



STATE OF ILLINOIS  
**OFFICE OF THE  
 AUDITOR GENERAL**

Frank J. Mautino, Auditor General

**SUMMARY REPORT DIGEST**

**REGIONAL OFFICE OF EDUCATION #48**  
**PEORIA COUNTY**

FINANCIAL AUDIT (In accordance with the Uniform Release Date: June 12, 2018  
 Guidance)

For the Year Ended: June 30, 2017

FINDINGS THIS AUDIT: 1	AGING SCHEDULE OF REPEATED FINDINGS						
	New	Repeat	Total	Repeated Since 2016	Category 1	Category 2	Category 3
Category 1:	0	1	1	17-1			
Category 2:	0	0	0				
Category 3:	0	0	0				
TOTAL	0	1	1				
FINDINGS LAST AUDIT: 2							

**SYNOPSIS**

- (17-1) The Regional Office of Education #48 did not use time and effort documentation to distribute employees' salary and benefit costs.

**Category 1:** Findings that are **material weaknesses** in internal control and/or a **qualification** on compliance with State laws and regulations (material noncompliance).  
**Category 2:** Findings that are **significant deficiencies** in internal control and/or **noncompliance** with State laws and regulations.  
**Category 3:** Findings that have **no internal control issues but are in noncompliance** with federal and/or State laws and regulations.

{ Revenues and expenditures are summarized on the reverse page. }

**REGIONAL OFFICE OF EDUCATION #48**  
**PEORIA COUNTY**

**FINANCIAL AUDIT**  
**(In accordance with the Uniform Guidance)**  
**For The Year Ended June 30, 2017**

	<b>FY 2017</b>	<b>FY 2016</b>
<b>TOTAL REVENUES</b>	\$6,775,619	\$6,307,452
Local Sources	\$2,985,678	\$3,068,195
% of Total Revenues	44.07%	48.64%
State Sources	\$2,961,589	\$2,279,545
% of Total Revenues	43.71%	36.14%
Federal Sources	\$828,352	\$959,712
% of Total Revenues	12.23%	15.22%
<b>TOTAL EXPENDITURES</b>	\$6,095,428	\$5,973,959
Salaries and Benefits	\$4,400,103	\$3,967,902
% of Total Expenditures	72.19%	66.42%
Purchased Services	\$856,287	\$1,253,464
% of Total Expenditures	14.05%	20.98%
All Other Expenditures	\$839,038	\$752,593
% of Total Expenditures	13.77%	12.60%
<b>TOTAL NET POSITION</b>	\$2,467,301	\$1,787,110
<b>INVESTMENT IN CAPITAL ASSETS</b>	\$46,383 <sup>1</sup>	\$59,524
<sup>1</sup> Capital asset amounts include debt associated with a capital lease. Percentages may not add due to rounding.		

<b>REGIONAL SUPERINTENDENT</b>
During Audit Period: Honorable Elizabeth Crider Derry Currently: Honorable Elizabeth Crider Derry

## FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

### **SALARIES AND BENEFITS NOT SUPPORTED BY PROPER DOCUMENTATION**

**The Regional Office of Education #48 did not use time and effort documentation to distribute employees' salary and benefit costs.**

The Regional Office of Education #48 (ROE) did not use time and effort documentation to distribute the salary and benefit costs for three administrative employees who worked partly on Mathematics and Science Partnership activities and partly on other ROE activities. These employees completed time and effort documentation, but the documentation was not used in the distribution of salary and benefit costs charged to these programs. Further, it was noted one of these employees did not complete any time and effort documentation for four months and another did not for one month. The salary and benefits charged to the Mathematics and Science Partnership programs for both of these employees were based on an estimate of time worked on program activities.

Employees of the ROE are required by the Uniform Guidance to document their time and effort working on the Mathematics and Science Partnership programs when only a portion of their work is spent on these programs.

According to Regional Office officials, the ROE was unable to implement a system of time and effort documentation fully compliant with the Uniform Guidance until July 2017 (FY18). (Finding 2017-001, pages 13-14)

The auditors recommended that the ROE should use time and effort documentation to distribute salary and benefits costs for employees who worked partly on Mathematics and Science Partnership activities as well as other activities in accordance with the Uniform Guidance.

**ROE Response:** *The Regional Office has created time and effort sheets that all employees must complete documenting time worked on all grants, state and federal, for each pay period. All salary and benefit costs will be allocated accordingly based upon completed time sheets.*

### AUDITORS' OPINION

Our auditors state the Regional Office of Education No. 48's financial statements as of June 30, 2017 are fairly stated in all material respects.

This financial report was conducted by the firm of Doehring, Winders & Co. LLP.

**SIGNED ORIGINAL ON FILE**

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KELLY MITTELSTAEDT  
Audit Manager

This report is transmitted in accordance with Section 3-14 of  
the Illinois State Auditing Act.

**SIGNED ORIGINAL ON FILE**

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FRANK J. MAUTINO  
Auditor General

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