



STATE OF ILLINOIS
OFFICE OF THE
AUDITOR GENERAL

Frank J. Mautino, Auditor General

SUMMARY REPORT DIGEST

PROPERTY TAX APPEAL BOARD

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

Release Date: December 16, 2025

FINDINGS THIS AUDIT: 6				AGING SCHEDULE OF REPEATED FINDINGS			
	New	Repeat	Total	Repeated Since	Category 1	Category 2	Category 3
Category 1:	0	2	2	2022	24-1		
Category 2:	0	4	4	2020		24-3, 24-5, 24-6	
Category 3:	0	0	0	2018		24-4	
TOTAL	0	6	6	2004	24-2		
FINDINGS LAST AUDIT: 12							

SYNOPSIS

- (24-01) The Property Tax Appeal Board's (Board) internal controls over its voucher processing function were not operating effectively during the examination period.
- (24-02) The Board did not allow for the speedy hearing of all appeals.

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

VOUCHER PROCESSING WEAKNESSES

The Property Tax Appeal Board's (Board) internal controls over its voucher processing function were not operating effectively during the examination period.

Due to our ability to rely upon the processing integrity of the Enterprise Resource Planning System (ERP) operated by the Department of Innovation and Technology (DoIT), we were able to limit our voucher testing at the Board to determine whether certain key attributes were properly entered by the Board's staff into the ERP. In order to determine the operating effectiveness of the Board's internal controls related to voucher processing and subsequent payment of interest, we selected a sample of key attributes (attributes) to determine if the attributes were properly entered into the State's Enterprise Resource Planning (ERP) System based on supporting documentation. The attributes tested were 1) vendor information, 2) expenditure amount, 3) object(s) of expenditure, and 4) the later of the receipt date of the proper bill or the receipt date of the goods and/or services.

Information improperly entered into ERP

Our testing noted 5 of 140 (4%) attributes were not properly entered into the ERP System. Therefore, the Board's internal controls over voucher processing **were not operating effectively**.

Due to this condition, we qualified our opinion because we determined the Board had not complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

Vouchers not timely approved

Even given the limitations noted above, we conducted an analysis of the Board's expenditures data for fiscal years 2023 and 2024. We noted the Board did not timely approve 7 of 451 (2%) vouchers processed during the examination period, totaling \$1,227. We noted these vouchers were approved between 33 and 102 days after receipt of a proper bill or other obligating document. (Finding 1, pages 9-10)

We recommended the Board design and maintain internal controls to provide assurance its data entry of key attributes into ERP is complete and accurate. Further, we recommended the Board timely approve proper bills and obligations due.

Board agreed

The Board accepted the findings and stated it will work to improve its controls over the voucher processing system.

TIMELINESS OF HEARINGS

The Board did not allow for the speedy hearing of all appeals.

During testing, we analyzed 100% of the cases closed during the examination period and pending as of June 30, 2024, and noted the following:

- 61,548 of 100,768 (61%) cases were closed over two years from the receipt date.
- 34,484 of 105,345 (33%) cases were pending over two years from the receipt date. (Finding 2, pages 11-12)
This finding has been repeated since 2004.

We recommended the Board work with the Governor and the General Assembly to increase its headcount, which will assist the Board in providing for the speedy hearing of all new appeals and decrease the backlog of appeals.

Board agreed

The Board accepted the finding and stated it is in the process of hiring additional staff to decrease the number of pending appeals.

OTHER FINDINGS

The remaining findings pertain to reporting procedural deficiencies, inadequate control over personal services, information security weaknesses, and lack of interagency agreement with DoIT. 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, 2024, as required by the Illinois State Auditing Act. The accountants qualified their report on State compliance for Findings 2024-001 and 2022-002. Except for the noncompliance described in these findings, 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

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

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