

**STATE OF ILLINOIS
ILLINOIS COUNCIL ON
DEVELOPMENTAL DISABILITIES**

**COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2007**

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

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2007

TABLE OF CONTENTS

	<u>Page</u>
Agency Officials	1
Management Assertion Letter	2
Compliance Report	
Summary	3
Accountants' Report	
Independent Accountants' Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes.....	5
Schedule of Findings	
Prior Findings Not Repeated – State	8
Supplementary Information for State Compliance Purposes	
Summary	9
Fiscal Schedules and Analysis	
Schedule of Expenditures of Federal Awards	
Year Ended June 30, 2007	10
Year Ended June 30, 2006	11
Notes to the Schedule of Expenditures of Federal Awards	12
Schedule of Appropriations, Expenditures, and Lapsed Balances	
Fiscal Year 2007	15
Fiscal Year 2006	16
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	17
Schedule of Changes in State Property	18
Comparative Schedule of Cash Receipts.....	19
Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller	20
Analysis of Significant Variations in Expenditures	21
Analysis of Significant Variations in Receipts.....	22
Analysis of Significant Lapse Period Spending	23
Analysis of Operations	
Agency Functions and Planning Program	24
Average Number of Employees	25
Memorandums of Understanding (Not Examined)	25
Hurricane Katrina Assistance (Not Examined)	26
Service Efforts and Accomplishments (Not Examined)	27

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

AGENCY OFFICIALS

Executive Director	Sheila T. Romano, Ed. D.
Director of Operations	Kerry Flynn
Director of Program and Planning	Sandy Thurston Ryan
Chief Fiscal Officer	Janinna Hendricks

Agency offices are located at:

830 S. Spring Street
Springfield, IL 62704

James R. Thompson Center
100 W. Randolph 10-600
Chicago, IL 60601

*Illinois Council on
Developmental Disabilities*

Lester T. Pritchard
Chairperson

Sheila T. Romano, Ed. D.
Executive Director

November 30, 2007

Sikich LLP
1000 Churchill Rd.
Springfield, IL 62702

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 Illinois Council on Developmental Disabilities. 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 Illinois Council on Developmental Disabilities' compliance with the following assertions during the two-year period ended June 30, 2007. Based on this evaluation, we assert that during the year(s) ended June 30, 2006 and June 30, 2007, the Illinois Council on Developmental Disabilities has materially complied with the assertions below.

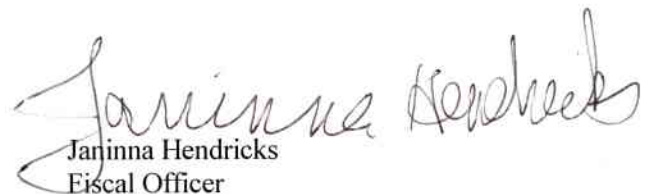
- A. The agency has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The agency has obligated, expended, received and used public funds of the State in accordance with any limitations,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

Yours very truly,

Illinois Council on Developmental Disabilities



Sheila T. Romano, Ed.D.
Executive Director



Janinna Hendricks
Fiscal Officer

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

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' REPORTS

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>Compliance Report</u>	<u>Prior Compliance Report</u>
Findings	0	1
Repeated findings	0	0
Prior recommendations implemented or not repeated	1	1

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

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>
FINDINGS (STATE COMPLIANCE)		
None		
PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)		
07-1	8	Time sheets not maintained in compliance with the State Officials and Employees Ethics Act

EXIT CONFERENCE

In a letter dated November 13, 2007, from Dr. Sheila T. Romano, Executive Director, the Council waived the exit conference.



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 Illinois Council on Developmental Disabilities' 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, 2007. The management of the Illinois Council on Developmental Disabilities is responsible for compliance with these requirements. Our responsibility is to express an opinion on Illinois Council on Developmental Disabilities' compliance based on our examination.

- A. The Illinois Council on Developmental Disabilities has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Council on Developmental Disabilities has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Council on Developmental Disabilities 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 Illinois Council on Developmental Disabilities are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Illinois Council on Developmental Disabilities on behalf of the State or held in trust by the Illinois Council on Developmental Disabilities have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about Illinois Council on Developmental Disabilities' 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 Illinois Council on Developmental Disabilities' compliance with specified requirements.

In our opinion, the Illinois Council on Developmental Disabilities complied, in all material respects, with the requirements listed in the first paragraph of this report during the two years ended June 30, 2007.

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

Internal Control

The management of the Illinois Council on Developmental Disabilities 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 Illinois Council on Developmental Disabilities' internal control over compliance with the requirements listed in the first paragraph of this report in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the Illinois Council on Developmental Disabilities' internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Council on Developmental Disabilities' internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the requirements listed in the first paragraph of this report on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the requirements listed in the first paragraph of this report such that there is more than a remote likelihood that noncompliance with a requirement that is more than inconsequential will not be prevented or detected by the entity's internal control.

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

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

There were no immaterial findings relating to internal control deficiencies that have been excluded from this report.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2007 and the 2006 Supplementary Information for State Compliance Purposes, except for information on the Memorandums of Understanding, Hurricane Katrina Assistance, and Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2005 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

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

Schick LLP

Springfield, Illinois
November 30, 2007

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

PRIOR FINDINGS NOT REPEATED
(STATE COMPLIANCE)

07-1 **FINDING:** (Time sheets not maintained in compliance with the State Officials and Employees Ethics Act)

During the prior examination period, the Illinois Council on Developmental Disabilities (Council) did not maintain time sheets for its employees in compliance with the State Officials and Employees Ethics Act (Act).

During the current examination period, the Council implemented new policies that required all employees to record time spent on official State business to the nearest quarter hour and sign their time sheets to assert the time worked was spent on official State business and time spent away from the office was properly documented. The Council is now in compliance with the Act. (Finding Code No. 05-1)

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

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

- Fiscal Schedules and Analysis:
 - Schedule of Expenditures of Federal Awards
 - Year Ended June 30, 2007
 - Year Ended June 30, 2006
 - Notes to the Schedule of Expenditures of Federal Awards
 - Schedule of Appropriations, Expenditures, and Lapsed Balances
 - Fiscal Year 2007
 - Fiscal Year 2006
 - 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 Operations:
 - Agency Functions and Planning Program
 - Average Number of Employees
 - Memorandums of Understanding (Not Examined)
 - Hurricane Katrina Assistance (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 accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General, except for information on the Memorandums of Understanding, Hurricane Katrina Assistance, and Service Efforts and Accomplishments on which they did not perform any procedures. However, the accountants do not express an opinion on the supplementary information.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2006
(Expressed in Thousands)

<u>Federal Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Federal Expenditures</u>	<u>Amount Provided to Subrecipients</u>
<u>U.S. Department of Health and Human Services</u>			
Developmental Disabilities Basic Support and Advocacy Grants (State Councils on Developmental Disabilities and Protection and Advocacy Systems)	93.630	<u>\$ 2,349</u>	<u>\$ 1,216</u>

The accompanying notes are an integral part of this schedule.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2007
(Expressed in Thousands)

<u>Federal Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Federal Expenditures</u>	<u>Amount Provided to Subrecipients</u>
<u>U.S. Department of Health and Human Services</u>			
Developmental Disabilities Basic Support and Advocacy Grants (State Councils on Developmental Disabilities and Protection and Advocacy Systems)	93.630	\$ 2,336	\$ 1,229

The accompanying notes are an integral part of this schedule.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Years Ended June 30, 2006 and 2007

1. GENERAL

The accompanying Schedule of Expenditures of Federal Awards presents the federal award programs administered by the Illinois Council on Developmental Disabilities (Council). All awards are received directly from the U.S. Department of Health and Human Services.

The Schedule of Expenditures of Federal Awards was prepared for State compliance purposes only. A separate single audit of the Council was not conducted. A separate single audit of the entire State of Illinois (which includes the Council) was performed and released under separate cover.

2. BASIS OF ACCOUNTING

The Schedule of Expenditures of Federal Awards has been prepared in accordance with accounting principles generally accepted in the United States of America on the modified accrual basis of accounting as prescribed in pronouncements issued by the Governmental Accounting Standards Board.

3. INDIRECT COSTS

The Council does not claim indirect cost reimbursements for its federal award program. Consequently, the Council does not have an indirect cost rate established for allocating indirect costs to federal award programs.

4. DESCRIPTION OF FEDERAL AWARD PROGRAM

The Developmental Disabilities Basic Support and Advocacy Grants (CFDA No. 93.630) to State Councils on Developmental Disabilities and Protection and Advocacy Systems enable individuals with developmental disabilities to become independent, productive, integrated, and included into their communities. Funding under these programs is to assist States in the development of a plan for a comprehensive and coordinated system of services and other activities to enhance the lives of individuals with developmental disabilities and their families to their maximum potential, and to support a system which protects the legal and human rights of individuals with developmental disabilities.

STATE OF ILLINOIS
 ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – Continued

5. SUBRECIPIENTS

During fiscal years ended June 30, 2006 and 2007, the Council passed on the following federal funds to subrecipients:

	Fiscal Year 2006	Fiscal Year 2007
Access Living of Metro Chicago	\$ 74	\$ -
Action for Children	22	-
Association for Retarded Citizens of Illinois	164	133
Association for Retarded Citizens of Rock Island County	15	9
Bartlett Learning Center, Inc.	6	-
Community Workshop and Training	27	-
Cramer Krasselt/CKPR	261	264
Developmental Services Center	2	-
DuPage Easter Seal/Rosalie Dold Center	7	-
Easter Seals Metro Chicago	24	18
Families Helping Families at the Crossroads	20	-
Illinois State University	-	6
Lake County Center for Independent Living	5	-
Lewis & Clark Community College	21	-
Little City Foundation	2	4
Macon Resources, Inc.	-	126
McLean County Unit Dist. 5, Mackinaw Valley Special Education	2	-
National Association of State Directors of Developmental Disabilities Services, Inc.	36	35
Niles Township District 219	-	10
Northeastern Illinois University	36	53
Northern Illinois University	80	35
Public Policy Impacts of Washington, D.C.	-	44
Regional Family Support Institute/HSRI	-	242
Schiller Park School District 81	61	8
South Suburban Training and Rehabilitation Services	-	1
Support Development Associates	-	36
Transystems Corporation	24	-

STATE OF ILLINOIS
 ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – Continued

5. SUBRECIPIENTS - Continued

	Fiscal Year 2006	Fiscal Year 2007
	<u> </u>	<u> </u>
University of Minnesota	\$ 278	\$ 190
Welcome Change Productions	9	1
West Suburban Chamber of Commerce and Industry Foundation	<u>40</u>	<u>14</u>
	<u>\$ 1,216</u>	<u>\$ 1,229</u>

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2007
FOURTEEN MONTHS ENDED AUGUST 31, 2007

Public Act 94-798	Appropriations (Net after Transfers)	Expenditures Through June 30, 2007	Lapse Period Expenditures July 1 to August 31, 2007	Total Expenditures	Balances Lapsed
Council on Developmental Disabilities Federal Trust Fund - 0131					
Personal services	\$ 681,500	\$ 530,741	\$ 22,515	\$ 553,256	\$ 128,244
State contributions to State Employees' Retirement System	78,400	61,190	2,596	63,786	14,614
State contributions to Social Security	52,200	39,054	1,659	40,713	11,487
Group insurance	203,000	134,641	5,606	140,247	62,753
Contractual services	469,700	203,048	49,125	252,173	217,527
Travel	43,000	23,198	2,098	25,296	17,704
Commodities	30,000	4,073	-	4,073	25,927
Printing	37,500	4,013	106	4,119	33,381
Equipment	15,000	-	234	234	14,766
Electronic data processing	25,000	7,742	-	7,742	17,258
Telecommunications services	45,000	24,986	6,175	31,161	13,839
Awards and grants	2,500,000	1,035,459	175,776	1,211,235	1,288,765
Total	\$ 4,180,300	\$ 2,068,145	\$ 265,890	\$ 2,334,035	\$ 1,846,265

Note: The above information was obtained from Comptroller records which have been reconciled to those of the Council.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
APPROPRIATIONS FOR FISCAL YEAR 2006
FOURTEEN MONTHS ENDED AUGUST 31, 2006

Public Act 94-0015	Appropriations (Net after Transfers)	Expenditures Through June 30, 2006	Lapse Period Expenditures July 1 to August 31, 2006	Total Expenditures	Balances Lapsed
Council on Developmental Disabilities Federal Trust Fund - 0131					
Personal services	\$ 660,500	\$ 573,802	\$ 23,963	\$ 597,765	\$ 62,735
Employee retirement contributions paid by employer	1,400	1,370	-	1,370	30
State contributions to State Employees' Retirement System	51,500	44,739	1,868	46,607	4,893
State contributions to Social Security	50,600	42,434	1,759	44,193	6,407
Group insurance	193,200	154,578	6,216	160,794	32,406
Contractual services	469,700	200,304	17,142	217,446	252,254
Travel	43,000	27,466	1,490	28,956	14,044
Commodities	30,000	3,145	75	3,220	26,780
Printing	37,500	2,741	203	2,944	34,556
Equipment	15,000	13,286	-	13,286	1,714
Electronic data processing	25,000	7,453	276	7,729	17,271
Telecommunications services	45,000	24,331	7,470	31,801	13,199
Awards and grants	2,500,000	942,913	195,500	1,138,413	1,361,587
Total	<u>\$ 4,122,400</u>	<u>\$ 2,038,562</u>	<u>\$ 255,962</u>	<u>\$ 2,294,524</u>	<u>\$ 1,827,876</u>

Note: The above information was obtained from Comptroller records which have been reconciled to those of the Council.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES
AND LAPSED BALANCES

For the Fiscal Years Ended June 30,

	Fiscal Year		
	2007	2006	2005
	P.A. 94-798	P.A. 94-0015	P.A. 93-0842
Council on Developmental Disabilities			
Federal Trust Fund - 0131			
Appropriations (Net after Transfers)	\$ 4,180,300	\$ 4,122,400	\$ 4,174,000
Expenditures:			
Personal services	553,256	597,765	527,480
Employee retirement contributions paid by employer	-	1,370	3,048
State contributions to State Employees' Retirement System	63,786	46,607	85,041
State contributions to Social Security	40,713	44,193	39,392
Group insurance	140,247	160,794	121,276
Contractual services	252,173	217,446	239,247
Travel	25,296	28,956	27,821
Commodities	4,073	3,220	3,993
Printing	4,119	2,944	2,069
Equipment	234	13,286	209
Electronic data processing	7,742	7,729	6,740
Telecommunications services	31,161	31,801	26,293
Awards and grants	1,211,235	1,138,413	1,494,610
Total expenditures	2,334,035	2,294,524	2,577,219
Lapsed balances	\$ 1,846,265	\$ 1,827,876	\$ 1,596,781

Note: There were no efficiency initiative payments for the years ended June 30, 2007, 2006 and 2005.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SCHEDULE OF CHANGES IN STATE PROPERTY

Fiscal Years Ended June 30, 2007 and 2006

Beginning Balance, July 1, 2005	\$ 287,509
Additions	15,368
Deletions	<u>25,106</u>
Ending Balance, June 30, 2006	<u><u>\$ 277,771</u></u>
Beginning Balance, July 1, 2006	\$ 277,771
Additions	3,925
Deletions	<u>5,520</u>
Ending Balance, June 30, 2007	<u><u>\$ 276,176</u></u>

Note: The above information was taken directly from the records of the Illinois Council on Developmental Disabilities which have been reconciled to those of the State Comptroller. The balance above consists primarily of office equipment.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

COMPARATIVE SCHEDULE OF CASH RECEIPTS

Fiscal Years Ended June 30,

	<u>2007</u>	<u>2006</u>	<u>2005</u>
<u>Council on Developmental Disabilities Federal Trust Fund - 0131</u>			
U.S. Department of Health and Human Services	\$ 2,340,900	\$ 2,407,000	\$ 2,638,000
Other (jury duty, reimbursements, etc.)	<u>54</u>	<u>827</u>	<u>-</u>
Total receipts	<u>\$ 2,340,954</u>	<u>\$ 2,407,827</u>	<u>\$ 2,638,000</u>

STATE OF ILLINOIS
 ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES
 RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS
 REMITTED TO THE STATE COMPTROLLER

Fiscal Years Ended June 30,

	<u>2007</u>	<u>2006</u>	<u>2005</u>
<u>Council on Developmental Disabilities Federal Trust Fund - 0131</u>			
Receipts per Council Records	\$ 2,340,954	\$ 2,407,827	\$ 2,638,000
Plus Deposits in Transit, Beginning of Year	-	-	-
Less Deposits in Transit, End of Year	<u>-</u>	<u>-</u>	<u>-</u>
Deposits Recorded by the Comptroller	<u><u>\$ 2,340,954</u></u>	<u><u>\$ 2,407,827</u></u>	<u><u>\$ 2,638,000</u></u>

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES

The Illinois Council on Developmental Disabilities' (Council's) explanation for significant fluctuations in expenditures as presented in the Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances is detailed below.

State contributions to State Employees' Retirement System expenditures decreased \$38,434 or 45.2% from fiscal years 2005 to 2006 because of the decrease in the retirement contribution rate that was determined by the General Assembly and Governor as part of the fiscal year 2006 budget negotiations. The retirement contribution rate decreased from 16.11% to 7.79%. The State contributions to State Employees' Retirement System expenditures increased \$17,179 or 36.9% from fiscal year 2006 to 2007 because the retirement contribution rate was increased during the fiscal year 2007 budget negotiations to 11.5%.

Group insurance expenditures increased \$39,518 or 32.6% from fiscal year 2005 to 2006 due to an increase in the group insurance reimbursement rates established by the Department of Central Management Services.

Contractual services expenditures increased \$34,727 or 16.0% from fiscal year 2006 to 2007 due to an increase in the Council's cost for the Facilities Management Revolving Fund, the cost for computer technical assistance and software related to the implementation and support of networks in the Council's offices, an increase in mailing services, and the cost of temporary staffing utilized due to employee vacancies.

Awards and grants expenditures decreased \$356,197 or 23.8% from fiscal year 2005 to 2006. The expenditures for awards and grants is heavily dependent upon the timing of grant awards and the implementation of the grant projects. In addition, the Council makes payments to grantees on a reimbursement basis. Therefore, the amount of expenditures incurred per year is dependent upon the timing of reimbursement requests and the amount of expenditures to be reimbursed.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS

The Council's explanation for significant fluctuations in receipts as presented in the Comparative Schedule of Cash Receipts is detailed below.

The Council requests its funds from the U.S. Department of Health and Human Services (HHS) as needed to meet its immediate commitments. HHS receipts decreased \$66,100, or 2.7%, from fiscal year 2006 to fiscal year 2007 and \$231,000 or 8.8% from fiscal year 2005 to 2006. Funds were requested from HHS to cover the expenditures as they were incurred and paid.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING

The Council's explanation for significant lapse period spending as presented in the Schedule of Appropriations, Expenditures and Lapsed Balances for fiscal years 2007 and 2006 is detailed below.

Lapse period spending for contractual services totaled \$49,125 or 19.5% of the total fiscal year 2007 contractual services expenditures. The Council received invoices during the lapse period for services that were performed prior to June 30, 2007 and could not be invoiced by the vendor until after June 30, 2007. Many of these expenditures were related to the fiscal year 2007 portion of the Internet infrastructure project that began near the end of the fiscal year. The remainder of the expenditures pertained to the tuition paid to Harvard University for a leadership training class taken by the Executive Director.

Lapse period spending for telecommunications totaled \$7,470 or 23.5% of the total fiscal year 2006 telecommunications services expenditures. The Council received invoices during lapse period for telephone service and rental charges that were incurred prior to June 30, 2006. In addition, the Council received the invoice for wiring for the Chicago network that was completed prior to June 30, 2006.

Lapse period spending for awards and grants totaled \$195,500 or 17.2% of the total fiscal year 2006 and \$175,776 or 14.5% of the total fiscal year 2007 awards and grants expenditures, respectively. The Council's grantees request funds on a reimbursement basis after the costs have been incurred by the grantees. The expenditures in the awards and grants line item for the lapse periods related to grantee requests for reimbursements for costs incurred prior to June 30 on the grantees' projects.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2007

AGENCY FUNCTIONS AND PLANNING PROGRAM

The Illinois Council on Developmental Disabilities (Council) is a 29-member body created by the Illinois Council on Developmental Disabilities Law (20 ILCS 4010/2003) on August 29, 1990. The Council is located at 830 South Spring St., Springfield, Illinois, and at the James R. Thompson Center, 100 West Randolph 10-600, Chicago, Illinois. Dr. Sheila T. Romano has been the Executive Director since April 12, 1999.

After being created as an executive agency in 1990, the Council on Developmental Disabilities Federal Trust Fund (0131) was established to account for the Council's fiscal operations.

The Council's operations are federally funded under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402) through the U.S. Department of Health and Human Services.

Agency Functions

The Council's powers and duties are set forth in Illinois statute (20 ILCS 4010/2006). The Council's function is to serve as an advocate for all persons with developmental disabilities to assure that they receive the services and other assistance and opportunities necessary to enable them to achieve their maximum potential through increased independence, productivity, and integration into the community.

The Council is responsible for developing and implementing the State plan required by Chapter 75 of Title 42 of Public Law 106-402.

Agency Planning

The Council has developed a State plan as required by Public Law 106-402. This plan includes the specific objectives to be achieved under the plan and a listing of the programs, activities, and resources to be used to meet such objectives. The plan also establishes a method of periodic evaluation of the plan's effectiveness in meeting the objectives.

The Council has established an Executive Committee, a Community Inclusion and Housing Committee, an Employment/Education Committee, and a Self-Determination and Health Committee. The responsibilities of each committee are defined in the Council's by-laws. The by-laws were established to assist the Council in conducting Council business.

The Council has also developed a procedures manual, which is used by upper management to communicate and define goals and objectives, and outlines the methods to be followed by employees in achieving these goals and objectives. A copy of the procedures manual is given to each employee.

AVERAGE NUMBER OF EMPLOYEES

The following information was prepared from the Illinois Council on Developmental Disabilities records and represents the average full-time equivalent number of employees by function during the fiscal years ended June 30:

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Function:			
Administration	5	6	5
Program	<u>5</u>	<u>6</u>	<u>5</u>
Total	<u><u>10</u></u>	<u><u>12</u></u>	<u><u>10</u></u>

MEMORANDUMS OF UNDERSTANDING (NOT EXAMINED)

The Illinois Council on Developmental Disabilities was a party to one memorandum of understanding during the engagement period. The details of that agreement are as follows:

Parties Involved: Illinois Council on Developmental Disabilities (Council) and the Department of Central Management Services (DCMS)

Dates Defined: March 1, 2005 through June 30, 2006, with automatic annual renewals in absence of notice from either party to the contrary.

Description: Agreement concerning the reimbursement to DCMS by the Council for the administrative (overhead) portion of costs related to the March 1, 2005 facilities management consolidation (Executive Order #10 (2003)). The property at question is the main Springfield Council office at 830 S. Spring St. The Council represents that the Council’s federal enabling statute limits its spending to an amount not greater than 30% of its annual federal funding. The Council is concerned that any significant costs billed by DCMS, above what was previously paid by the Council prior to Executive Order #10 (2003) could cause the 30% cap to be violated and potentially jeopardize its total federal funding. The MOU between the Council and DCMS determined that the Council will reimburse DCMS for lease and related operation costs associated with its main Springfield office located at 830 S. Spring St. DCMS will absorb the administrative (overhead) portion of costs related to the property. The Council may, at its discretion, utilize any portion of the administrative (overhead) spending paid by DCMS as part of the required state-match spending on behalf of its federally supported programs. DCMS will use its reasonable best efforts to provide the Council with information necessary to support such costs to the federal government.

HURRICANE KATRINA ASSISTANCE (NOT EXAMINED)

In fiscal year 2006, the Council awarded a \$20,000 grant to Families Helping Families in Louisiana. The project provided disaster relief assistance to people with developmental disabilities and their families in Louisiana, under the direction of the Louisiana Council on Developmental Disabilities, who were affected by Hurricane Katrina. Funds provided through this project assisted 83 individuals with developmental disabilities and their families in Louisiana with rent, clothing, food, school supplies, adaptive equipment, and other things that individuals with developmental disabilities need to be functional and stable.

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SERVICE EFFORTS AND ACCOMPLISHMENTS
(NOT EXAMINED)

For the Two Years Ended June 30, 2007

<u>Program</u>	<u>FY2006</u>		<u>FY2007</u>	
	<u>Expenditures</u>	<u>Headcount</u>	<u>Expenditures</u>	<u>Headcount</u>
Illinois Council on Developmental Disabilities	\$ 2,294.5	12.0	\$ 2,334.0	10.0
Agency Totals	\$ 2,294.5	12.0	\$ 2,334.0	10.0

The Illinois Council on Developmental Disabilities makes investments with local and statewide agencies, organizations and individuals to implement the performance targets in the Five-Year State Plan so that people with developmental disabilities and their families achieve independence, productivity, community integration and inclusion in all facets of community life. Community life includes the areas of emphasis of child care, transportation, employment, housing, health, education and early intervention, recreation, formal/informal community supports and quality assurance. The Council promotes initiatives to coordinate services, supports and other assistance for individuals with developmental disabilities and their families.

The Council helps public and private entities respond to the needs and capabilities of persons with developmental disabilities through systems change, capacity building, outreach, coalition building, training and technical assistance.

Over the last year, several projects were completed and demonstrated results that have an impact on supports and services for people with developmental disabilities and their families. The outcomes from these projects will influence the service delivery system. Two universities revised their curriculum/practices to prepare both general education and special education students with skills to teach all students in their classrooms upon graduation. Over the four year project over 1,400 graduates benefited. Through a Council investment, the Council assisted with the completion of a documentary film/discussion guide titled "Body and Soul." This film is about the lives of two Springfield women with developmental disabilities. The film has been nominated for 2007 International Documentary Association's Distinguished Achievement Award. The filmmaker is also attempting to qualify for Academy Award consideration. The first Speak Up, Speak Out summit for individuals with developmental disabilities was held in Springfield. There were 239 people with developmental disabilities in attendance. Training on issues and working with the media were provided. In addition, participants were given the

STATE OF ILLINOIS
ILLINOIS COUNCIL ON DEVELOPMENTAL DISABILITIES

SERVICE EFFORTS AND ACCOMPLISHMENTS – Continued

opportunity to speak out about topics of importance to them. Many participants told the personal stories of their life, the challenges they face and the dreams they have. Through an initiative targeted to childcare centers in Chicago, training about how to include children with developmental disabilities into the centers was provided. As a result of this two year project, seven childcare centers (29 classrooms) learned how to include children with developmental disabilities and took the next step of actually including 113 children with developmental disabilities. A total of 398 staff were trained on inclusion of children with disabilities in child care centers. A manual produced through this project is now available throughout the State of Illinois. Through employment initiatives, 157 individuals with developmental disabilities were employed and 56 businesses employed individuals with developmental disabilities. Through a five year investment, the Illinois Life Span project (information/advocacy support) was created and 2,409 individuals reported that they had a need that was met through contacting the hotline number and over 75,000 individuals used the website that was created. The success of this project resulted in it becoming a line item in the budget and continues to serve individuals with development disabilities and their families.