

**State of Illinois**  
**PROPERTY TAX APPEAL BOARD**  
**COMPLIANCE EXAMINATION**  
**For the Two Years Ended June 30, 2008**  
**Performed as Special Assistant Auditors**  
**for the Auditor General, State of Illinois**

**STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2008**

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**AGENCY OFFICIALS**

**PROPERTY TAX APPEAL BOARD**

Executive Director (Current)	Mr. Louis Apostol
Acting Executive Director (7/15/08 to 8/31/08)	Mr. Steven Waggoner
Executive Director (10/02/06 to 7/15/08)	Mr. Ronald A. Messina
Executive Director (7/01/06 to 9/30/06)	Mr. James W. Chipman
Fiscal Officer	Ms. Rebecca S. Moody
Board Chairman	Mr. Carlos X. Montoya
Board Member	Ms. Sharon U. Thompson
Board Member	Mr. Walter R. Gorski
Board Member	Mr. Kevin Freeman
Board Member	Mr. Michael J. Goral

Agency offices are located at:

William G. Stratton Office Building  
401 South Spring, Room 402  
Springfield, IL 62706

And

Suburban North Regional Office Facility  
9511 W. Harrison Street, Suite 171  
Des Plaines, Illinois 60016



**State of Illinois  
PROPERTY TAX APPEAL BOARD**

Wm. G. Stratton Office Bldg.  
401 South Spring St., Rm. 402  
Springfield, Illinois 62706  
(T) 217.782.6076  
(F) 217.785.4425  
(TTY) 217.785.4427

CARLOS X. MONTOYA  
*Chairman*

Suburban North Regional Office  
9511 W. Harrison St., Suite 171  
Des Plaines, Illinois 60016

LOUIS G. APOSTOL  
*Executive Director*

MANAGEMENT ASSERTION LETTER

De Raimo Hillger & Ripp  
Certified Public Accountants  
655 N. LaGrange Road, Suite 102  
Frankfort, IL 60423

December 30, 2008

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 Agency. We are responsible for and we have established and maintained an effective system of, internal controls over compliance requirements. We have performed an evaluation of the Agency's compliance with the following assertions during the two-year period ended June 30, 2008. Based on this evaluation, we assert that during the year(s) ended June 30, 2008 and June 30, 2007, the Agency has materially complied with the assertions below.

- A. The agency has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The agency has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The agency has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. 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.

**BOARD MEMBERS**

Michael J. (Mickey) Goral  
*Rockford*

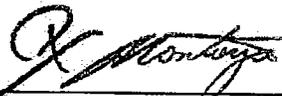
Kevin L. Freeman  
*Chicago*

Walter R. Gorski  
*Edwardsville*

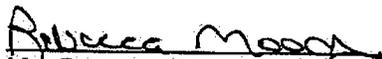
Mauro Glorioso  
*Westchester*

Yours very truly,

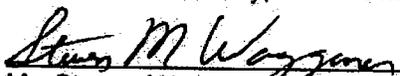
Illinois Property Tax Appeal Board



Mr. Carlos X. Montoya, Chairman



Ms. Rebecca Moody, Fiscal Officer



Mr. Steven Waggoner, Legal Counsel

## **COMPLIANCE REPORT**

### **SUMMARY**

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

### **AUDITORS' 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>This Report</u>	<u>Prior Report</u>
Findings	2	3
Repeated findings	2	1
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>	<u>Finding Type</u>
		FINDINGS(STATE COMPLIANCE)	
08-1	9	Timeliness of Hearings	Material Noncompliance
08-2	11	Performance Evaluations and Personnel Monitoring	Material Weakness Noncompliance Significant Deficiency
		PRIOR FINDINGS NOT REPEATED	
A	12	Untimely Deposit and Lack of Documentation of Cash Receipts	

### **EXIT CONFERENCE**

Agency management waived having an exit conference per a letter dated December 17, 2008. Responses to the recommendations were provided by Mr. Louis Apostol, Executive Director, in a letter dated December 30, 2008.

# DE RAIMO HILLGER & RIPP

Certified Public Accountants & Business Consultants

655 N. La Grange Road • Suite 102 • Frankfort, IL 60423-2912 • Telephone (815) 469-7500 • Facsimile: (815) 469-6970

JOHN J. DE RAIMO  
FERNE M. HILLGER  
ROBERT J. RIPP

## 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 Property Tax Appeal Board's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2008. The management of the Illinois Property Tax Appeal Board is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Property Tax Appeal Board's compliance based on our examination.

- A. The Illinois Property Tax Appeal Board has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Property Tax Appeal Board has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Property Tax Appeal Board has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Illinois Property Tax Appeal Board are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

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 the Illinois Property Tax Appeal Board'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 Illinois Property Tax Appeal Board's compliance with specified requirements.

As described in finding 08-1 in the accompanying schedule of findings, the Illinois Property Tax Appeal Board did not comply with requirements regarding applicable laws and regulations (compliance requirement C) in all material respects. Compliance with such requirements is necessary, in our opinion, for the Illinois Property Tax Appeal Board to comply with the requirements listed in the first paragraph of this report.

In our opinion, except for the noncompliance described in the preceding paragraph, the Illinois Property Tax Appeal Board complied, in all material respects with the requirements listed in the first paragraph of this report during the two years ended June 30, 2008. However, the results of our procedures disclosed instances of noncompliance, 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 finding 08-2.

### **Internal Control**

The management of the Illinois Property Tax Appeal Board 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 Property Tax Appeal Board's internal control over compliance with the requirements as 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 Property Tax Appeal Board's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Property Tax Appeal Board's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies and other deficiencies that we considered to be material weaknesses.

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. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings as items 08-1 and 08-2 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that 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. Of the significant deficiencies in internal control over compliance described in the accompanying schedule of findings, we consider item 08-1 to be a material weakness.

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

Illinois Property Tax Appeal Board's responses to the findings identified in our examination are described in the accompanying schedule of findings. We did not examine the Illinois Property Tax Appeal Board's responses and, accordingly, we express no opinion on them.

### **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 2008 and 2007 Supplementary Information for State Compliance Purposes, except for information on the Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

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 the members of the Illinois Property Tax Appeal Board and is not intended to be and should not be used by anyone other than these specified parties.

*De Raimo Hillger & Ripp*

December 30, 2008

**STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
CURRENT FINDINGS (STATE COMPLIANCE)  
For the Two Years Ended June 30, 2008**

08-1. **FINDING** (Timeliness of Hearings)

The Property Tax Appeal Board (Board) did not allow for the speedy hearing of all appeals.

The State of Illinois Property Tax Appeal Board (Board) was created by the legislature in 1967 to hear and adjudicate real property assessment disputes filed before it as authorized by the law. In 1997, the Board started receiving appeals in the Des Plaines office for Cook County. The Board's mission is to provide an informal public forum for the speedy hearings of contested appeals, resolve appeals in a timely fashion by impartial decisions based upon equity and the weight of the evidence as set forth in the Board's findings, to establish clear, concise, accurate, and timely communications with the public, and to maintain a workforce that demonstrates the highest standards of integrity, efficiency, and performance.

Appeals Filed and Closed during fiscal year 2008 and 2007 – Caseload Statistics

	<u>Springfield</u>	<u>Des Plaines</u>	<u>Total</u>
Property Appeals Pending- June 30, 2006	6,976	32,450	39,426
New Appeals Filed	3,941	28,410	32,351
Property Appeals Closed	<u>(3,217)</u>	<u>(14,884)</u>	<u>(18,101)</u>
Property Appeals Pending- June 30, 2007	7,700	45,976	53,676
New Appeals Filed	3,950	13,279	17,229
Property Appeals Closed	<u>(3,232)</u>	<u>(15,395)</u>	<u>(18,627)</u>
Property Appeals Pending- June 30, 2008	<u>8,418</u>	<u>43,860</u>	<u>52,278</u>

We tested 25 case files and noted the following:

- Twelve (48%) of the twenty-five cases were closed during the examination period, however it took between 105 and 1,814 days for the Board to process the appeals.
- Ten (40%) of the twenty-five cases were pending as of June 30, 2008. These cases had been received by the Board between 360 to 1,813 days earlier. Eight (80%) of the cases have been pending for greater than one year.
- Only three of the twenty-five cases examined were not late.

We noted that although the processing time of the closed cases selected for testing had increased since the prior examination period, a greater number of cases selected for testing had been closed during this examination period. However, the number of appeals pending at June 30, 2008 had increased by 33% since June 30, 2006. Based on the number of cases pending and the amount processed during fiscal year 2008, it would require almost three years for the Board to process the current pending cases as of June 30, 2008.

Board management stated that shortage of staff and loss of clerical personnel has contributed to the Board's inability to allow for speedy hearings.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
**CURRENT FINDINGS (STATE COMPLIANCE)**  
For the Two Years Ended June 30, 2008

08-1. **FINDING** (Timeliness of Hearings)(Continued)

The Property Tax Code (35 ILCS 200/16-180) states that the chairman of the Property Tax Appeal Board shall provide for the speedy hearing of all such appeals. Although speedy is not quantified in this statute, we have used one year as a general criteria to gauge speedy hearings.

Without the timely processing of all property tax appeals, the Board jeopardizes compliance with its statutory mandate, the taxpayer is not adequately served, and the operations of the office of the Property Tax Appeal Board will become unmanageable. (Finding Code No. 08-1, 06-1 and 04-2)

**RECOMMENDATION**

We recommend that the Board continue its efforts to acquire the resources necessary to adequately address its responsibilities for the timely processing of all appeals.

**BOARD RESPONSE**

The Board will continue to look for ways to improve procedures to timely process all property tax appeals. Additionally, the Board is recommending the implementation of filing fees in an effort to acquire additional resources.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
**CURRENT FINDINGS (STATE COMPLIANCE)**  
**For the Two Years Ended June 30, 2008**

08-2. **FINDING** (Performance Evaluations and Personnel Monitoring)

The Property Tax Appeal Board (Board) did not conduct employee performance evaluations in accordance with Illinois Administrative Code and Agency policies.

During the testing of personnel files, we noted 10 of 13 (77%) employee personnel files did not contain a current performance evaluation, the performance evaluations were not performed timely, and were not completed correctly. We noted the following exceptions:

- One of the evaluations that was not current had covered a period of six years. This person's evaluation and three (total of four (40%)) others had not received an evaluation in 1 to 2 years.
- Six of the 13 (16.2%) evaluations were current, however, they were signed 1 ½ to 5 months after the evaluation period ended, not signed by the agency head, not completed by the employee, or covered a period of two years.

The Illinois Administrative Code (80 Ill. Admin. Code 302.270(d)) requires, for a certified employee, each agency to prepare an employee performance evaluation not less often than annually. Further, the Board's personnel manual states that an evaluation may be performed by a supervisor or requested by an employee at any time during the year; however, annual evaluations are the right of the employee and are also required by Personnel Rules.

Board management stated that the Board does not have a Human Resources Manager. These duties have been assumed by the Fiscal Manager.

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, promotions, demotions, discharges, layoffs, and reinstatement decisions. (Finding Code No. 08-2 and 06-2)

**RECOMMENDATION**

We recommend that the Board conduct employee performance evaluations at least annually to comply with the Illinois Administrative Code and internal policies.

**BOARD RESPONSE**

The Board agrees that performance evaluations should be completed timely. Current evaluations have been brought up to date.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
PRIOR FINDINGS NOT REPEATED (STATE COMPLIANCE)  
For the Two Years Ended June 30, 2008

A. **PRIOR FINDING** (Untimely Deposit and Lack of Documentation of Cash Receipts)

During the prior period, the Property Tax Appeal Board (Board) did not deposit all cash receipts promptly and did not have adequate documentation for its receipts.

During the current period, the Board had documentation for the sample of receipts that were tested and the receipts were deposited timely. (Finding Code No. 06-3)

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

### **SUMMARY**

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

- **Fiscal Schedules and Analysis:**

- Schedule of Appropriations, Expenditures and Lapsed Balances
  - June 30, 2008
  - June 30, 2007
- 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
- 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, except for information on the 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  
PROPERTY TAX APPEAL BOARD  
SCHEDULE OF APPROPRIATIONS,  
EXPENDITURES, AND LAPSED BALANCES  
Appropriations for Fiscal Year 2008

Fourteen Months Ended August 31, 2008

	Appropriations (Net After Transfers)	Expenditures Through 6/30/2008	Lapse Period Expenditures 7/01 - 8/31/08	Total Expenditures	Balances Lapsed
<u>Public Act 95-0348</u>					
<u>APPROPRIATED FUNDS</u>					
<u>GENERAL REVENUE FUND-001</u>					
Personal Services	\$ 1,621,600	\$ 1,546,424	\$ 66,441	\$ 1,612,865	\$ 8,735
State Contributions to State Employees' Retirement System	269,200	256,390	11,014	267,404	1,796
State Contributions to Social Security	121,100	113,572	4,927	118,499	2,601
Contractual Services	47,000	46,920	65	46,985	15
Travel	31,600	27,118	3,287	30,405	1,195
Commodities	9,600	9,490	107	9,597	3
Printing	2,700	2,559	43	2,602	98
Equipment	1,000	927	-	927	73
Electronic Data Processing	43,200	40,320	1,795	42,115	1,085
Telecommunications Services	41,700	29,939	11,752	41,691	9
Operation of Automotive Equipment	14,000	11,276	2,407	13,683	317
Reestablish Cook County Office	57,900	48,392	9,185	57,577	323
Refunds	200	-	-	-	200
Subtotal - Fund 001	<u>2,260,800</u>	<u>2,133,327</u>	<u>111,023</u>	<u>2,244,350</u>	<u>16,450</u>
TOTALS - ALL APPROPRIATED FUNDS	<u>2,260,800</u>	<u>2,133,327</u>	<u>111,023</u>	<u>2,244,350</u>	<u>16,450</u>
GRAND TOTAL - ALL FUNDS	<u>\$ 2,260,800</u>	<u>\$ 2,133,327</u>	<u>\$ 111,023</u>	<u>\$ 2,244,350</u>	<u>\$ 16,450</u>

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

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
SCHEDULE OF APPROPRIATIONS,  
EXPENDITURES, AND LAPSED BALANCES  
Appropriations for Fiscal Year 2007

Fourteen Months Ended August 31, 2007

	Appropriations (Net After Transfers)	Expenditures Through 6/30/2007	Lapse Period Expenditures 7/01 - 8/31/07	Total Expenditures	Balances Lapsed
	\$ 1,603,700	\$ 1,357,208	\$ 66,775	\$ 1,423,983	\$ 179,717
<u>Personal Services</u>					
State Contributions to State					
Employees' Retirement System	184,850	156,579	7,704	164,283	20,567
State Contributions to Social Security	121,550	100,355	4,950	105,305	16,245
Contractual Services	47,000	41,906	3,097	45,003	1,997
Travel	34,000	32,920	156	33,076	924
Commodities	9,600	9,596	-	9,596	4
Printing	5,800	1,629	1,018	2,647	3,153
Equipment	4,600	2,871	-	2,871	1,729
Electronic Data Processing	43,200	35,151	3,004	38,155	5,045
Telecommunications Services	30,500	29,218	1,042	30,260	240
Operation of Automotive Equipment	13,100	8,258	871	9,129	3,971
Reestablish Cook County Office	57,900	43,631	9,412	53,043	4,857
Refunds	200	-	-	-	200
Subtotal - Fund 001	2,156,000	1,819,322	98,029	1,917,351	238,649
TOTALS - ALL APPROPRIATED FUNDS	2,156,000	1,819,322	98,029	1,917,351	238,649
GRAND TOTAL - ALL FUNDS	\$ 2,156,000	\$ 1,819,322	\$ 98,029	\$ 1,917,351	\$ 238,649

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

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD

COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES  
AND LAPSED BALANCES

	FISCAL YEAR		
	2008	2007	2006
<u>GENERAL REVENUE FUND -001</u>	<u>PA95-0348</u>	<u>PA94-798</u>	<u>PA94-0015</u>
<u>Appropriations (Net After Transfers)</u>	<u>\$ 2,260,800</u>	<u>\$ 2,156,000</u>	<u>\$ 2,156,000</u>
<u>Expenditures</u>			
Personal Services	\$ 1,612,865	\$ 1,423,983	\$ 1,228,598
Employee Retirement Contributions	-	-	8,182
State Contributions to State			
Employees' Retirement System	267,404	164,283	95,774
State Contributions to Social Security	118,499	105,305	90,089
Contractual Services	46,985	45,003	40,017
Travel	30,405	33,076	22,903
Commodities	9,597	9,596	8,393
Printing	2,602	2,647	2,824
Equipment	927	2,871	3,985
Electronic Data Processing	42,115	38,155	41,866
Telecommunications Services	41,691	30,260	28,303
Operation of Automotive Equipment	13,683	9,129	12,881
Reestablish Cook County Office	57,577	53,043	60,783
Refunds	-	-	200
Total Expenditures	<u>\$ 2,244,350</u>	<u>\$ 1,917,351</u>	<u>\$ 1,644,798</u>
<u>Lapsed Balances</u>	<u>\$ 16,450</u>	<u>\$ 238,649</u>	<u>\$ 511,202</u>
 <u>GRAND TOTAL, ALL FUNDS</u>			
Appropriations (Net After Transfers)	\$ 2,260,800	\$ 2,156,000	\$ 2,156,000
Total Expenditures	2,244,350	1,917,351	1,644,798
Lapsed Balances	<u>\$ 16,450</u>	<u>\$ 238,649</u>	<u>\$ 511,202</u>
 <u>State Officers' Salaries</u>			
<u>Appropriations</u>	<u>\$ 263,500</u>	<u>\$ 243,500</u>	<u>\$ 232,300</u>
<u>Expenditures:</u>			
Chairman	62,334	57,592	54,958
Four Members	201,076	185,782	175,776
Total Expenditures	<u>\$ 263,410</u>	<u>\$ 243,374</u>	<u>\$ 230,734</u>
<u>Lapsed Balances</u>	<u>\$ 90</u>	<u>\$ 126</u>	<u>\$ 1,566</u>

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
SCHEDULE OF CHANGES IN STATE PROPERTY  
For the Two Years Ended June 30, 2008

Balance at July 1, 2006, Equipment	\$	460,389
Additions		27,835
Deletions		(1,428)
Net Transfers		<u>(14,553)</u>
Balance at June 30, 2007, Equipment		472,243
Additions		8,110
Deletions		-
Net Transfers		<u>-</u>
Balance at June 30, 2008, Equipment	\$	<u><u>480,353</u></u>

The property balances at June 30, 2008 and 2007 have been reconciled to the property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
COMPARATIVE SCHEDULE OF CASH RECEIPTS  
For the Two Years Ended June 30, 2008

<u>General Revenue Fund 001</u>	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Photocopying Charges	\$ 4,268	\$ 1,418	\$ 5,012
Reimbursements, Jury Duty, and Recoveries	<u>592</u>	<u>16</u>	<u>66</u>
Total Receipts - General Revenue Fund 001	<u>\$ 4,860</u>	<u>\$ 1,434</u>	<u>\$ 5,078</u>

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
RECONCILIATION SCHEDULE OF CASH RECEIPTS TO DEPOSITS  
REMITTED TO THE STATE COMPTROLLER  
For the Two Years Ended June 30, 2008

<u>General Revenue Fund 001</u>	Fiscal Year		
	<u>2008</u>	<u>2007</u>	<u>2006</u>
Receipts per Board Records	\$ 4,860	\$ 1,434	\$ 5,078
Plus: Deposits in Transit, Beginning of Year	130	305	-
Less: Deposits in Transit, End of Year	-	130	305
Auditor's Adjustment	<u>-</u>	<u>-</u>	<u>-</u>
Deposits Recorded by the Comptroller	<u>\$ 4,990</u>	<u>\$ 1,609</u>	<u>\$ 4,773</u>

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES  
For the Two Years Ended June 30, 2008

Fiscal Year 2008

- The State Contributions to State Employees' Retirement System increased by \$103,121 (62.77%) from fiscal year 2007 to fiscal year 2008 due to an annual revision of the employer contribution rate.
- Equipment expenditures decreased by \$1,944 (-67.71%) from fiscal year 2007 to fiscal year 2008 as old catalog cases and an inoperable shredder had to be replaced in fiscal year 2007.
- Telecommunications expenditures increased by \$11,431 (37.78%) from fiscal year 2007 to fiscal year 2008 due to the installation of a T1 line between the Springfield and Des Plaines offices.
- Operation of automotive equipment expenditures increased by \$4,554 (49.88%) from fiscal year 2007 to fiscal year 2008 as result in the increased cost of gasoline.

Fiscal Year 2007

- Employee retirement contributions decreased by \$8,182 (100%) from fiscal year 2006 to fiscal year 2007 as a result in the elimination of this appropriation line in the final budget.
- The State Contributions to State Employees' Retirement System increased by \$68,509 (71.53%) from fiscal year 2006 to fiscal year 2007 due to an annual revision of the employer contribution rate.
- Travel expenditures increased by \$10,173 (44.42%) from fiscal year 2006 to fiscal year 2007 due to increased travel costs for hearing officers, a new board, member and a new Executive Director. All these individuals were required to travel more and longer distances to complete their duties.
- Equipment expenditures decreased by \$1,114 (-27.95%) from fiscal year 2006 to fiscal year 2007 as statute books and digital recorders were purchased in fiscal year 2006 and catalog cases and a shredder were purchased in fiscal year 2007.
- Operation of automotive equipment expenditures decreased by \$3,752 (-29.13%) from fiscal year 2006 to fiscal year 2007 as result in the decline of automotive repairs.
- Refund expenditures decreased by \$200 (100%) from fiscal year 2006 to fiscal year 2007 as a payment was made in fiscal year 2006 for the preparation of a record due to an appeal but not in subsequent years.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS  
For the Two Years Ended June 30, 2008

Photocopying Charges

The amount of user fees received for photocopying fluctuates annually based on the volume and magnitude of requests received. The charges decreased by \$3,594 (72%) from fiscal year 2006 to fiscal year 2007, and increased by \$2,850 (201%) from fiscal year 2007 to fiscal year 2008.

Reimbursement, Jury Duty, and Recoveries

The variance in receipts fluctuates annually based on the number of repayments to the State for jury duty, personal phone calls, and other miscellaneous recoveries. The receipts decreased by \$50 (76%) from fiscal year 2006 to fiscal year 2007, and increased \$576 (360%) from fiscal year 2007 to fiscal year 2008.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING  
For the Two Years Ended June 30, 2008

Fiscal Year Ended June 30, 2008

- Lapse period spending for telecommunication services was \$41,691 (28%). The expenditures were for the payment of communication revolving fund invoices.

Fiscal Year Ended June 30, 2007

- Lapse period spending on printing of \$2,647 (38%) was for an emergency purchase of copy paper received in June for the Des Plaines office.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2008

**AGENCY FUNCTIONS AND PLANNING PROGRAM**

The Property Tax Appeal Board (Board) was created to adjudicate real property tax assessment appeals statewide. Appeals are filed by any taxpayer dissatisfied with the decision of a board of review as such decision pertains to the assessment of his property for taxation purposes, or by any taxing body that has an interest in the decision of the board of review pertaining to a property assessment. The Board determines the correct assessment of a parcel of land which is subject to appeal based upon facts, evidence, exhibits and briefs submitted to or elicited by the Board. Appeals must be filed with the Board within 30 days after the date of written notice of the decision of the board of review.

The bipartisan Board is comprised of five members, appointed by the Governor, with advice and consent of the Senate, with one Board member serving as Chairman.

The daily operations of the Board are managed by an Executive Director. The Executive Director is responsible for planning, formulating, directing, monitoring, and controlling the overall policies, objectives and programs of the Board and supervises the management of the Board's fiscal, personnel, budget, legislative and program operations. He confers with the Chairman and the members of the Board with respect to the overall Board operations and attends all Board meetings and serves as Clerk and Legal Counsel to the Board.

Planning Program

The Board's goals and objectives are guided by statute and revised based on monitoring the Board's performance. Board members and the Executive Director meet semi-monthly to monitor Board operations. The Board prepares clerical staff reports and case statistics which are used to monitor the status of property tax appeal cases and assess progress towards goals and objectives.

It is the Board's objective to inform Illinois property taxpayers of their recourse. To achieve this, the Board will continue developing tools for community outreach which includes display stands, promotional items, interpretive graphics, and web site updates, which will be available at fairs and events. The Board's goals are to enable their staff to perform their tasks efficiently and effectively which in turn will satisfy its ultimate objective, i.e., to maintain a speedy resolution of cases.

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
**ANALYSIS OF OPERATIONS**  
For the Two Years Ended June 30, 2008

AGENCY FUNCTIONS AND PLANNING PROGRAM (Continued)

Mr. Louis Apostol, Executive Director  
Property Tax Appeal Board  
Wm. G. Stratton Office Building  
401 South Spring, Room 402  
Springfield, Illinois 62706

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
ANALYSIS OF OPERATIONS (CONTINUED)  
For the Two Years Ended June 30, 2008

AVERAGE NUMBER OF EMPLOYEES

The following information was prepared from the Board's records and presents the average number of employees for the Fiscal Year ended June 30,

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Administration	17	16	16
Hearing Officers	<u>11</u>	<u>11</u>	<u>9</u>
Total	<u>28</u>	<u>27</u>	<u>25</u>

**STATE OF ILLINOIS**  
**PROPERTY TAX APPEAL BOARD**  
ANALYSIS OF OPERATIONS (CONTINUED)  
For the Two Years Ended June 30, 2008

SERVICE EFFORTS AND ACCOMPLISHMENTS (Not Examined)

The Board conducts hearings to resolve real property tax assessment appeals filed before it. An appeal may be filed relating to one parcel of property or several parcels of property.

Appeals Filed and Closed – Caseload Statistics

	<u>Springfield</u>	<u>Des Plaines</u>	<u>Total</u>
Property Appeals Pending- June 30, 2006	6,976	32,450	39,426
New Appeals Filed	3,941	28,410	32,351
Property Appeals Closed	<u>(3,217)</u>	<u>(14,884)</u>	<u>(18,101)</u>
Property Appeals Pending- June 30, 2007	7,700	45,976	53,676
New Appeals Filed	3,950	13,279	17,229
Property Appeals Closed	<u>(3,232)</u>	<u>(15,395)</u>	<u>(18,627)</u>
Property Appeals Pending- June 30, 2008	<u>8,418</u>	<u>43,860</u>	<u>52,278</u>