

**REPORT DIGEST**

**HUMAN RIGHTS COMMISSION  
FINANCIAL AND COMPLIANCE AUDIT  
(In Accordance with the Single Audit Act of 1984  
and OMB Circular A-128)  
FOR THE TWO YEARS ENDED JUNE 30, 1993**

{Expenditures and Activity Measures are summarized on the reverse page.}

**HUMAN RIGHTS COMMISSION**  
**FINANCIAL AND COMPLIANCE AUDIT**  
**For The Two Years Ended June 30, 1993**

<b>EXPENDITURE STATISTICS</b>	<b>FY 1993</b>	<b>FY 1992</b>	<b>FY 1991</b>
● <b>Total Expenditures</b>	\$1,315,093	\$1,414,143	\$1,188,255
<u>Operations Total</u> % of Total Expenditures	\$1,315,093 100%	\$1,414,143 100%	\$1,188,255 100%
Personal Services % of Operations Expenditures Average No. of Employees	\$745,360 57% 17	\$908,809 64% 27	\$824,398 70% 29
Other Payroll Costs (FICA, Retirement) % of Operations Expenditures	\$129,884 10%	\$126,667 9%	\$98,146 8%
Contractual Services % of Operations Expenditures	\$241,168 18%	\$181,110 13%	\$63,739 5%
All Other Operations Items % of Operations Expenditures	\$198,681 15%	\$197,557 14%	\$201,972 17%
<u>Grants Total</u> (Appropriations) Total Expenditures	\$0 0%	\$0 0%	\$0 0%
● <b>Cost of Property and Equipment</b>	\$ 121,292	\$ 147,440	\$ 129,610

<b>SELECTED ACTIVITY MEASURES</b>	<b>FY 1993</b>	<b>FY 1992</b>	<b>FY 1991</b>
●Caseload	3,195	2,714	2,221
●Cases per Administrative Law Judge (ALJ)	331	174	108
●Number of ALJs	7.5	12	14
●Total Receipts (SLIAG Fund)	\$ 445,881	\$ 206,167	\$ 0

<b>AGENCY DIRECTOR(S)</b>
During Audit Period: David Strauss (Effective 7/1/91 through 12/23/91) Currently: Gail M. Bradshaw (Effective 1/21/92)

## **FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS**

### **NONCOMPLIANCE WITH THE ILLINOIS HUMAN RIGHTS ACT**

Commission management did not publish its decisions in a timely manner as required by statute. The decisions were published approximately three years after the written decision was rendered.

The Illinois Rights Act (775 ILCS 5/8-110) requires the Commission to publish its decisions within 120 days of the completion of service of the written decision on the parties.

We recommended that Commission management comply with the statute in order to assure a consistent source of legal precedent or seek a legislative change to their statute if the 120 day requirement is not sufficient time to meet the goals of the Commission. (Finding 1, page 9)

The Commission partially concurs with our recommendation. Commission management states no funding was ever given to the Commission to publish its decisions, but that the Commission has persuaded a publisher to print the decisions at no cost to the State. The 120 day limit has not been met because of these circumstances.

### **LACK OF INTERNAL CONTROLS OVER PROPERTY AND EQUIPMENT**

Commission management did not maintain adequate internal controls over property and equipment. We noted deficiencies of: (1) failing to prepare and submit a property listing as required by the Illinois Administrative Code, (2) incorrect tag numbers listed, items not included on the property listing, an equipment item incorrectly charged to the wrong appropriation, and several items not tagged with an identification number, (3) not filing the annual certification of inventory to DCMS as required, and (4) reports of fixed assets not being filed timely with the Comptroller's office.

The Illinois Administrative Code and the Comptroller's Uniform Statewide Accounting System provides the requirements for preparing and submitting reports and information regarding an agency's equipment and inventory.

We recommended that Commission management improve internal controls over property and equipment by adequately training personnel responsible for these functions, and ensuring that fixed assets reports are filed timely. (Finding 2, page 11)

The Commission agreed with our recommendation and states it is implementing controls to ensure that the deficiencies noted are not repeated.

### **DEFICIENCIES IN CONTRACT ADMINISTRATION**

#### **DEFICIENCIES IN COMMISSION CONTRACTS**

Contracts were not properly prepared and reviewed by Commission personnel to ensure that all

requirements were included prior to execution. For fiscal years 1993 and 1992, related vouchers totalling \$26,545 were processed prior to the contracts being signed. Also, a contract did not contain a drug-free workplace certification as required by statute.

Adequate internal controls would require that all contracts be signed prior to services being performed and payments being made to contractors.

We recommended that Commission management review contracts to ensure that they contain all requirements and are signed prior to the start of services. (Finding 4, page 14)

The Commission agreed with our recommendation and is implementing controls to ensure that the deficiencies noted are corrected.

### **INADEQUATE CONTROLS OVER CONTRACTUAL SERVICES EXPENDITURES**

Commission management did not maintain adequate internal controls over contractual services expenditures. We noted the following: (1) vouchers were not properly completed and coded with the proper CUSAS object code, (2) vouchers did not trace and agree to supporting documentation, and (3) a voucher was not paid in accordance with the terms of the contract.

Adequate internal controls require that Commission personnel maintain accountability over its contractual service expenditures to ensure that expenditures are properly authorized and recorded.

We recommended that Commission management strengthen internal controls over contractual service expenditures and review all vouchers prior to payment. (Finding 11, page 23)

The Commission agreed with our recommendation and stated it is implementing procedures to maintain adequate internal controls over these expenditures.

### **OTHER FINDINGS**

The remaining findings are of lesser significance and are being given attention by the Commission. We will review progress toward implementation of our recommendations in our next audit. Ms. Gail Bradshaw, Executive Director, provided responses to our findings and recommendations.

### **AUDITOR'S OPINION**

Our auditors state that the June 30, 1993 and 1992 financial statements of the Commission are fairly presented.

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WILLIAM G. HOLLAND, Auditor General

WGH:ROQ

**SUMMARY OF AUDIT FINDINGS**

Number of This AuditPrior Audit

Audit Findings	16	9
Repeat Audit Findings	5	6
Prior Recommendations	4	4
Implemented or Not Repeated		

**AUDITORS ASSIGNED**

This audit was performed by staff of the Office of the Auditor General.