors took exception to, the Office approved payment of the vouchers within the 30 day timeframe, however payment was not made by Shared Services until after the 30 day limit mostly due to the lack of staff. The Office continues to work with Shared Services to make sure that payments are processed in a timely manner, but staffing continues to be an issue at the Shared Services center and continues to impede their ability to meet the 30 day mandate. Shared Services has been working with the Governor's Office to remedy the staffing shortage by hiring additional staff.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-2. **FINDING** (Inadequate control over the purchase, recording and reporting of State property)

The Office of the State Fire Marshal (Office) did not exercise adequate control over the purchase, recording and reporting of State property.

We noted the following during our review of the Office's equipment records:

- The Office did not timely resolve or remove 5 items, totaling \$8,687, noted as missing during the annual inventory certification process.

The Illinois Administrative Code (44 Ill. Adm. Code 5010.400) states that agencies shall adjust property records within 30 days of acquisition, change or deletion of equipment items.

- For 2 of 25 (8%) equipment additions tested, the inventory adjustments were not computed correctly, resulting in equipment overstatements totaling \$1,408.

Good internal controls require sufficient and properly designed accounting records be maintained to adequately control fiscal operations and provide reliable data for necessary management reports. Additionally, good business practices require an agency to review all reported information for accuracy before submission.

- For 7 of 25 (28%) equipment deletions tested, totaling \$6,372, the deletion request forms did not include the amounts of the items to be deleted from inventory.

The State Records Act (5 ILCS 160/8) requires the Office preserve records containing adequate and proper documentation to support transactions.

We also noted the following problem with item location information maintained by the Office:

- One of 25 (4%) items tested, totaling \$188, appeared on the Office's records but could not be found at the designated location within the Office.

The State Property Control Act (30 ILCS 605/4) requires that the agency be accountable for the supervision, control, and inventory of all property under its jurisdiction and control.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

Office personnel stated inventory items were not timely removed as the Office continued efforts to locate the missing items. Office personnel also stated that the improper calculation of asset value and non-communication of asset values of surplus items were an oversight by Office personnel.

Failure to exercise adequate control over property and maintain accurate property control records increases the potential for fraud and possible loss or theft of State property. Inaccurate and untimely property reporting reduces the reliability of statewide property information. (Finding Code No. 12-2, 10-11, 08-9, 06-16, 04-7)

**RECOMMENDATION**

We recommend the Office strengthen internal controls over the recording and reporting of State property by reviewing their inventory and recordkeeping practices to ensure compliance with statutory and regulatory requirements. Further, the Office should ensure all equipment is accurately and timely recorded on the Office's property records and are properly valued.

**OFFICE RESPONSE**

Bullet #1 - At the time of the audit, we were still trying to locate the missing items. Subsequently, the items have now been removed from the inventory. We will remove items in a more timely manner in the future and if the items are found they will be added back into the inventory system.

Bullet #2 - Shared Services makes inventory adjustments.

Bullet #3 - At the time the surplus delivery form was completed, we were unable to access our inventory system. CMS Surplus advised us to list all equipment information known and leave the cost information blank (\$0.00). Since this audit, our access to inventory information has improved and subsequent surplus delivery forms have and will contain cost information.

Bullet #4 - Item was located.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-3. **FINDING** (Inadequate collection and reporting of accounts receivable)

The Office of the State Fire Marshal (Office) did not accurately report accounts receivable information to the Office of the Comptroller (Comptroller) via its Quarterly Summary of Accounts Receivable (C-97 and C-98 Reports).

During our testing, we noted the following deficiencies:

- Eight of 8 (100%) C-97 and C-98 Reports filed with the Comptroller did not contain the Estimated Uncollectible nor was the Reconciliation for Comptroller's Offset Compliance completed. These portions give management insight to the collectability of the accounts that are outstanding for the period.

The Statewide Accounting Management System (SAMS) (Procedure 26.30.30) requires agencies to complete the Reconciliation For Comptroller's Offset Compliance and SAMS (Procedure 26.30.20) requires agencies to input the estimated uncollectible amount.

- One of 8 (13%) C-97 and C-98 Reports filed with the Comptroller during Fiscal Years 2011 and 2012 contained errors when compared to underlying Office records. The accounts receivable amount reported on the C-97 and C-98 quarterly report ended March 31, 2011 was overstated by \$51,000.

SAMS (Procedures 26.30.20 and 26.30.30) sets forth the requirements for the reporting of accounts receivable activity during each quarter. Good internal controls require the careful preparation and review of all reports for accuracy before filing.

- One of 8 (13%) C-97 Reports filed contained significant adjustments without adequate explanation. The Office reported a \$188,000 increasing adjustment in its C-97 Report for elevator activity for the quarter ended March 31, 2011, but failed to include a proper explanation for the adjustment as required. This adjustment represents 202% of the net receivable balance as of March 31, 2011.

SAMS (Procedure 26.30.20) requires agencies to include an explanation for any adjustments made on the C-97 Report.

Office personnel stated that a lack of communication with a third party preparer resulted in incomplete information being presented in the quarterly accounts receivable reports. Office personnel also stated that the errors and lack of adjustment explanations were a result of Office personnel oversight.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

Failure to accurately report accounts receivable balances could lead to the failure to properly collect amounts owed to the State and inaccuracies in statewide financial reports. (Finding Code No. 12-3, 10-10, 08-6, 06-7, 04-9, 02-2, 00-1, 98-1, 96-1, 94-2, 92-2, 90-3, 90-9)

**RECOMMENDATION**

We recommend the Office allocate necessary resources to properly report and fully pursue collections on delinquent accounts receivable. Further, the Office should carefully prepare and review accounts receivable reports to ensure accounts receivable are reported in accordance with SAMS procedures.

**OFFICE RESPONSE**

We agree. A contractor began doing C-97's in fiscal year 2011 Q4. This contractor is an accounting firm that has been contracted to provide assistance to various public safety agencies for the completion of various financial reports.

The first bullet point under finding 12-3 is in regards to Estimated Uncollectible. During fiscal year 2013 Q2 for Underground Storage Tank Fund - Fund 072 a policy was implemented for determining uncollectible accounts and reported accordingly to the State of Illinois Comptroller. For the Boilers and Elevators accounts receivable within General Revenue Fund - Fund 001 and Fire Prevention Fund - Fund 047, there will be a new policy that will be implemented during fiscal year 2013 Q3 to correct this deficiency. Reports are being developed currently so that we will have information needed in order to calculate estimated uncollectible for these two areas. Also, within this first bullet point it was mentioned that the Reconciliation for Comptroller's Offset Compliance section was not completed; Since Crowe took over the reports in fiscal year 2011 Q4, this section has been filled out with the applicable information. The next two bullet points within the finding 12-3 were during the timeframe that Public Safety Shared Services personnel were preparing the reports. These two findings of errors were done fiscal year 2011 Q3 and Crowe began doing the C-97's in fiscal year 2011 Q4.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-4. **FINDING** (Performance evaluations not completed timely)

The Office of the State Fire Marshal (Office) did not conduct employee performance evaluations timely.

We tested 25 employees and noted 20 evaluations for 13 (52%) different employees were conducted between 39 and 181 days late.

The Illinois Administrative Code (80 Ill. Adm. Code 302.270(d)) requires the Office to prepare an evaluation on employees not less often than annually. In addition, the Illinois Administrative Code (80 Ill. Adm. Code 310.450(c)) requires that evaluations be completed prior to when annual merit increases are awarded.

Office personnel stated the evaluations were performed late due to oversight and competing priorities for the responsible managers. Office personnel also stated that managers are reminded of the requirements.

Performance evaluations are a systematic and uniform approach used for the development of employees and communication of performance expectations to employees. Performance evaluations should serve as a foundation for salary adjustments, promotion, demotion, discharge, layoff, recall, and reinstatement decisions. (Finding Code No. 12-4, 10-6, 08-11, 06-6)

**RECOMMENDATION**

We recommend the Office take appropriate measures to ensure annual performance evaluations are conducted timely and documented for all employees as required.

**OFFICE RESPONSE**

We agree. The Office will be establishing a new policy within the Office that will require immediate supervisors to complete evaluations with 10 working days from the end of the evaluation period.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-5. **FINDING** (Appropriate boiler and pressure vessel repairer licenses not provided to qualifying applicants)

The Office of the State Fire Marshal (Office) did not include all information required under the Boiler and Pressure Vessel Repairer Regulation Act (Act).

During testing, we noted 34 of 34 (100%) boiler and pressure vessel repairer licenses did not include the address of the licensee on the licenses for boiler and pressure vessel repairers.

The Office issued 58 and 26 boiler and pressure vessel repairer licenses throughout fiscal years 2012 and 2011, respectively. For the issuance of the aforementioned licenses, the Office received receipts of \$7,075 and \$4,200 for fiscal years 2012 and 2011, respectively.

The Act (225 ILCS 203/50) requires the Office to issue an appropriate license showing the name and business location of the licensee, the dates of issuance and expiration.

Office personnel stated that the lack of required information on the license was an oversight by Office personnel when preparing the license template.

Failure to issue licenses containing all required information is noncompliance with State statute. (Finding Code No. 12-5)

**RECOMMENDATION**

We recommend the Office change the license template to include all information required by the Act.

**OFFICE RESPONSE**

We agree. This audit finding has been corrected.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-6. **FINDING** (Inadequate control over boiler and pressure vessel repair licensure applications)

The Office of the State Fire Marshal (Office) did not exercise adequate control over its processing of applications for boiler and pressure vessel repair licensure.

We tested 26 new applications for boiler and pressure vessel repair licensure, and noted licenses were issued to all 26 applicants, despite the following deficiencies noted during our testing of the application files:

- Ten of 26 (38%) application files did not include evidence of registration as an Illinois Corporation or a Certificate of Authority if a foreign corporation;
- Three of 26 (12%) application files did not include the Article of Incorporation;
- Two of 26 (8%) application files did not include evidence of a letter of authority from the Illinois Secretary of State's Limited Partnership Office;
- Two of 26 (8%) application files did not include the addresses of all general partners, general managers, officers, or limited partners;
- One of 26 (4%) application files did not include evidence of the name and registered address for the corporation and the name of the registered agents for the corporation; and
- One of 26 (4%) application files could not be located.

The Boiler and Pressure Vessel Repairer Regulation Act (Act) (225 ILCS 203/25) requires the Board of Boiler and Pressure Vessel Rules (Board) to promulgate rules that are consistent with the provisions of the Act. The Administrative Rules (41 Ill. Adm. Code 121.30) include what information is needed from an applicant before a boiler and pressure vessel repair license can be issued.

The Illinois Administrative Code (41 Ill. Adm. Code 121.30) requires applicants to submit to the Office certain business document including: 1) Certificate of Authority for a foreign corporation, 2) Article of Incorporation, 3) letter of authority from the Illinois Secretary of State's Limited Partnership Office, 4) address of all general partners, general managers, officers, or limited partners, and 5) evidence of the name and registered address for the corporation and the name of the registered agents for the corporation.

Office personnel stated that licenses were issued in the tested cases, despite the missing items from the application files, due to misinterpretation of the Administrative Rules and oversight.

Failure to adequately review applications for all required information and qualifications could result in unqualified personnel performing boiler and pressure vessel repairs. (Finding Code No. 12-6, 10-13, 08-22)

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

**RECOMMENDATION**

We recommend the Office thoroughly review all applications to ensure the applicants meet all of the required criteria before licensure is granted.

**OFFICE RESPONSE**

We agree. The Boiler Division has "rewritten" the letter/request that is sent to all applicants, which explains what they must include each time they renew. The Boiler and Pressure Vessel Division utilizes a system maintained by Praeses. The Praeses System tracks inspections, licensing, and revenues. We have "submitted" to Praeses a request to have these letters automatically generated, but at the present time, it is sent-out by the Boiler and Pressure Vessel Division from Chicago when a "renewal notice" is generated by Praeses. The Boiler Division has developed a "checklist", for use when reviewing a received application to ensure that each required document is included. It becomes a permanent part of the vendor file. The Boiler Division is in the process of writing an Administrative Procedure that covers/explains this. We believe we have fully implemented this recommendation.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-7. **FINDING** (Inspections of boilers and pressure vessels not performed timely)

The Office of the State Fire Marshal (Office) did not conduct inspections of boilers and pressure vessels in a timely manner.

We noted twenty-one of 50 (42%) boiler and pressure vessel inspections tested were not performed in a timely manner. These inspections were performed between 1 and 73 days late.

The number of active boilers and pressure vessels requiring inspections increased from fiscal year 2011 to 2012, 97,605 to 99,085, respectively. In correlation with the increase in active units, the number of inspections performed increased from 43,551 in fiscal year 2011 to 45,924 in fiscal year 2012. The increase in inspections occurred despite the decrease in inspectors down from 21 to 18 during fiscal years 2011 and 2012, respectively. The increase in active units and decrease in inspectors has resulted in an increase in the past due inspections from 0.14% in fiscal year 2011 to 3.30% in fiscal year 2012.

The Boiler and Pressure Vessel Safety Act (430 ILCS 75/10) requires the Office to thoroughly inspect the construction, installation, condition, and operation of boilers and pressure vessels in the State at periodic intervals ranging from annually to tri-annually. The inspections shall be performed by the Chief Inspector, a Deputy Inspector, or a Special Inspector.

Office personnel cited various reasons for late inspections, including difficulty in gaining access to some locations that are largely unmanned (such as car washes) and locations that must cease operations altogether to permit a proper inspection. In addition, Office management stated location owners generally resist inspections prior to their certificate expiration dates because it reduces the amount of time between billings. Office personnel stated the decrease in inspectors was due to retirements within the division. The Office stated these positions will be filled through normal procedures.

Failure to perform inspections within the required timeframes is noncompliance with State statute. In addition, the risk increases that an unsafe condition could occur when inspections are not performed on a timely basis. (Finding Code No. 12-7, 10-14, 08-23, 06-21, 04-4, 02-5)

**RECOMMENDATION**

We recommend the Office implement necessary controls to identify and perform inspections in a timely manner.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

**OFFICE RESPONSE**

We agree. We will be recommending changes to administrative rules to allow leeway from the time of expiration of the inspection certificate till the inspection can be completed. Draft rules have been completed and are going for Office approval.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

- 12-8. **FINDING** (Fire equipment distributor and employee license reinstatement fees not properly assessed)

The Office of the State Fire Marshal (Office) did not charge the appropriate reinstatement fees for lapsed fire equipment distributor and related employee licenses.

We tested a sample of 25 fees collected for fire equipment distributor and related employee licenses, and this sample included 3 fees collected for the reinstatement of lapsed licenses. In all 3 (100%) cases, we noted reinstatement fees collected, totaling \$140, were not consistent with the fees set forth in the Fire Equipment Distributor and Employee Regulation Act of 2011 (Act).

The Office assessed 128 and 31 fire equipment distributor and employee license reinstatement fees throughout fiscal years 2012 and 2011 totaling \$3,760 and \$700, respectively.

The Act (225 ILCS 217/60-65) requires the Office to assess a fee of \$50 for licenses that have lapsed over 60 days. However, the Office's administrative rules (41 Ill. Adm. Code 280.50) states the reinstatement fee for employee licenses and distributor licenses are assessed at \$20 and \$100, respectively.

Office personnel stated that inappropriate fees were assessed for reinstatement fees due to oversight of inconsistencies between statute and administrative rules.

Failure to assess required fees for license reinstatement for equipment distributors and employees is noncompliance with State statute. (Finding Code No. 12-8)

**RECOMMENDATION**

We recommend that the Office ensure that the administrative rules properly reflect the requirements of the underlying Act.

**OFFICE RESPONSE**

We agree. The Fire Equipment Distributor and Employee License reinstatement fees were not properly assessed. We agree the rules do not match what the Act says. The Act states the reinstatement fee is \$50 and the rules state that the reinstatement fees are \$100 for distributors and \$20 for employees. We have contacted General Counsel as a first step in submitting a rule change that will make the reinstatement fee \$50 for distributors and employees as required by the Act. Draft rules are completed and are going for agency approval.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

- 12-9. **FINDING** (Fire equipment distributor and employee licenses missing required information)

The Office of the State Fire Marshal (Office) did not include all information required under the Fire Equipment Distributor and Employee Regulation Act of 2011 (Act).

We noted twenty-five of 25 (100%) fire equipment distributor and employee licenses tested did not include the issuance date on the license and wallet card.

The Office issued 920 and 821 fire equipment distributor and employee licenses throughout fiscal years 2012 and 2011, respectively. For the issuance of the aforementioned licenses the Office received receipts of \$79,530 and \$70,100 for fiscal years 2012 and 2011, respectively.

The Act (225 ILCS 217/60(a)) requires the Office to issue an appropriate license and wallet card showing the name and business location of the licensee, the dates of issuance and expiration and, a photograph of the licensee.

Office personnel stated that the lack of required information on the license and wallet card was an oversight by Office personnel when preparing the license and wallet card templates.

Failure to issue an appropriate license and wallet card is noncompliance with State statute. (Finding Code No. 12-9)

**RECOMMENDATION**

We recommend the Office change the license and wallet card templates to include all information required by the Act.

**OFFICE RESPONSE**

We agree. The certificates and identification cards issued from the Fire Equipment Distributor and Employee Licensing program did not have an issue date on them. We have since fixed this problem in the program software and now the certificates and cards contain all the information as required by the Act. This recommendation has been resolved.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-10. **FINDING** (Noncompliance with the Elevator Safety and Regulation Act)

The Elevator Safety Review Board (Board) within the Office of the State Fire Marshal (Office) did not comply with the Elevator Safety and Regulation Act (Act).

The Elevator Safety Division was created in January 2003 to oversee the enforcement of elevator safety standards. We noted the Board did not adopt a fee schedule for elevator inspections. The Act (225 ILCS 312/35(c)) requires the Board to establish a fee schedule for elevator licenses and registrations issued by the State Fire Marshal, as well as permits, certificates, and inspections of conveyances.

Office personnel stated private companies perform the elevator inspections throughout the State; therefore, the Office does not currently perform elevator inspections. Due to the Office not performing inspections they determined it was not necessary to adopt a fee schedule for inspections. Private companies perform the inspection, and once the elevator has passed an inspection the inspection report is sent to the Office, and at that time a certificate is presented to the customer.

Failure to adopt a fee schedule for elevator inspections is noncompliance with State statute. (Finding Code No. 12-10, 10-21)

**RECOMMENDATION**

We recommend the Board establish a fee schedule for inspections performed or seek a legislative remedy to the statutory requirement.

**OFFICE RESPONSE**

We agree. We will be requesting a statute change to remove the reference to adopting inspection fees.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-11. **FINDING** (Noncompliance with the Fire Sprinkler Contractor Licensing Act)

The Office of the State Fire Marshal (Office) did not adopt a rule to establish the fee amount for duplicate copies of licenses.

The Fire Sprinkler Contractor Licensing Act (Act) (225 ILCS 317/35) requires the Office to adopt, by rule, fees for duplicate copies of licenses.

The Office issued two fire sprinkler contractor duplicate licenses during fiscal years 2012 and 2011. For the issuance of the aforementioned licenses the Office received receipts of \$50 during each fiscal year.

Office personnel stated that an administrative rule establishing a fee for duplicate licenses was not established due to oversight.

Failure to establish and impose a fee for duplicate copies of licenses could result in lost revenues and is noncompliance with State statute. (Finding Code No. 12-11)

**RECOMMENDATION**

We recommend the Office establish and impose a fee for duplicate licenses as required by the Fire Sprinkler Contractor Licensing Act.

**OFFICE RESPONSE**

We agree. This finding identified that our rules did not identify a fee for issuing duplicate licenses as required by the Act. We have drafted rule changes and will circulate for management approval.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

12-12. **FINDING** (Failure to maintain administrative panel)

The Office of the State Fire Marshal (Office) did not maintain a 7-member administrative panel as required by the Hazardous Material Emergency Response Reimbursement Act (Act).

The administrative panel was statutorily required to be formed to review claims made against the Hazardous Material Emergency Reimbursement Fund and to determine reasonable and necessary expenses to be reimbursed to an emergency response agency. The panel must consist of two representatives from emergency response agencies, three industry representatives, one member not affiliated with either entity, and the State Fire Marshal or his designee. The panel had no designated members and had not met once in the past 5 years or more.

The Act (430 ILCS 55/7) requires the Office to establish and maintain a 7-member administrative panel. The Act requires the panel members to serve for two years and meet at least quarterly with the following responsibilities:

- Reviewing claims made against the Hazardous Material Emergency Response Reimbursement Fund and determining reasonable and necessary expenses to be reimbursed to an emergency response agency, and
- Affirming that the emergency response agency has made a reasonable effort to recover expended costs from the involved parties.

Office personnel stated there have been no claims filed during the last several years; therefore, the panel has not needed to meet.

Failure to form and maintain an administrative panel and designate members is noncompliance with State statute and could result in a delay in the reimbursement process, should a request for reimbursement be received. (Finding Code No. 12-12, 10-17, 08-26)

**RECOMMENDATION**

We recommend the Office continue to pursue legislative remedy to the statutory requirement.

**OFFICE RESPONSE**

We agree. We submitted legislation to have the Fire Advisory Committee assume the responsibility for this action and dissolve the administrative panel identified in the Hazardous Material Emergency Reimbursement Act. This bill passed the Senate but was not voted on by the House of Representatives prior to the end of the 96th General Assembly. We will continue to try to resolve this issue in the future.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
CURRENT FINDINGS - STATE COMPLIANCE  
For the Two Years Ended June 30, 2012**

**12-13 FINDING** (Failure to Comply with the Identity Protection Act)

The Office of the State Fire Marshal (Office) failed to implement the provisions of the Identity Protection Act (Act).

The Identity Protection Act (5 ILCS 179) required the Office to draft and approve an identity-protection policy by June 1, 2011. Per the Act, the Policy must:

- Identify the Act.
- Require all employees identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers.
- Direct that only employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.
- Require that social security numbers requested from an individual be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- Require that, when collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which the agency is collecting and using the social security number be provided.

During our testing we noted that the Office had not issued an identity-protection policy.

Office personnel stated a policy is currently being drafted to address the Act. The policy did not get established prior to the implementation deadline due to competing priorities for the Office's limited staff.

Failure to implement provisions of the Act results in noncompliance with the Act, does not promote the security and control of social security numbers, and increases the likelihood of identity theft. (Finding Code No. 12-13)

**RECOMMENDATION**

We recommend the Office develop and approve an identity protection policy as required in the Identity Protection Act.

**OFFICE RESPONSE**

We agree. We have a draft policy and training program that has been approved by the General Counsel. It will be presented to senior management for approval.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
PRIOR FINDINGS NOT REPEATED  
For the Two Years Ended June 30, 2012**

A. **FINDING** (Inappropriate use of appropriated funds)

During the prior examination, the Office of the State Fire Marshal (Office) did not exercise proper control over appropriated funds.

During the current examination, our sample testing did not disclose any instances where the Office failed to exercise appropriate controls over appropriated funds. (Finding Code No. 10-1, 08-3)

B. **FINDING** (Noncompliance with the Illinois Vehicle Code)

During the prior examination, the Office did not limit expenditures on the Illinois Firefighters' Museum (Museum) to 10% of proceeds within the Illinois Firefighters' Memorial Fund (Fund 510).

During the current examination, the Office limited expenditures on the Museum to 10% of proceeds within Fund 510. (Finding Code No. 10-2)

C. **FINDING** (TA-2 reports not filed)

During the prior examination, the Office did not properly file the Travel Headquarters Reports (Form TA-2) with the Legislative Audit Commission.

During the current examination, the Office timely filed the TA-2 reports with the Legislative Audit Commission. (Finding Code No. 10-3, 08-8, 06-14)

D. **FINDING** (Noncompliance with the Fiscal Control and Internal Auditing Act)

During the prior examination, the Office did not file its Fiscal Control and Internal Auditing Act certification in a timely manner, nor did it maintain documentation to support its evaluation of internal controls.

During the current examination, the Office timely filed and maintained proper support related to its Fiscal Control and Internal Auditing Act certification. (Finding Code No. 10-4)

E. **FINDING** (Economic interest statements not filed)

During the prior examination, the Office did not notify the Secretary of State of all employees whose positions required them to file an economic interest statement as required by the Illinois Governmental Ethics Act (5 ILCS 420/4A-101(f)(2)).

During the current examination, the Office properly notified the Secretary of State as required by the Act. (Finding Code No. 10-5)

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
PRIOR FINDINGS NOT REPEATED  
For the Two Years Ended June 30, 2012**

F. **FINDING** (Lack of controls over employee time)

During the prior examination, the Office did not exercise adequate control over employees' accrual and use of employee leave.

During the current examination, our sample testing did not disclose any instances where controls over employees' accrual and use of employee leave were inadequate. (Finding Code No. 10-7, 08-12, 06-5)

G. **FINDING** (Outdated Policy and Procedure Manual)

During the prior examination, the Office did not properly update its Policy and Procedure Manual to reflect current operations and practices.

During the current examination, the Office updated and adopted a new Policy and Procedure Manual. (Finding Code No. 10-8)

H. **FINDING** (Noncompliance with the Petroleum Equipment Contractors Licensing Act)

During the prior examination, the Office failed to adopt appropriate rules under the Petroleum Equipment Contractors Licensing Act (225 ILCS 729/35(c)). The Office failed to maintain a log of complaints as required in the Act (225 ILCS 729/70). The Office inappropriately refunded fees under the Act (225 ILCS 729/45(c)).

During the current examination, the Office adopted appropriate rules, maintained a compliance log, and did not issue refunds. (Finding Code No. 10-12, 08-15, 06-27)

I. **FINDING** (Failure to timely reimburse for firefighter training)

During the prior examination, the Office did not timely issue reimbursements for firefighter training as required by the Illinois Fire Protection Training Act (50 ILCS 740/10).

During the current examination, our sample testing did not disclose any instances where the Office failed to timely issue reimbursements for firefighter training. (Finding Code No. 10-15, 08-24)

J. **FINDING** (Board not fully seated)

During the prior examination, the Office did not maintain a fully seated board related to the Fire Equipment Distributor and Employee Regulation Act (225 ILCS 217/25).

During the current examination, the board was fully seated as required by the Act. (Finding Code No. 10-16, 08-25)

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF FINDINGS  
PRIOR FINDINGS NOT REPEATED  
For the Two Years Ended June 30, 2012**

**K.     FINDING       (Noncompliance with the Pyrotechnic Distributor and Operator Licensing Act)**

During the prior examination, the Office did not establish a reinstatement fee for licenses which were allowed to lapse as required by the Pyrotechnic Distributor and Operator Licensing Act (225 ILCS 227/50).

During the current examination, the Office established a reinstatement fee for licenses that were allowed to lapse. (Finding Code No. 10-18)

**L.     FINDING       (Noncompliance with the Fire Protection District Act)**

During the prior examination, the Office did not establish rules and regulations for the administration of grants as required by the Fire Protection District Act (70 ILCS 705/1.05).

During the current examination, the Office established rules and regulations as required by the Act. (Finding Code No. 10-19)

**M     FINDING       (Failure to adopt new elevator standards timely)**

During the prior examination, the Office failed to timely adopt new standards as required by the Elevator Safety and Regulations Act (225 ILCS 312/35).

During the current examination, the Office adopted standards as required by the Act. (Finding Code No. 10-20, 08-20)

**N.     FINDING       (Failure to distribute arson fines)**

During the prior examination, the Office failed to timely distribute arson fines received to the required fire departments and fire prevention districts for the purchase of fire suppression or fire investigation equipment based on the Unified Code of Corrections (730 ILCS 5/5-9-1.12).

During the current examination, legislative action was taken to remove the requirements to distribute the fines. (Finding Code No. 10-22, 08-28, 06-24)

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2012**

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES  
SUMMARY**

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

- **Fiscal Schedules and Analysis:**
  - Schedule of Appropriations, Expenditures and Lapsed Balances - Fiscal Year 2012
  - Schedule of Appropriations, Expenditures and Lapsed Balances - Fiscal Year 2011
  - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
  - Schedule of Changes in State Property
  - Comparative Schedule of Cash Receipts
  - Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller
  - Analysis of Significant Variations in Expenditures
  - Analysis of Significant Variations in Receipts
  - Analysis of Significant Lapse Period Spending
  - Analysis of Accounts Receivable
  
- **Analysis of Operations (Not Examined):**
  - Agency Functions and Planning Program (Not Examined)
  - Average Number of Employees (Not Examined)
  - Service Efforts and Accomplishments (Not Examined)

The accountants' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2012 and June 30, 2011 in Schedules 1 through 10. However, the accountants do not express an opinion on the supplementary information. The accountants' report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Year Ended June 30, 2012**

| P.A. 97-0064   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Approximate<br>Lapse Period<br>Expenditures<br>July 1 to<br>August 31 | Approximate<br>Total<br>Expenditures<br>14 Months Ended<br>August 31 | Approximate<br>Balances<br>Lapsed<br>August 31 |
|--|---|------------------------------------|---|--|--|
| <b>Fire Prevention Fund - Fund 047</b>                   |   |                                    |   |  |  |
| <b>Division 01</b>                                       |   |                                    |   |  |  |
| Personal Services  | \$ 9,045,000                            | \$ 8,332,710                       | \$ 637,114  | \$ 8,969,824   | \$ 75,176                                      |
| State Contribution to State Employees' Retirement System | 3,092,500                               | 2,846,849                          | 218,128   | 3,064,977  | 27,523   |
| State Contributions to Social Security                   | 609,600                                 | 519,797                            | 40,111  | 559,908  | 49,692   |
| Group Insurance  | 1,890,800                               | 1,807,314                          | 83,258  | 1,890,572  | 228  |
| Contractual Services                                     | 958,000                                 | 732,876                            | 212,761   | 945,637  | 12,363   |
| Travel   | 72,900                                  | 49,473                             | 21,865  | 71,338   | 1,562  |
| Commodities  | 41,800                                  | 30,012                             | 11,503  | 41,515   | 285  |
| Printing   | 19,700                                  | 15,733                             | 1,771   | 17,504   | 2,196  |
| Equipment  | 201,000                                 | 106,249                            | 94,332  | 200,581  | 419  |
| Electronic Data Processing                               | 844,900                                 | 507,543                            | 282,178   | 789,721  | 55,179   |
| Telecommunications                                       | 148,000                                 | 107,945                            | 19,652  | 127,597  | 20,403   |
| Operation of Automotive Equipment                        | 302,200                                 | 233,215                            | 68,934  | 302,149  | 51   |
| Refunds  | 6,800                                   | 5,970                              | -   | 5,970  | 830  |
| Fire Prevention Training                                 | 25,000                                  | 6,882                              | 6,645   | 13,527   | 11,473   |
| Fire Prevention Awareness Program                        | -                                       | -                                  | -   | -  | -  |
| Arson Education & Seminars                               | -                                       | -                                  | -   | -  | -  |
| New Fire Chiefs Training                                 | 175,000                                 | 145,114                            | 8,574   | 153,688  | 21,312   |
| Development of New Fire Districts                        | 1,000                                   | -                                  | -   | -  | 1,000  |
| Life Safety Code Program                                 | -                                       | -                                  | -   | -  | -  |
| Risk Watch/Remember When Program                         | 10,000                                  | 98                                 | 879   | 977  | 9,023  |
| Chicago Fire Department Training Program                 | 2,220,800                               | 1,110,400                          | 1,110,400   | 2,220,800  | -  |
| Participants in the State Training Programs              | 950,000                                 | 950,000                            | -   | 950,000  | -  |
| Regional Training Grants                                 | 555,200                                 | -                                  | -   | -  | 555,200  |
| Payments in Accordance with Public Act 93-0169           | 1,000                                   | -                                  | -   | -  | 1,000  |
| ILEAS/MABAS Administration                               | 125,000                                 | 100,829                            | 24,171  | 125,000  | -  |
| Nite Grant Program                                       | -                                       | -                                  | -   | -  | -  |
|  | <u>21,296,200</u>                       | <u>17,609,009</u>                  | <u>2,842,276</u>  | <u>20,451,285</u>  | <u>844,915</u>                                 |
| <b>Division 89</b>                                       |   |                                    |   |  |  |
| Public Safety Shared Services Center                     | <u>\$ 680,900</u>                       | <u>\$ 676,334</u>                  | <u>\$ -</u>   | <u>\$ 676,334</u>  | <u>\$ 4,566</u>                                |
| <b>Total Fire Prevention Fund</b>                        | <u>\$ 21,977,100</u>                    | <u>\$ 18,285,343</u>               | <u>\$ 2,842,276</u>   | <u>\$ 21,127,619</u>   | <u>\$ 849,481</u>                              |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor. Approximate lapse period expenditures do not include interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Year Ended June 30, 2012

| P.A. 97-0064   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Approximate<br>Lapse Period<br>Expenditures<br>July 1 to<br>August 31 | Approximate<br>Total<br>Expenditures<br>14 Months Ended<br>August 31 | Approximate<br>Balances<br>Lapsed<br>August 31 |
|--|---|------------------------------------|---|--|--|
| <b>Underground Storage Tank Fund - Fund 072</b>          |   |                                    |   |  |  |
| <b>Division 01</b>                                       |   |                                    |   |  |  |
| Personal Services  | \$ 1,493,900                            | \$ 1,194,924                       | \$ 36,176   | \$ 1,231,100   | \$ 262,800                                     |
| State Contribution to State Employees' Retirement System | 510,800                                 | 399,307                            | -   | 399,307  | 111,493  |
| State Contributions to Social Security                   | 114,300                                 | 94,137                             | -   | 94,137   | 20,163   |
| Group Insurance  | 315,000                                 | 312,045                            | 1,874   | 313,919  | 1,081  |
| Contractual Services                                     | 214,700                                 | 101,167                            | 54,026  | 155,193  | 59,507   |
| Travel   | 10,500                                  | 113                                | 360   | 473  | 10,027   |
| Commodities  | 8,200                                   | 3,445                              | 3,600   | 7,045  | 1,155  |
| Printing   | 1,000                                   | -                                  | -   | -  | 1,000  |
| Equipment  | 60,200                                  | -                                  | 49,543  | 49,543   | 10,657   |
| Electronic Data Processing                               | 20,600                                  | 15,952                             | 4,648   | 20,600   | -  |
| Telecommunications                                       | 26,100                                  | 6,786                              | 286   | 7,072  | 19,028   |
| Operation of Automotive Equipment                        | 83,600                                  | 73,289                             | 10,311  | 83,600   | -  |
| Refunds  | 8,000                                   | 379                                | -   | 379  | 7,621  |
| State's Underground Storage Program                      | 550,000                                 | 412,500                            | 137,500   | 550,000  | -  |
| Total Underground Storage Tank Fund                      | <u>\$ 3,416,900</u>                     | <u>\$ 2,614,044</u>                | <u>\$ 298,324</u>   | <u>\$ 2,912,368</u>  | <u>\$ 504,532</u>                              |
| <b>Cigarette Fire Safety Standard Fund - Fund 494</b>    |   |                                    |   |  |  |
| <b>Division 01</b>                                       |   |                                    |   |  |  |
| Fire Safety and Prevention Program                       | \$ -                                    | \$ -                               | \$ -  | \$ -   | \$ -   |
| Total Cigarette Fire Safety Standard Fund                | <u>\$ -</u>                             | <u>\$ -</u>                        | <u>\$ -</u>   | <u>\$ -</u>  | <u>\$ -</u>                                    |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor. Approximate lapse period expenditures do not include interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

**STATE OF ILLINOIS**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
**For the Fiscal Year Ended June 30, 2012**

| P.A. 97-0064   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Approximate<br>Lapse Period<br>Expenditures<br>July 1 to<br>August 31 | Approximate<br>Total<br>Expenditures<br>14 Months Ended<br>August 31 | Approximate<br>Balances<br>Lapsed<br>August 31 |
|--|---|------------------------------------|---|--|--|
| <b>Illinois Firefighters' Memorial Fund - Fund 510</b>                     |   |                                    |   |  |  |
| <b>Division 01</b>   |   |                                    |   |  |  |
| Firefighters' Memorial   | \$ 200,000                              | \$ 6,011                           | \$ 80,373   | \$ 86,384  | \$ 113,616                                     |
| Total Illinois Firefighters' Memorial Fund                                 | <u>\$ 200,000</u>                       | <u>\$ 6,011</u>                    | <u>\$ 80,373</u>  | <u>\$ 86,384</u>   | <u>\$ 113,616</u>                              |
| <b>Fire Prevention Division Fund - Fund 580</b>                            |   |                                    |   |  |  |
| <b>Division 01</b>   |   |                                    |   |  |  |
| U.S. Resource Conservation and Recovery Act Underground<br>Storage Program | \$ 1,787,000                            | \$ 621,714                         | \$ 115,586  | \$ 737,300   | \$ 1,049,700                                   |
| Smoke Detectors for the Deaf and Hard of Hearing                           | 300,000                                 | -                                  | -   | -  | 300,000  |
| Total Fire Prevention Division Fund  | <u>\$ 2,087,000</u>                     | <u>\$ 621,714</u>                  | <u>\$ 115,586</u>   | <u>\$ 737,300</u>  | <u>\$ 1,349,700</u>                            |
| <b>Total Fiscal Year 2012</b>  | <u>\$ 27,681,000</u>                    | <u>\$ 21,527,112</u>               | <u>\$ 3,336,559</u>   | <u>\$ 24,863,671</u>   | <u>\$ 2,817,329</u>                            |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor. Approximate lapse period expenditures do not include interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Year Ended June 30, 2011**

| P.A. 96-0956   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Lapse Period<br>Expenditures<br>July 1 to<br>December 31 | Total<br>Expenditures<br>18 Months Ended<br>December 31 | Balances<br>Lapsed<br>December 31 |
|--|---|------------------------------------|--|---|-----------------------------------|
| <b>Fire Prevention Fund - Fund 047</b>                   |   |                                    |  |   |                                   |
| <b>Division 01</b>                                       |   |                                    |  |   |                                   |
| Personal Services  | \$ 8,206,100                            | \$ 7,456,334                       | \$ 364,232   | \$ 7,820,566  | \$ 385,534                        |
| State Contribution to State Employees' Retirement System | 2,482,600                               | 2,189,194                          | 494  | 2,189,688   | 292,912                           |
| State Contributions to Social Security                   | 511,400                                 | 457,454                            | 22,137   | 479,591   | 31,809                            |
| Group Insurance  | 1,562,000                               | 1,494,475                          | 66,446   | 1,560,921   | 1,079                             |
| Contractual Services                                     | 1,062,500                               | 933,692                            | 22,674   | 956,366   | 106,134                           |
| Travel   | 107,900                                 | 50,893                             | 5,955  | 56,848  | 51,052                            |
| Commodities  | 62,600                                  | 56,568                             | 3,613  | 60,181  | 2,419                             |
| Printing   | 23,700                                  | 14,752                             | 481  | 15,233  | 8,467                             |
| Equipment  | 55,500                                  | 8,344                              | 9,945  | 18,289  | 37,211                            |
| Electronic Data Processing                               | 1,030,900                               | 674,274                            | 102,234  | 776,508   | 254,392                           |
| Telecommunications                                       | 251,000                                 | 128,065                            | 18,195   | 146,260   | 104,740                           |
| Operation of Automotive Equipment                        | 260,200                                 | 225,748                            | 30,775   | 256,523   | 3,677                             |
| Refunds  | 6,800                                   | 4,900                              | 1,335  | 6,235   | 565                               |
| Fire Prevention Training                                 | 66,000                                  | 2,097                              | 80   | 2,177   | 63,823                            |
| Fire Prevention Awareness Program                        | 80,000                                  | 22,959                             | 2,333  | 25,292  | 54,708                            |
| Arson Education & Seminars                               | 42,000                                  | 1,110                              | 140  | 1,250   | 40,750                            |
| New Fire Chiefs Training                                 | 55,000                                  | 32,193                             | -  | 32,193  | 22,807                            |
| Development of New Fire Districts                        | 1,000                                   | -                                  | -  | -   | 1,000                             |
| Life Safety Code Program                                 | 20,000                                  | 4,500                              | 1,665  | 6,165   | 13,835                            |
| Risk Watch/Remember When Program                         | 30,000                                  | -                                  | 3,579  | 3,579   | 26,421                            |
| Chicago Fire Department Training Program                 | 2,131,900                               | 1,598,925                          | 532,975  | 2,131,900   | -                                 |
| Participants in the State Training Programs              | 950,000                                 | 950,000                            | -  | 950,000   | -                                 |
| Regional Training Grants                                 | 475,000                                 | 254,976                            | 220,024  | 475,000   | -                                 |
| Payments in Accordance with Public Act 93-0169           | 15,000                                  | -                                  | -  | -   | 15,000                            |
| ILEAS/MABAS Administration                               | 125,000                                 | 125,000                            | -  | 125,000   | -                                 |
| Nite Grant Program                                       | 25,000                                  | -                                  | -  | -   | 25,000                            |
|  | <u>19,639,100</u>                       | <u>16,686,453</u>                  | <u>1,409,312</u>   | <u>18,095,765</u>                                       | <u>1,543,335</u>                  |
| <b>Division 89</b>                                       |   |                                    |  |   |                                   |
| Public Safety Shared Services Center                     | \$ 780,900                              | \$ 666,064                         | \$ 27,917  | \$ 693,981  | \$ 86,919                         |
| <b>Total Fire Prevention Fund</b>                        | <u>\$ 20,420,000</u>                    | <u>\$ 17,352,517</u>               | <u>\$ 1,437,229</u>                                      | <u>\$ 18,789,746</u>                                    | <u>\$ 1,630,254</u>               |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Year Ended June 30, 2011

| P.A. 96-0956   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Lapse Period<br>Expenditures<br>July 1 to<br>December 31 | Total<br>Expenditures<br>18 Months Ended<br>December 31 | Balances<br>Lapsed<br>December 31 |
|--|---|------------------------------------|--|---|-----------------------------------|
| <b>Underground Storage Tank Fund - Fund 072</b>          |   |                                    |  |   |                                   |
| <b>Division 01</b>                                       |   |                                    |  |   |                                   |
| Personal Services  | \$ 1,651,300                            | \$ 1,564,452                       | \$ 38,419  | \$ 1,602,871  | \$ 48,429                         |
| State Contribution to State Employees' Retirement System | 499,600                                 | 463,630                            | (13,041)   | 450,589   | 49,011                            |
| State Contributions to Social Security                   | 126,300                                 | 116,120                            | 3,178  | 119,298   | 7,002                             |
| Group Insurance  | 385,000                                 | 363,594                            | 17,942   | 381,536   | 3,464                             |
| Contractual Services                                     | 334,700                                 | 145,262                            | 68,422   | 213,884   | 121,016                           |
| Travel   | 15,500                                  | 3,601                              | -  | 3,601   | 11,899                            |
| Commodities  | 8,200                                   | -                                  | 553  | 553   | 7,647                             |
| Printing   | 1,000                                   | -                                  | -  | -   | 1,000                             |
| Equipment  | 20,200                                  | -                                  | 2,010  | 2,010   | 18,190                            |
| Electronic Data Processing                               | 20,600                                  | 3,789                              | 1,437  | 5,206   | 15,394                            |
| Telecommunications                                       | 26,100                                  | 16,848                             | 3,311  | 20,159  | 5,941                             |
| Operation of Automotive Equipment                        | 83,600                                  | 70,809                             | 6,321  | 77,130  | 6,470                             |
| Refunds  | 8,000                                   | -                                  | -  | -   | 8,000                             |
| State's Underground Storage Program                      | 550,000                                 | -                                  | 550,000  | 550,000   | -                                 |
| Total Underground Storage Tank Fund                      | <u>\$ 3,730,100</u>                     | <u>\$ 2,748,085</u>                | <u>\$ 678,552</u>  | <u>\$ 3,426,637</u>                                     | <u>\$ 303,463</u>                 |
| <b>Cigarette Fire Safety Standard Fund - Fund 494</b>    |   |                                    |  |   |                                   |
| <b>Division 01</b>                                       |   |                                    |  |   |                                   |
| Fire Safety and Prevention Program                       | <u>\$ 5,000</u>                         | <u>\$ -</u>                        | <u>\$ -</u>  | <u>\$ -</u>   | <u>\$ 5,000</u>                   |
| Total Cigarette Fire Safety Standard Fund                | <u>\$ 5,000</u>                         | <u>\$ -</u>                        | <u>\$ -</u>  | <u>\$ -</u>   | <u>\$ 5,000</u>                   |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Year Ended June 30, 2011

| P.A. 96-0956   | Appropriations<br>(Net of<br>Transfers) | Expenditures<br>Through<br>June 30 | Lapse Period<br>Expenditures<br>July 1 to<br>December 31 | Total<br>Expenditures<br>18 Months Ended<br>December 31 | Balances<br>Lapsed<br>December 31 |
|--|---|------------------------------------|--|---|-----------------------------------|
| <b>Illinois Firefighters' Memorial Fund - Fund 510</b>                     |   |                                    |  |   |                                   |
| <b>Division 01</b>   |   |                                    |  |   |                                   |
| Firefighters' Memorial   | \$ 200,773                              | \$ 772                             | \$ 159,308   | \$ 160,080  | \$ 40,693                         |
| <b>Total Illinois Firefighters' Memorial Fund</b>                          | <b>\$ 200,773</b>                       | <b>\$ 772</b>                      | <b>\$ 159,308</b>  | <b>\$ 160,080</b>                                       | <b>\$ 40,693</b>                  |
| <b>Fire Prevention Division Fund - Fund 580</b>                            |   |                                    |  |   |                                   |
| <b>Division 01</b>   |   |                                    |  |   |                                   |
| U.S. Resource Conservation and Recovery Act Underground<br>Storage Program | \$ 1,787,000                            | \$ 512,436                         | \$ 151,205   | \$ 663,641  | \$ 1,123,359                      |
| Smoke Detectors for the Deaf and Hard of Hearing                           | -                                       | -                                  | -  | -   | -                                 |
| <b>Total Fire Prevention Division Fund</b>                                 | <b>\$ 1,787,000</b>                     | <b>\$ 512,436</b>                  | <b>\$ 151,205</b>  | <b>\$ 663,641</b>                                       | <b>\$ 1,123,359</b>               |
| <b>Total Fiscal Year 2011</b>  | <b>\$ 26,142,873</b>                    | <b>\$ 20,613,810</b>               | <b>\$ 2,426,294</b>                                      | <b>\$ 23,040,104</b>                                    | <b>\$ 3,102,769</b>               |

Note A: Appropriations, expenditures, and lapsed balances were obtained directly from Office records, which have been reconciled to records of the State Comptroller. Expenditure amounts are vouchers approved for payment by the Office and submitted to the State Comptroller for payment to the vendor.

**STATE OF ILLINOIS**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES**  
**For the Fiscal Years Ended June 30,**

|  | <u>2012</u>          | <u>Fiscal Year</u><br><u>2011</u> | <u>2010</u>          |
|--|----------------------|-----------------------------------|----------------------|
|  | P.A. 97-0064         | P.A. 96-0956                      | P.A. 96-0046         |
| <b>Fire Prevention Fund - Fund 047</b>                   |                      |                                   |                      |
| Appropriations (Net After Transfers)                     | \$ 21,977,100        | \$ 20,420,000                     | \$ 22,610,300        |
| <u>Expenditures</u>                                      |                      |                                   |                      |
| <b>Division 01</b>                                       |                      |                                   |                      |
| Personal Services  | \$ 8,969,824         | \$ 7,820,566                      | \$ 7,026,311         |
| State Contribution to State Employees' Retirement System | 3,064,977            | 2,189,688                         | 1,995,807            |
| State Contributions to Social Security                   | 559,908              | 479,591                           | 415,628              |
| Group Insurance  | 1,890,572            | 1,560,921                         | 1,397,261            |
| Contractual Services                                     | 945,637              | 956,366                           | 1,016,532            |
| Travel   | 71,338               | 56,848                            | 64,359               |
| Commodities  | 41,515               | 60,181                            | 54,897               |
| Printing   | 17,504               | 15,233                            | 19,461               |
| Equipment  | 200,581              | 18,289                            | 24,365               |
| Electronic Data Processing                               | 789,721              | 776,508                           | 814,080              |
| Telecommunications                                       | 127,597              | 146,260                           | 193,996              |
| Operation of Automotive Equipment                        | 302,149              | 256,523                           | 220,712              |
| Refunds  | 5,970                | 6,235                             | 4,085                |
| Fire Prevention Training                                 | 13,527               | 2,177                             | 1,166                |
| Fire Prevention Awareness Program                        | -                    | 25,292                            | 38,311               |
| Arson Education & Seminars                               | -                    | 1,250                             | 4,381                |
| New Fire Chiefs Training                                 | 153,688              | 32,193                            | 30,378               |
| Elevator Safety and Regulations Act                      | -                    | -                                 | 469,960              |
| Development of New Fire Districts                        | -                    | -                                 | -                    |
| Life Safety Code Program                                 | -                    | 6,165                             | 6,120                |
| Risk Watch/Remember When Program                         | 977                  | 3,579                             | 1,865                |
| Chicago Fire Department Training Program                 | 2,220,800            | 2,131,900                         | 1,950,300            |
| Participants in the State Training Programs              | 950,000              | 950,000                           | 474,876              |
| Regional Training Grants                                 | -                    | 475,000                           | 475,000              |
| Payments in Accordance with Public Act 93-0169           | -                    | -                                 | 900                  |
| ILEAS/MABAS Administration                               | 125,000              | 125,000                           | 125,000              |
| Nite Grant Program                                       | -                    | -                                 | -                    |
|  | <u>20,451,285</u>    | <u>18,095,765</u>                 | <u>16,825,751</u>    |
| <b>Division 89</b>                                       |                      |                                   |                      |
| Public Safety Shared Services Center                     | \$ 676,334           | \$ 693,981                        | \$ 557,025           |
| <b>Total Expenditures</b>                                | <u>\$ 21,127,619</u> | <u>\$ 18,789,746</u>              | <u>\$ 17,382,776</u> |
| <b>Lapsed Balances</b>                                   | <u>\$ 849,481</u>    | <u>\$ 1,630,254</u>               | <u>\$ 5,227,524</u>  |

Note: Fiscal Year 2012 and Fiscal Year 2010 expenditures and related lapsed balances do not reflect any interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Years Ended June 30,

|  | <u>2012</u>         | <u>Fiscal Year</u><br><u>2011</u> | <u>2010</u>         |
|--|---------------------|-----------------------------------|---------------------|
|  | P.A. 97-0064        | P.A. 96-0956                      | P.A. 96-0046        |
| <b>Underground Storage Tank Fund - Fund 072</b>          |                     |                                   |                     |
| Appropriations (Net After Transfers)                     | \$ 3,416,900        | \$ 3,730,100                      | \$ 4,100,500        |
| <u>Expenditures</u>                                      |                     |                                   |                     |
| <b>Division 01</b>                                       |                     |                                   |                     |
| Personal Services  | \$ 1,231,100        | \$ 1,602,871                      | \$ 1,264,824        |
| State Contribution to State Employees' Retirement System | 399,307             | 450,589                           | 359,331             |
| State Contributions to Social Security                   | 94,137              | 119,298                           | 93,656              |
| Group Insurance  | 313,919             | 381,536                           | 274,385             |
| Contractual Services                                     | 155,193             | 213,684                           | 89,627              |
| Travel   | 473                 | 3,601                             | 3,144               |
| Commodities  | 7,045               | 553                               | 6,366               |
| Printing   | -                   | -                                 | -                   |
| Equipment  | 49,543              | 2,010                             | 308                 |
| Electronic Data Processing                               | 20,600              | 5,206                             | 7,081               |
| Telecommunications                                       | 7,072               | 20,159                            | 21,812              |
| Operation of Automotive Equipment                        | 83,600              | 77,130                            | 68,191              |
| Refunds  | 379                 | -                                 | 53,792              |
| State's Underground Storage Program                      | 550,000             | 550,000                           | 550,000             |
| <b>Total Expenditures</b>                                | <b>\$ 2,912,368</b> | <b>\$ 3,426,637</b>               | <b>\$ 2,792,517</b> |
| Lapsed Balances  | \$ 504,532          | \$ 303,463                        | \$ 1,307,983        |
| <b>Emergency Response Reimbursement Fund - Fund 114</b>  |                     |                                   |                     |
| Appropriations (Net After Transfers)                     | \$ -                | \$ -                              | \$ 5,000            |
| <u>Expenditures</u>                                      |                     |                                   |                     |
| <b>Division 01</b>                                       |                     |                                   |                     |
| Hazardous Material Emergency Response Reimbursement      | \$ -                | \$ -                              | \$ -                |
| <b>Total Expenditures</b>                                | <b>\$ -</b>         | <b>\$ -</b>                       | <b>\$ -</b>         |
| Lapsed Balances  | \$ -                | \$ -                              | \$ 5,000            |
| <b>Cigarette Fire Safety Standard Fund - Fund 494</b>    |                     |                                   |                     |
| Appropriations (Net After Transfers)                     | \$ -                | \$ 5,000                          | \$ 5,000            |
| <u>Expenditures</u>                                      |                     |                                   |                     |
| <b>Division 01</b>                                       |                     |                                   |                     |
| Fire Safety and Prevention Program                       | \$ -                | \$ -                              | \$ -                |
| <b>Total Expenditures</b>                                | <b>\$ -</b>         | <b>\$ -</b>                       | <b>\$ -</b>         |
| Lapsed Balances  | \$ -                | \$ 5,000                          | \$ 5,000            |

Note: Fiscal Year 2012 and Fiscal Year 2010 expenditures and related lapsed balances do not reflect any interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES  
For the Fiscal Years Ended June 30,

|  | <u>2012</u>   | <u>Fiscal Year</u><br><u>2011</u> | <u>2010</u>   |
|--|---------------|-----------------------------------|---------------|
|  | P.A. 97-0064  | P.A. 96-0956                      | P.A. 96-0046  |
| <b>Illinois Firefighters' Memorial Fund - Fund 510</b>                     |               |                                   |               |
| Appropriations (Net After Transfers)                                       | \$ 200,000    | \$ 200,773                        | \$ 185,000    |
| <u>Expenditures</u>  |               |                                   |               |
| Division 01  |               |                                   |               |
| Firefighters' Memorial   | \$ 86,384     | \$ 160,080                        | \$ 121,067    |
| Total Expenditures   | \$ 86,384     | \$ 160,080                        | \$ 121,067    |
| Lapsed Balances  | \$ 113,616    | \$ 40,693                         | \$ 63,933     |
| <b>Fire Service and Small Equipment Fund - Fund 518</b>                    |               |                                   |               |
| Appropriations (Net After Transfers)                                       | \$ -          | \$ -                              | \$ 2,000,000  |
| <u>Expenditures</u>  |               |                                   |               |
| Division 01  |               |                                   |               |
| Small Equipment Grants   | \$ -          | \$ -                              | \$ 1,994,147  |
| Total Expenditures   | \$ -          | \$ -                              | \$ 1,994,147  |
| Lapsed Balances  | \$ -          | \$ -                              | \$ 5,853      |
| <b>Fire Prevention Division Fund - Fund 580</b>                            |               |                                   |               |
| Appropriations (Net After Transfers)                                       | \$ 2,087,000  | \$ 1,787,000                      | \$ 1,787,500  |
| <u>Expenditures</u>  |               |                                   |               |
| Division 01  |               |                                   |               |
| U.S. Resource Conservation and Recovery Act Underground<br>Storage Program | \$ 737,300    | \$ 663,641                        | \$ 832,750    |
| Smoke Detectors for the Deaf and Hard of Hearing                           | -             | -                                 | -             |
| Total Expenditures   | \$ 737,300    | \$ 663,641                        | \$ 832,750    |
| Lapsed Balances  | \$ 1,349,700  | \$ 1,123,359                      | \$ 954,750    |
| <b>Grand Total - All Funds</b>   |               |                                   |               |
| Appropriations (Net After Transfers)                                       | \$ 27,681,000 | \$ 26,142,873                     | \$ 30,693,300 |
| Total Expenditures   | \$ 24,863,671 | \$ 23,040,104                     | \$ 23,123,257 |
| Lapsed Balances  | \$ 2,817,329  | \$ 3,102,769                      | \$ 7,570,043  |
| <b>Salaries from the Comptroller's Executive Salary Appropriation</b>      |               |                                   |               |
| For the State Fire Marshal   | \$ 115,613    | \$ 115,613                        | \$ 76,626     |
| Total Expenditures from the Comptroller's Executive Salaries Appropriation | \$ 115,613    | \$ 115,613                        | \$ 76,626     |

Note: Fiscal Year 2012 and Fiscal Year 2010 expenditures and related lapsed balances do not reflect any interest payments approved for payment by the Office and submitted to the Comptroller for payment after August.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SCHEDULE OF CHANGES IN STATE PROPERTY  
For the Fiscal Years Ended June 30,**

|                            | <u>2012</u>         | <u>2011</u>         |
|----------------------------|---------------------|---------------------|
| Beginning Balance, July 1, | \$ 6,038,591        | \$ 6,078,195        |
| Additions                  | 194,276             | 59,863              |
| Deletions                  | (108,641)           | (110,993)           |
| Net Transfers              | <u>(276,767)</u>    | <u>11,726</u>       |
| Ending Balance, June 30,   | <u>\$ 5,847,459</u> | <u>\$ 6,038,591</u> |

Note: The above schedule has been derived from property records of the Office and year end property balances have been reconciled in all material respects to reports submitted to the Office of the Comptroller. However, we noted certain errors in Office property records (see Finding Code 12-2).

**STATE OF ILLINOIS**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**COMPARATIVE SCHEDULE OF CASH RECEIPTS**  
**For the Fiscal Years Ended June 30,**

| <b>General Revenue Fund - Fund 001</b>                  | <b><u>2012</u></b>         | <b><u>2011</u></b>         | <b><u>2010</u></b>         |
|---|----------------------------|----------------------------|----------------------------|
| Boiler Receipts   | \$ 1,468,129               | \$ 1,563,234               | \$ 1,542,916               |
| <b>Total - General Revenue Fund</b>                     | <b><u>\$ 1,468,129</u></b> | <b><u>\$ 1,563,234</u></b> | <b><u>\$ 1,542,916</u></b> |
| <br>  |                            |                            |                            |
| <b>Fire Prevention Fund - Fund 047</b>                  |                            |                            |                            |
| Underground Storage Tank Permit Fees                    | \$ 420,600                 | \$ 351,750                 | \$ 479,600                 |
| Boiler Receipts   | 2,344,259                  | 2,360,100                  | 2,339,419                  |
| Sprinkler Contractor License Fees                       | 107,150                    | 250,950                    | 93,250                     |
| Fuel Hauler Fees  | 2,700                      | 3,500                      | 8,200                      |
| Fire Equipment Fees                                     | 83,343                     | 71,240                     | 83,430                     |
| Elevator Safety   | 1,111,060                  | 1,200,188                  | 1,069,080                  |
| Reimbursement/Jury Duty & Recoveries                    | -                          | -                          | 1,598                      |
| Other State Agencies                                    | 10,000                     | 10,000                     | 60,000                     |
| State Certification Exam Fees                           | 28,100                     | 25,400                     | 24,400                     |
| Pyrotechnic Distributor & Operator License Fees         | 44,000                     | 16,400                     | 41,435                     |
| Copy Fees (FOIA)  | 741                        | 2,286                      | 4,992                      |
| IEMA-FEMA   | 6,320                      | -                          | -                          |
| Elevator Safety Review Fines                            | -                          | 15,000                     | 3,000                      |
| Expert Witness Fees                                     | 980                        | 1,056                      | 698                        |
| Returned Checks   | -                          | -                          | 2,128                      |
| Error Correction  | -                          | -                          | (4,081)                    |
| Prior Year Refunds                                      | 65                         | 9,268                      | -                          |
| <b>Total - Fire Prevention Fund</b>                     | <b><u>\$ 4,159,318</u></b> | <b><u>\$ 4,317,138</u></b> | <b><u>\$ 4,207,149</u></b> |
| <br>  |                            |                            |                            |
| <b>Underground Storage Tank Fund - Fund 072</b>         |                            |                            |                            |
| Tank Registration                                       | \$ 63,600                  | \$ 52,700                  | \$ 46,800                  |
| Subpoena Fees   | 24                         | 65                         | 25                         |
| Fines & Penalties                                       | 47,750                     | -                          | 108,842                    |
| Reimbursement/Jury Duty & Recoveries                    | -                          | 17                         | 20                         |
| <b>Total - Underground Storage Tank Fund</b>            | <b><u>\$ 111,374</u></b>   | <b><u>\$ 52,782</u></b>    | <b><u>\$ 155,687</u></b>   |
| <br>  |                            |                            |                            |
| <b>Fire Service and Small Equipment Fund - Fund 518</b> |                            |                            |                            |
| Prior Year Refunds                                      | \$ 5,021                   | \$ 4,087                   | \$ -                       |
| <b>Total - Fire Service and Small Equipment Fund</b>    | <b><u>\$ 5,021</u></b>     | <b><u>\$ 4,087</u></b>     | <b><u>\$ -</u></b>         |
| <br>  |                            |                            |                            |
| <b>Fire Prevention Division Fund - Fund 580</b>         |                            |                            |                            |
| Environmental Protection Agency Grant                   | \$ 956,291                 | \$ 675,000                 | \$ 900,000                 |
| <b>Total - Fire Prevention Division Fund</b>            | <b><u>\$ 956,291</u></b>   | <b><u>\$ 675,000</u></b>   | <b><u>\$ 900,000</u></b>   |
| <br>  |                            |                            |                            |
| <b>Grant Total - All Funds</b>                          | <b><u>\$ 6,700,133</u></b> | <b><u>\$ 6,612,241</u></b> | <b><u>\$ 6,805,752</u></b> |

**STATE OF ILLINOIS**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**RECONCILIATION SCHEDULE OF CASH RECEIPTS**  
**TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**  
**For the Fiscal Years Ended June 30,**

| <b>General Revenue Fund - Fund 001</b>                  | <b>2012</b>         | <b>2011</b>         |
|---|---------------------|---------------------|
| Receipts per Office Records                             | \$ 1,468,129        | \$ 1,563,234        |
| Add: Deposits in Transit, Beginning of Year             | 70,630              | 69,255              |
| Less: Deposits in Transit, End of Year                  | <u>-</u>            | <u>(70,630)</u>     |
| Deposits Recorded by the Comptroller                    | <u>\$ 1,538,759</u> | <u>\$ 1,561,859</u> |
| <br>  |                     |                     |
| <b>Fire Prevention Fund - Fund 047</b>                  |                     |                     |
| Receipts per Office Records                             | \$ 4,159,318        | \$ 4,317,138        |
| Add: Deposits in Transit, Beginning of Year             | 140,785             | 122,204             |
| Less: Deposits in Transit, End of Year                  | <u>(129,157)</u>    | <u>(140,785)</u>    |
| Deposits Recorded by the Comptroller                    | <u>\$ 4,170,946</u> | <u>\$ 4,298,557</u> |
| <br>  |                     |                     |
| <b>Underground Storage Tank Fund - Fund 072</b>         |                     |                     |
| Receipts per Office Records                             | \$ 111,374          | \$ 52,782           |
| Add: Deposits in Transit, Beginning of Year             | 3,000               | -                   |
| Less: Deposits in Transit, End of Year                  | <u>(17,300)</u>     | <u>(3,000)</u>      |
| Deposits Recorded by the Comptroller                    | <u>\$ 97,074</u>    | <u>\$ 49,782</u>    |
| <br>  |                     |                     |
| <b>Fire Service and Small Equipment Fund - Fund 518</b> |                     |                     |
| Receipts per Office Records                             | \$ 5,021            | \$ 4,087            |
| Add: Deposits in Transit, Beginning of Year             | -                   | -                   |
| Less: Deposits in Transit, End of Year                  | <u>-</u>            | <u>-</u>            |
| Deposits Recorded by the Comptroller                    | <u>\$ 5,021</u>     | <u>\$ 4,087</u>     |
| <br>  |                     |                     |
| <b>Fire Prevention Division Fund - Fund 580</b>         |                     |                     |
| Receipts per Office Records                             | \$ 956,291          | \$ 675,000          |
| Add: Deposits in Transit, Beginning of Year             | -                   | -                   |
| Less: Deposits in Transit, End of Year                  | <u>-</u>            | <u>-</u>            |
| Deposits Recorded by the Comptroller                    | <u>\$ 956,291</u>   | <u>\$ 675,000</u>   |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2012**

Significant variances in expenditures were determined to be changes of \$30,000 and at least 20% between fiscal years, and are explained below:

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS  
2012 AND 2011**

**Fire Prevention Fund - 047**  
**Division 01**

State Contribution to State Employees' Retirement System - State Contributions to State Employees' Retirement System costs increased during Fiscal Year 2012 due to the required contribution percentage increasing from 30.253% in Fiscal Year 2011 to 34.190% in Fiscal Year 2012.

Group Insurance - Group insurance costs increased during Fiscal Year 2012 due to the budgeted group insurance rate increasing from \$11,600 per person in Fiscal Year 2011 to \$15,000 per person in Fiscal Year 2012.

Equipment - Equipment costs increased during Fiscal Year 2012 due to purchases of automobiles during the year.

New Fire Chiefs Training - New Fire Chiefs Training costs increased due to additional trainings held and this line covering partial costs of salaries, benefits, and travel.

Regional Training Grants - There were no Regional Training Grant expenditures in Fiscal Year 2012 due to a direct appropriation being made to the University of Illinois for these expenditures and the Office not receiving an appropriation in Fiscal Year 2012.

**Underground Storage Tank Fund - 072**  
**Division 01**

Personal Services - Personal services costs decreased due to less people being paid from this fund in Fiscal Year 2012.

Contractual Services - Contractual services costs decreased due to facility rent payments not being charged to this fund in Fiscal Year 2012.

Equipment - Equipment costs increased during Fiscal Year 2012 due to purchases of automobiles during the year.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2012

Significant variances in expenditures were determined to be changes of \$30,000 and at least 20% between fiscal years, and are explained below:

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2011 AND 2010**

**Fire Prevention Fund - 047**

**Division 01**

Telecommunications - Telecommunications costs decreased in Fiscal Year 2011 due to decreased usage in Fiscal Year 2011.

Participants in State Training Programs - Participants in State Training Programs costs increased in Fiscal Year 2011 due to an increased appropriation, so the Office was able to reimburse a larger percentage of training expenditures to local fire departments.

Elevator Safety and Regulations Act - Elevator Safety and Regulations Act costs decreased in Fiscal Year 2011 due to no appropriation being made for this line item.

**Underground Storage Tank Fund - 072**

**Division 01**

Personal Services - Personal services costs increased in Fiscal Year 2011 due to more people being paid from this fund in Fiscal Year 2011.

State Contribution to State Employees' Retirement System - State Contributions to State Employees' Retirement System costs increased during Fiscal Year 2011 due to more people being paid from this fund in Fiscal Year 2011.

Group Insurance - Group insurance costs increased during Fiscal Year 2011 due to more people being paid from this fund in Fiscal Year 2011.

Contractual Services - Contractual services costs increased due to facility rent payments being charged to this fund in Fiscal Year 2011.

Refunds - Refunds costs decreased in Fiscal Year 2011 due to no authority to issue refunds in Fiscal Year 2011.

**Illinois Firefighters' Memorial Fund - 510**

**Division 01**

Firefighters' Memorial - Firefighters' Memorial costs increased in Fiscal Year 2011 due to increased tuition payments made for scholarship recipients.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2012

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS  
2011 AND 2010 (CONTINUED)**

**Fire Service and Small Equipment Fund - 518**  
**Division 01**

Small Equipment Grants - Small Equipment Grants costs decreased in Fiscal Year 2011 due to no cash available to fund the grants in Fiscal Year 2011.

**Fire Prevention Division Fund - 580**  
**Division 01**

U.S. Resource Conservation and Recovery Act Underground Storage Tank Program - U.S. Resource Conservation and Recovery Act Underground Storage Tank Program costs decreased in Fiscal Year 2011 due to a reduction in federal funds being made available in Fiscal Year 2011. The agency used the funds made available for personnel and related costs in Fiscal Year 2011.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS  
For the Two Years Ended June 30, 2012**

Significant variances in receipts were determined to be changes of \$30,000 and at least 20% between fiscal years, and are explained below:

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2012 AND 2011**

**Fire Prevention Fund - 047**

Sprinkler Contractor License Fees - Sprinkler Contractor License Fees decreased during Fiscal Year 2012 due to the biennial licensing cycle. The majority of the licensees have expiration dates and are due for renewal during odd fiscal years.

**Underground Storage Tank Fund - 072**

Fines and Penalties - Fines and penalties increased during Fiscal Year 2012 due to more fines and penalties being assessed and collected during the year. This increase can be attributed to an increase in contract attorneys addressing outstanding enforcement actions and initiating new enforcement actions.

**Fire Prevention Division Fund - 580**

Environmental Protection Agency Grant - The Office received an increased federal grant from the U.S. Environmental Protection Agency (EPA) during Fiscal Year 2012 to help offset costs incurred during the year.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS  
For the Two Years Ended June 30, 2012

Significant variances in receipts were determined to be changes of \$30,000 and at least 20% between fiscal years, and are explained below:

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2011 AND 2010**

**Fire Prevention Fund - 047**

Underground Storage Tank Permits Fees - Permits are not issued on a predictable basis and receipts are received as permits are applied for. In addition, underground storage tanks are driven by construction, development, and economic trends. Also, contamination and compliance with the law are factors. As a result, permit fees collected during Fiscal Year 2011 decreased when compared to Fiscal Year 2010.

Sprinkler Contractor License Fees - Sprinkler Contractor License Fees increased during Fiscal Year 2011 due to the biennial licensing cycle. The majority of the licensees have expiration dates and are due for renewal during odd fiscal years.

Other State Agencies - The Office received a one-time federal grant in the amount of \$50,000 from the Department of Homeland Security via the Illinois Emergency Management Agency during Fiscal Year 2010. This type of funding was not received during Fiscal Year 2011.

**Underground Storage Tank Fund - 072**

Fines and Penalties - Fines and penalties decreased during Fiscal Year 2011 due to less fines and penalties being assessed and collected during the year. This decrease can be attributed to a decrease in contract attorneys addressing outstanding enforcement actions and a decrease in initiating new enforcement actions.

**Fire Prevention Division Fund - 580**

Environmental Protection Agency Grant - The Office received a decreased federal grant from the U.S. Environmental Protection Agency (EPA) during Fiscal Year 2011 to help offset costs incurred during the year.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
For the Two Fiscal Years Ended June 30, 2012**

Lapse period spending exceeding 20% of total fiscal year expenditures and \$20,000 is explained below:

**FISCAL YEAR 2012**

**Fire Prevention Fund - 047**

**Division 01**

Contractual Services - Lapse period spending was for payment of invoices for services performed that were received in lapse period, as well as the purchase of a test bank near the end of the fiscal year for the firefighter testing program.

Travel - Lapse period spending was for payment of travel reimbursements that were received in the lapse period.

Equipment - Lapse period spending was for the purchase of automobiles that occurred during the end of the fiscal year and paid during lapse period.

Electronic Data Processing - Lapse period spending was for payment of invoices for services performed that were received in lapse period, as well as purchase of computers in June that was paid in lapse period.

Refunds - Lapse period spending was for refund requests that were processed during lapse period.

Chicago Fire Department Training Program - Lapse period spending was due to the 3<sup>rd</sup> and 4<sup>th</sup> quarter invoices for reimbursement under the terms of the agreement between the agency and the Chicago Fire Department that were not received until the lapse period.

**Underground Storage Tank Fund - 072**

**Division 01**

Contractual Services - Lapse period spending was for payment of invoices for services performed that were received in lapse period.

Equipment - Lapse period spending was for the purchase of automobiles that occurred during the end of the fiscal year and paid during lapse period.

State's Underground Storage Tank Program - Lapse period spending was due to an invoice for reimbursement under the terms of the agreement between the agency and Chicago that was not received until the lapse period.

**Illinois Firefighters' Memorial - 510**

**Division 01**

Firefighters' Memorial - Lapse period spending was due to an invoice for reimbursement under the terms of the agreement between the agency and the Illinois Firefighter Memorial Foundation that was not received until the lapse period.

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
For the Two Fiscal Years Ended June 30, 2012

**FISCAL YEAR 2011**

**Fire Prevention Fund - 047**  
**Division 01**

Chicago Fire Department Training Program - Lapse period spending was due to the 4<sup>th</sup> quarter invoice for reimbursement under the terms of the agreement between the agency and the Chicago Fire Department that was not received until the lapse period.

Regional Training Grants - Lapse period spending was due to the final invoice for reimbursement from the University of Illinois that was not received until the lapse period.

**Underground Storage Tank Fund - 072**  
**Division 01**

Contractual Services - Lapse period spending was for payment of invoices for services performed that were received in lapse period.

State's Underground Storage Tank Program - Lapse period spending was due to an invoice for reimbursement under the terms of the agreement between the agency and Chicago that was not received until the lapse period.

**Illinois Firefighters' Memorial Fund - 510**  
**Division 01**

Firefighters' Memorial - Lapse period spending was due to an invoice for reimbursement under the terms of the agreement between the agency and the Illinois Firefighter Memorial Foundation that was not received until the lapse period.

**Fire Prevention Division Fund - 580**  
**Division 01**

U.S. Resource Conservation and Recovery Act Underground Storage Program - Lapse period spending was due to invoices for purchase of computers, document management, and underground storage tank system that were received in July.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF ACCOUNTS RECEIVABLE  
For the Fiscal Years Ended June 30,  
(amounts expressed in thousands)**

| <u>General Revenue Fund - 001</u>     | <u>2012</u>   | <u>2011</u> | <u>2010</u> |
|---------------------------------------|---------------|-------------|-------------|
| <u>Age</u>                            |               |             |             |
| Current                               | \$ 113        | \$ -        | \$ -        |
| 1-30 days                             | 22            | -           | -           |
| 31-90 days                            | 10            | -           | -           |
| 91-180 days                           | 7             | -           | -           |
| 181 days to 1 year                    | 14            | -           | -           |
| Over 1 year                           | <u>37</u>     | <u>-</u>    | <u>-</u>    |
| Total                                 | <u>203</u>    | <u>-</u>    | <u>-</u>    |
| Less: Allowance for Doubtful Accounts | <u>-</u>      | <u>-</u>    | <u>-</u>    |
| Net Accounts Receivable               | <u>\$ 203</u> | <u>\$ -</u> | <u>\$ -</u> |

These amounts represent receivables related to fees for boiler and pressure vessel safety inspections performed by the Office.

| <u>Fire Prevention Fund - 047</u>     | <u>2012</u>   | <u>2011</u>   | <u>2010</u>   |
|---------------------------------------|---------------|---------------|---------------|
| <u>Age</u>                            |               |               |               |
| Current                               | \$ 235        | \$ 408        | \$ 425        |
| 1-30 days                             | 38            | 35            | 35            |
| 31-90 days                            | 19            | 49            | 51            |
| 91-180 days                           | 12            | 27            | 36            |
| 181 days to 1 year                    | 27            | 49            | 43            |
| Over 1 year                           | <u>58</u>     | <u>112</u>    | <u>103</u>    |
| Total                                 | <u>389</u>    | <u>680</u>    | <u>693</u>    |
| Less: Allowance for Doubtful Accounts | <u>-</u>      | <u>-</u>      | <u>146</u>    |
| Net Accounts Receivable               | <u>\$ 389</u> | <u>\$ 680</u> | <u>\$ 547</u> |

These amounts represent receivables related to fees for boiler and pressure vessel safety inspections and elevator inspections performed by the Office. The Office invoices the customer for services performed. Past due invoices are sent monthly after 45 days. If payment is not received, customer's certificate is withheld.

Note: The above schedule has been derived from the Office's Quarterly Summary of Accounts Receivable (C-97 and C-98 Reports) submitted to the Office of the Comptroller. However, we noted certain errors in the Office's reporting of accounts receivable (see Finding Code 12-3).

STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF ACCOUNTS RECEIVABLE  
For the Fiscal Years Ended June 30,  
(amounts expressed in thousands)

| <u>Underground Storage Tank Fund - 072</u> | <u>2012</u>   | <u>2011</u>   | <u>2010</u>  |
|--|---------------|---------------|--------------|
| <u>Age</u>                                 |               |               |              |
| Current                                    | \$ 18         | \$ -          | \$ -         |
| 1-30 days                                  | 2             | 2             | 2            |
| 31-90 days                                 | 4             | 10            | 2            |
| 91-180 days                                | 8             | -             | -            |
| 181 days to 1 year                         | 12            | -             | -            |
| Over 1 year                                | <u>516</u>    | <u>315</u>    | <u>30</u>    |
| Total                                      | <u>560</u>    | <u>327</u>    | <u>34</u>    |
| Less: Allowance for Doubtful Accounts      | <u>-</u>      | <u>-</u>      | <u>-</u>     |
| Net Accounts Receivable                    | <u>\$ 560</u> | <u>\$ 327</u> | <u>\$ 34</u> |

These amounts represent receivables related to fees for the registration of underground storage tanks by the Office. The Office invoices the customer for services performed. Past due invoices are sent monthly after 45 days. If payment is not received, customer's certificate is withheld.

Note: The above schedule has been derived from the Office's Quarterly Summary of Accounts Receivable (C-97 and C-98 Reports) submitted to the Office of the Comptroller. However, we noted certain errors in the Office's reporting of accounts receivable (see Finding Code 12-3).

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF OPERATIONS (NOT EXAMINED)  
For the Two Years Ended June 30, 2012**

**AGENCY FUNCTIONS AND PLANNING PROGRAM**

**FUNCTIONS**

The Office of the State Fire Marshal (Office) was created by the State Fire Marshal Act (Public Act 80-147), effective July 21, 1977.

The primary function of the Office is public safety. The Office's mission is to reduce death, injury and property loss of Illinois' citizens from fires, explosions and other hazards. The Office is charged with the enforcement of statutory safety requirements. The Office provides its services through the following operating divisions:

Arson Investigation: The Arson Investigation Division provides fire investigation and law enforcement services to the fire service and federal, state, and local law enforcement agencies throughout the State of Illinois through complete and thorough investigations, evidence collection, and professional expert testimony in court proceedings.

Fire Prevention: The Fire Prevention Division conducts inspections of state-owned/regulated facilities such as correctional facilities, day care homes and centers, state and county fairs, race tracks, permanently moored vessels, and residential facilities. The division licenses Sprinkler Contractors, Fire Equipment Distributors and the Pyrotechnic industry, and is also responsible for plan reviews to ensure compliance with the Life Safety Code to ensure adherence to all regulations.

Boiler and Pressure Vessel Safety: The Boiler and Pressure Vessel Safety Division conducts in-service inspections of pressure equipment to ensure the safety of boilers and pressure vessels used in schools, hospitals, chemical plants, government buildings and businesses throughout the State.

Petroleum and Chemical Safety: The Petroleum and Chemical Safety Division regulates underground storage tanks (USTs) containing petroleum and hazardous substances to protect public health and safety. The Office receives appropriations from the Underground Storage Tank fund for this division's operational expenses.

Personnel Standards and Education: The Personnel Standards and Education Division provides improvements in the levels of education and training for firefighters and professionals in Illinois.

Elevator Safety: The Elevator Safety Division provides public safety of life and limb and to promote public safety awareness.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF OPERATIONS (NOT EXAMINED)  
For the Two Years Ended June 30, 2012**

**AGENCY FUNCTIONS AND PLANNING PROGRAM (CONTINUED)**

**Management Services:** The Management Services Division provides fiscal, data processing and statistical support and includes the accounting and budgeting functions of the Office. Data processing provides word processing support, division database systems support and maintenance of an electronic bulletin board information service among other services. The fire statistics section is responsible for the Office's participation in a uniform National Fire Incident Reporting System.

**PLANNING PROGRAM**

The Office has its own planning program. Short-term goals reflect the objectives of a more current nature to address improvements of deficiencies in programs that can be resolved at the agency level and within budgetary constraints. Some specific short-term goals identified by the Office include:

- Review, update, or develop division policies and procedures.
- Review and refine the State Certification Advisory Committee (SCAC) policies and procedures for streamlining fire fighter certification courses.
- Expansion of on-line license, certification and fee processing.
- Upgrading of data processing systems to permit more efficient processing of permits, regulations, inspections and statistical reports.

The Office's long-range planning is accomplished via collaboration between executive staff and division directors. The committee is charged with developing goals for the Office and plans to attain those goals. The State Fire Marshal and executive staff monitor the goals with assistance from the division directors through monthly reporting. The long-range priorities of the Office have been identified as follows:

- Undertaking a comprehensive review of State statutes and administrative rules governing the Office's divisions and advocate for important updates to better serve the public interest.
- Leading a comprehensive strategic planning process to include an evaluation of the Office's mission and vision, while also integrating a structural reorganization to maximize staffing resources.
- Facilitating the development of a long-range strategic plan to address the evolving needs of the fire service in Illinois.
- Supporting the expansion of regional training for Illinois' firefighters.
- Further developing electronic training and educational resources.
- Upgrading existing State-required codes and standards to more recent editions to better protect the public.
- Expanding the resources available to local fire departments.
- Develop a strategic enforcement plan which provides uniform procedural due process protections to affected individuals and entities who appeal final decisions of the Office of the State Fire Marshal.

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
ANALYSIS OF OPERATIONS (NOT EXAMINED)  
For the Two Years Ended June 30, 2012**

**AVERAGE NUMBER OF EMPLOYEES**

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

| <b><u>Function</u></b>             | <b><u>2012</u></b> | <b><u>2011</u></b> | <b><u>2010</u></b> |
|------------------------------------|--------------------|--------------------|--------------------|
| Administration                     | 28                 | 25                 | 23                 |
| Arson Investigation                | 17                 | 19                 | 20                 |
| Boiler and Pressure Vessel Safety  | 18                 | 21                 | 20                 |
| Elevator Safety                    | 5                  | 6                  | 5                  |
| Fire Marshal (Comptroller payroll) | 1                  | 1                  | 1                  |
| Fire Prevention                    | 22                 | 22                 | 22                 |
| Homeland Security                  | -                  | 1                  | 1                  |
| Personnel Standards and Education  | 9                  | 11                 | 10                 |
| Public Education                   | 1                  | 3                  | 5                  |
| Technical Services                 | 5                  | 6                  | 4                  |
| Underground Storage Tank           | <u>16</u>          | <u>18</u>          | <u>19</u>          |
| Total average full-time employees  | <u>122</u>         | <u>133</u>         | <u>130</u>         |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED)  
For the Fiscal Years Ended June 30,**

**Arson Investigation Division**

Mission Statement: To promote fire investigation and law enforcement services to the citizens of the State of Illinois through complete and thorough investigations, evidence collection and professional expert testimony in court proceedings.

|                              | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|------------------------------|-------------|-------------|-------------|
| Fire Investigations          | 1,066       | 1,107       | 1,213       |
| Canine Investigations        | 283         | 254         | 321         |
| Investigators as of June 30, | 17          | 19          | 20          |

**Boiler and Pressure Vessel Safety Division**

Mission Statement: To regulate the construction, installation, inspection and repair of boilers and pressure vessels to ensure conformity with all adopted safety codes and standards.

|  | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|--|-------------|-------------|-------------|
| Active Boilers and Pressure Vessels<br>Requiring Inspections                     | 99,085      | 97,605      | 97,913      |
| Inspections Performed  | 45,924      | 43,551      | 44,675      |
| Percentage of Boiler and Pressure Vessels that are<br>Past Due for an Inspection | 3.30%       | 0.14%       | 0.25%       |
| Investigators as of June 30,   | 18          | 21          | 20          |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED), CONTINUED  
For the Fiscal Years Ended June 30,**

**Elevator Safety Division**

Mission Statement: To assure that conveyances are correctly and safely installed and operated within the State by regulating the design, installation, construction, operation, inspection, testing, maintenance, and alteration of conveyances.

|  | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|--|-------------|-------------|-------------|
| Conveyance Inspections Performed           | 33,852      | 32,424      | 31,827      |
| Contractor Licenses Issued                 | 31          | 76          | 36          |
| Inspector Licenses Issued                  | 107         | 81          | 146         |
| Mechanic Licenses Issued                   | 330         | 1,242       | 319         |
| Apprentice Licenses Issued                 | 19          | 20          | 39          |
| Inspection Company Licenses Issued         | 21          | 26          | 23          |
| Average number of employees as of June 30, | 5           | 6           | 5           |

**Fire Prevention Division**

Mission Statement: To prevent the loss of life and damage to property through effective enforcement of State fire safety codes.

|   | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|---|-------------|-------------|-------------|
| Fire Prevention Inspections               | 13,078      | 12,202      | 12,765      |
| Fire Prevention Inspectors as of June 30, | 22          | 22          | 22          |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED), CONTINUED  
For the Fiscal Years Ended June 30,**

**Personnel Standards and Education Division**

Mission Statement: To promote and protect the health, safety and welfare of the public and to encourage and aid municipalities, counties and other local governmental agencies by maintaining a high level of training for fire service personnel.

|   | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|---|-------------|-------------|-------------|
| Fire Departments Participating                                    | 985         | 1,039       | 917         |
| Examinations  | 9,257       | 7,676       | 12,608      |
| Certifications  | 13,260      | 12,539      | 11,294      |
| Fire Department Personnel Submitted For<br>Training Reimbursement | 2,194       | 2,871       | 2,007       |
| Average number of employees as of June 30,                        | 9           | 11          | 10          |

**Technical Services Division**

Mission Statement: To ensure an understanding of, and compliance with the State's fire safety and petroleum storage rules by offering plan review, engineering, and continuing education efforts delivered to both Office personnel and the regulated community.

|   | <u>2012</u> | <u>2011</u> | <u>2010</u> |
|---|-------------|-------------|-------------|
| Building, Renovation, Fire Suppression and Detection<br>System Plans Reviewed | 229         | 173         | 224         |
| Applications Reviewed for UST, AST and<br>LPF-Tank Work                       | 796         | 1,833       | 2,197       |
| Applications Reviewed for Service Station Work                                | 52          | 39          | 47          |
| Telephone, Email, and Written Inquiries Handled                               | 11,930      | 11,604      | 11,775      |
| Employee Training Hours Delivered   | 809         | 641         | 2,072       |
| Average number of employees as of June 30,                                    | 5           | 6           | 4           |

**STATE OF ILLINOIS  
OFFICE OF THE STATE FIRE MARSHAL  
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED), CONTINUED  
For the Fiscal Years Ended June 30,**

**Underground Storage Tank (UST) Division**

Mission Statement: To protect against the threat to human safety and contamination of the environment that can occur by the underground storage of petroleum products and other hazardous substances through prevention, education, and enforcement.

|  | <b><u>2012</u></b> | <b><u>2011</u></b> | <b><u>2010</u></b> |
|--|--------------------|--------------------|--------------------|
| Active USTs                                | 21,138             | 21,683             | 22,122             |
| UST Tanks Maintained                       | 115,569            | 115,013            | 114,531            |
| UST Facility Inspections                   | 10,026             | 10,037             | 9,972              |
| Eligibility Applications Received          | 362                | 386                | 313                |
| Self-Service Gasoline Facility Inspections | 3,612              | 3,390              | 3,070              |
| Average number of employees as of June 30, | 16                 | 18                 | 19                 |