



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

Christopher B. Meister, Auditor General

SUMMARY REPORT DIGEST

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

State Compliance Examination
 For the Two Years Ended June 30, 2025

Release Date: June 9, 2026

FINDINGS THIS AUDIT: 20				AGING SCHEDULE OF REPEATED FINDINGS			
	New	Repeat	Total	Repeated Since	Category 1	Category 2	Category 3
Category 1:	0	6	6	2023	25-12, 25-14	25-05, 25-08, 25-11, 25-15	
Category 2:	5	9	14	2021		25-09, 25-13	
Category 3:	0	0	0	2019		25-10	
TOTAL	5	15	20	2017	25-01, 25-02, 25-03, 25-04	25-07	
				2015		25-06	
FINDINGS LAST AUDIT: 18							

SYNOPSIS

- (25-01) The Illinois Criminal Justice Information Authority (Authority) failed to conduct adequate site visit monitoring of its grantees in accordance with its Federal and State Grants Unit’s Policies and Procedures.
- (25-05) The Authority did not timely submit its vouchers for payment to the Comptroller’s Office and approve for payment all interest due to vendors during the examination period.
- (25-10) The Authority did not exercise adequate controls over contracts to ensure contracts are timely filed with the Office of Comptroller.

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**

**FAILURE TO CONDUCT ADEQUATE SITE VISIT
MONITORING OF GRANTEES**

The Illinois Criminal Justice Information Authority (Authority) failed to conduct adequate site visit monitoring of its grantees in accordance with its Federal and State Grants Unit’s Policies and Procedures (FSGU P&P).

Specifically, we noted the following deficiencies:

Site visits were not conducted for 23% of programs

Site visit reports were not timely completed

Site visits were not performed for 33% of grants which required site visits be performed as a special condition

- The Authority did not conduct site visits for 23 of the 101 programs (23%).
- Of the 55 programs which had a site visit timely conducted by the Authority, we selected a sample of 10 grants to determine if the Authority performed the site visit as required by its FSGU P&P and noted site visit reports were completed between 1 and 264 days late for five grants (50%). Also, the site visit follow-up letters for three (30%) grants were not sent to the grantees.
- The Authority did not perform site visits for 20 of 60 grants (33%) which required site visits be performed as a special condition or requirement of the grant agreement. (Finding 1, pages 12-13) **This finding has been reported since 2017.**

We recommended the Authority implement internal controls to ensure required site visits occur on schedule and complete monitoring records are maintained to verify compliance with established Authority procedures.

Authority agreed with the recommendation

Authority management agreed with the recommendation and stated the Authority will increase staffing to support timely monitoring and reduce caseload burden; revise Site Visit Policy to clarify expectations for frequency, documentation required, and supervisory review; ensure tracking tools are used; and hire an Administrative Assistant to support compliance.

VOUCHER PROCESSING WEAKNESSES

The Authority did not timely submit its vouchers for payment to the Comptroller’s Office and approve for payment all interest due to vendors during the examination period.

We conducted an analysis of the Authority’s expenditures data for fiscal years 2024 and 2025. Some of the more significant issues we noted were as follows:

Authority did not timely approve vouchers for payment

- The Authority owed 5 vendors interest totaling \$2,302 in fiscal years 2024 and 2025; however, the Authority had not approved these vouchers for payment to the vendors.
- The Authority did not timely approve 109 of 7,963 (1%) vouchers processed during the examination period, totaling \$6,547,081. We noted these vouchers were approved between 31 and 340 days after receipt of a proper bill or other obligating document.
- Travel request forms for 10 of 40 (25%) travel vouchers, totaling \$7,614, were not completed by employees. (Finding 5, pages 24-25)

We recommended the Authority timely approve proper bills and obligations due and approve vouchers for payment of interest due to vendors. Additionally, we recommended the Authority strengthen its internal controls governing travel expenditures to ensure full compliance with State laws and regulations.

Authority agreed with the recommendation

Authority management agreed with the recommendation and stated the Authority will utilize the Enterprise Resource Planning System (ERP) to run the PPI (Prompt Payment Interest) report to identify PPI owed to vendors, will run a monthly PPI report in ERP to identify any available PPI invoices and issue the payment, and will ensure that the processed vouchers will be approved on timely basis.

NONCOMPLIANCE WITH REQUIRED CONTRACTING PROCEDURES

The Authority did not exercise adequate controls over contracts to ensure contracts are timely filed with the Office of Comptroller.

Contracts not timely filed

Two of six (33%) contracts tested, totaling \$77,240, were not timely filed with the Office of Comptroller, with delays of 14 and 128 days. (Finding 10, page 33) **This finding has been reported since 2019.**

We recommended the Authority strengthen its controls to ensure contracts are filed with the Office of Comptroller in accordance with State law.

Authority agreed with the recommendation

Authority management agreed with the recommendation and stated the Authority would file contracts with the Office of Comptroller within 30 days of execution.

OTHER FINDINGS

The remaining findings are reportedly being given attention by Authority personnel. We will review the Authority'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 Authority for the two years ended June 30, 2025, as required by the Illinois State Auditing Act. The accountants qualified their report on State compliance for Findings 2025-001 through 2025-004, 2025-012, and 2025-014. Except for the noncompliance described in these findings, the accountants stated the Authority 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
Deputy Auditor General

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

SIGNED ORIGINAL ON FILE

CHRISTOPHER B. MEISTER
Auditor General

CBM:vrp