



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

Frank J. Mautino, Auditor General

**SUMMARY REPORT DIGEST**

**OFFICE OF THE STATE APPELLATE DEFENDER**

State Compliance Examination  
 For the Two Years Ended June 30, 2024

Release Date: February 25, 2025

FINDINGS THIS AUDIT: X				AGING SCHEDULE OF REPEATED FINDINGS			
	<u>New</u>	<u>Repeat</u>	<u>Total</u>	<u>Repeated Since</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>
<b>Category 1:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>No Repeat Findings</b>			
Category 2:	1	0	0				
Category 3:	<u>0</u>	<u>0</u>	<u>0</u>				
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>				
<b>FINDINGS LAST AUDIT: 4</b>							

**SYNOPSIS**

- **(24-01)** The Office of the State Appellate Defender’s (Office) inadequate controls over reporting of State property during the examination period.

**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 **noncompliance** with State laws and regulations.

**Category 3:** Findings that have **no internal control issues but are in noncompliance** with State laws and regulations.

**FINDINGS, CONCLUSIONS, AND  
RECOMMENDATIONS**

**INADEQUATE CONTROLS OVER REPORTING  
STATE PROPERTY**

The Office did not exercise adequate controls over reporting of State property.

Statewide Accounting Management System (SAMS) (Procedure 29.10.25) establishes the procedures for how each agency is to prepare and complete its quarterly reports. SAMS (Procedure 29.10.30) states when the report is properly completed, it should present the total cost of State property, by category, reflected on the agency's records as of the reporting date and reconcile the beginning balance of State property to the ending balance. SAMS (Procedure 07.30.20) states the effectiveness of any accounting and financial information system is dependent on the accuracy of data submitted and the confidence of its users that the system handled that data properly.

**Inadequate controls**

Our testing noted the Office's property records did not agree with the C-15 reports submitted to the Comptroller, showing discrepancies of approximately \$558,508 and \$306, respectively. The amounts were an error in preparation of the C-15 report and the discrepancy was due to four portable hard drives that were on the property record but not reported on the C-15 report.

- Office management indicated that the June 30, 2023 C-15 reporting error occurred due to a misinterpretation of reportable property on the C-15 reports.
- Office management stated that the June 30, 2024 discrepancy was due to a clerical error in preparing the C-15 report. (Finding 1, pages 10-11)

We recommend the Office design and maintain internal controls to ensure the amounts reported on the C-15 reports filed with the Comptroller are accurate and in compliance with SAMS.

**Office agreed**

The Office accepted the recommendation and stated management will work to ensure accuracy and compliance.

**OTHER FINDINGS**

The remaining finding pertains to lack of adequate controls over receipts processing, and failure to maintain adequate records and proper documentation. We will review the Office's progress towards the implementation of our recommendations in our next State compliance examination.

**ACCOUNTANT’S OPINION**

The accountants conducted a State compliance examination of the Office for the two years ended June 30, 2024, as required by the Illinois State Auditing Act. The accountants qualified their report on State compliance for Finding 2024-001. Except for the noncompliance described in this finding, the accountants stated the Office complied, in all material respects, with the requirements described in the report.

This State compliance examination was conducted by West & Company, LLC.

**SIGNED ORIGINAL ON FILE**

---

COURTNEY DZIERWA  
Division Director

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

**SIGNED ORIGINAL ON FILE**

---

FRANK J. MAUTINO  
Auditor General

FJM:emo