



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

Frank J. Mautino, Auditor General

SUMMARY REPORT DIGEST

STATE POLICE MERIT BOARD

State Compliance Examination
 For the Two Years Ended June 30, 2022

Release Date: June 27, 2024

FINDINGS THIS AUDIT: 10	AGING SCHEDULE OF REPEATED FINDINGS			
	Repeated Since	Category 1	Category 2	Category 3
Category 1:	2018	22-01	22-02	
Category 2:	2020		22-03, 22-04, 22-05, 22-06, 22-07, 22-08	
Category 3:				
TOTAL				
FINDINGS LAST AUDIT: 9				

SYNOPSIS

- (22-01) The State Police Merit Board (Board) did not have adequate controls over personal services.

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

PERSONAL SERVICES WEAKNESSES

The State Police Merit Board (Board) did not have adequate controls over personal services.

We noted the following weaknesses during testing of personal services:

Payroll Voucher Testing

Group Insurance Costs not remitted to DCMS

- Six of 20 (30%) payroll vouchers tested, totaling \$134,713, were paid from the State Police Merit Board Public Safety Fund (Fund 0166), a special State fund, but did not include applicable employer group insurance cost remittance, required to be paid to the Department of Central Management Services (DCMS).

Employee Testing

During testing of three employees, we noted the following:

Employee file did not include I-9

- One of 3 (33%) employee files tested did not contain a U.S. Citizenship and Immigration Service (USCIS) I-9 Employment Eligibility Verification Form (Form I-9).

Form C-25 was not retained

- For one of 3 (33%) employees tested, the Board did not retain the employee's Illinois W-4 Employee's Withholding Exemption Certificate (Form C-25).

Incorrect fringe benefit calculation

- For one of 3 (33%) of employees tested, the Board did not correctly calculate the amount of fringe benefits for personal use of a State vehicle.

Overtime Testing

Overtime slip not submitted timely

- For one of 8 (13%) overtime slips tested, for one of 3 (33%) employees, the overtime slip was not submitted for approval on a weekly basis.

Overtime not properly approved

- One of 8 (13%) overtime slips tested, for one of 3 (33%) employees, was approved by the employee submitting the overtime.

Timekeeping Testing

Timesheet not properly completed

- For one of 11 (9%) timesheets, for one of 3 employees (33%), the employee did not properly fill out their timesheet. Specifically, the type of leave was not noted on the timesheet.

Agency Workforce Report

Amendments made after required deadline

- The Board filed its amended Fiscal Year 2017, 2018, and 2019 *Agency Workforce Reports* with the Secretary of State four days after the required time period.

Reports not filed by deadline

- The Board did not file amended Fiscal Year 2017, 2018, and 2019 *Agency Workforce Reports* with the Office of the Governor within 30 days of the release of the prior compliance report. The amended reports were filed 4 days late.

Incorrect information on filed reports

- The Board did not report the number of workers broken out by contractual, positions opening, opening filled – new hires, and opening filled – promotion, reported in Fiscal Year 2021 and Fiscal Year 2022 Reports. (Finding 1, pages 11-14) **This finding has been reported since 2018.**

We recommended the Board ensure:

- applicable employer group insurance cost remittance is included in payroll vouchers and paid to DCMS;
- a Form I-9 and Form C-25 is properly maintained for each employee;
- fringe benefits for the personal use of a State vehicle are included in the employee's taxable income;
- overtime is properly and timely approved;
- attendance records are completed accurately;
- *Agency Workforce Reports* are accurate and properly submitted as required; and,
- corrected *Agency Workforce Reports* are filed with the Secretary of State and Office of the Governor as required by the Illinois State Auditing Act (30 ILCS 5/3-2.2).

Board agreed

The Board agreed and accepted all recommendations. The Board stated it began taking actions to remediate these findings as it was made aware of them during the examination.

OTHER FINDINGS

The remaining findings pertain to voucher processing and property weaknesses, procedural deficiencies, inadequate controls over petty cash, information systems, reconciliations, and travel, Board vacancies, and noncompliance with the State Police Act. We will review the Board'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 Board for the two years ended June 30, 2022, as required by the Illinois State Auditing Act. The accountants qualified their report on State compliance for Finding 2022-001. Except for the noncompliance described in this finding, the accountants stated the Board complied, in all material respects, with the requirements described in the report.

This State compliance examination was conducted by the Office of the Auditor General's staff.

SIGNED ORIGINAL ON FILE

JANE CLARK
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

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