

REPORT DIGEST

**PROPERTY TAX APPEAL BOARD
COMPLIANCE AUDIT
FOR THE TWO YEARS ENDED JUNE 30, 1994**

{Expenditures and Activity Measures are summarized on the reverse page.}

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

INADEQUATE CONTROLS OVER CASH RECEIPTS

The Board did not have adequate controls over receipts processing or recordkeeping. The following inadequacies were noted:

- the Board did not maintain a detailed cash receipts ledger;
- checks were not immediately restrictively endorsed upon receipt;
- and reconciliations of cash receipts to deposits into the State Treasury were not timely.

We recommended that the Board strengthen controls over cash receipts by maintaining a detailed cash receipts ledger, immediately restrictively endorsing checks and performing monthly reconciliations of cash receipts. (Finding 1, page 6)

The Board responded that it agreed with our finding and will implement the necessary procedures to ensure adequate controls over the processing and recordkeeping of cash receipts.

INADEQUATE MAINTENANCE OF STATE VEHICLE

The Board did not adequately maintain one of three State vehicles or report the vehicle as transferable property. The vehicle was inoperable during FY94 and did not undergo any repairs. The vehicle had over 96,000 miles and was a 1984 passenger car.

We recommended that the Board either adequately maintain the vehicle or report the vehicle as transferable property as required. (Finding 2, page 8)

The Board agreed with our finding and noted that the Board had been reluctant to dispose of the vehicle since the Board was not clear whether the agency would receive funding to fix the car or purchase a new one.

OTHER FINDINGS

The remaining findings are less significant and Board management have responded that appropriate corrective action is in process. We will review progress towards implementation of our recommendations in the next audit.

Mr. James Chipman, Executive Director, provided responses to our findings and recommendations.

AUDITORS' OPINION

We conducted a compliance audit of the Property Tax Appeal Board as required by the Illinois State Auditing Act. The Board had no locally held funds or federal or State trust funds. Consequently, there are no financial statements requiring a financial audit leading to an opinion.

WILLIAM G. HOLLAND, Auditor General

WGH:GS:pp

SUMMARY OF AUDIT FINDINGS

<u>Number of This Audit</u>	<u>Prior Audit</u>
Audit Findings	40
Repeated Findings	00
Recommendations Implemented	
or Not Repeated	00

AUDITORS ASSIGNED

The audit was performed by the Auditor General's staff.

PROPERTY TAX APPEAL BOARD
COMPLIANCE AUDIT
For The Two Years Ended June 30, 1994

EXPENDITURE STATISTICS	FY 1994	FY 1993	FY 1992
●Total Expenditures (All Funds)	\$621,855	\$604,277	\$637,124
<u>OPERATIONS TOTAL</u>	\$621,855	\$604,277	\$637,124
% of Total Expenditures	100.0%	100.0%	100.0%
Personal Services	\$465,421	\$454,071	\$473,089
% of Operations Expenditures	74.84%	75.14%	74.25%
Average No. of Employees	14	13	15
Other Payroll Costs (FICA, Retirement)			
% of Operations Expenditures	\$69,289 11.14%	\$70,569 11.68%	\$65,243 10.24%
Contractual Services	\$24,180	\$21,439	\$25,806
% of Operations Expenditures	3.89%	3.55%	4.05%
All Other Operations Items	\$62,965	\$58,198	\$72,986
% of Operations Expenditures	10.13%	9.63%	11.46%
<u>GRANTS TOTAL</u>	\$0	\$0	\$0
% of Total Expenditures	0%	0%	0%
●Cost of Property and Equipment	\$166,251	\$166,524	\$175,622

SELECTED ACTIVITY MEASURES	FY 1994	FY 1993	FY 1992
Total Properties Appealed	29,628	25,643	16,814
Total Properties Closed	18,975	7,063	2,621
Total Properties Pending at June 30,	10,653	18,580	14,193

AGENCY DIRECTOR(S)
During Audit Period: Joseph Temperelli James Chipman (effective 6/8/94) Currently: James Chipman