



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

MEMORANDUM

To: Authority Members
From: Diane Griffin, Chief Fiscal Officer
Date: February 14, 2002
Re: Summary of Office of Fiscal Management Activities

The following highlights the work performed by the Office of Fiscal Management since the last Authority meeting.

Reports

The following reports were prepared and submitted by OFM staff:

- Quarterly Accounts Receivable Report.
- Quarterly Federal Financial Status Reports for direct and formula grant awards.
- Cost center reports for agency operations and federal grant cost centers.
- Annual Federal Grant-In-Aid Report for the Illinois Commission on Intergovernmental Cooperation.
- Follow-up reports for the FY02 Generally Accepted Accounting Principles (GAAP) package for the federal fund.

Accounts Receivable

- With the assistance of the Information Systems Unit and the Office of Administrative Services, issued billings of **\$909,767** to **314 users** of the Authority's information systems for the second half of SFY03. To date, received and processed approximately **62%** of this billing.
- Continued to follow-up on and reconcile outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately **75** interagency agreements
- Processed **154** contract obligation documents (**\$10,904,688**) and **300** vouchers (**\$18,051,974**) for federal grants to state and local governments and not-for-profit agencies.
- Prepared 14 payment history letters in response to requests from grantees for information for their independent audits.
- Reviewed 52 A-133 independent audit reports received from grantees for compliance with audit requirements and conducted follow-up as necessary.
- Conducted nine on-site detailed monitoring reviews of Authority grantees.

General Agency Operations

- Completed obligation, expenditure and cash reconciliations for six funds.

Agency Budget

- Responded to requests from the Governor's Bureau of the Budget for additional information related to our FY04 budget request. Reached agreement on a proposed FY04 budget level prior to the change in administrations.
- Prepared and submitted forms and narrative information to be included in the Governor's FY04 Budget Book.
- Began preparation of the Illinois State Legislature (ISL) forms, which detail our FY04 budget request.

Audit

- Continued to work with KPMG auditors conducting the FY02 State Single Audit by responding promptly to questions and assisting them in interpreting information gathered. Presently waiting for information from KPMG on the status of this audit.

Other Misc. Projects

- Developed system specifications for a new accounts receivable software system and began researching available commercial packages.
- Prepared information on the Authority's current budget and budget history for inclusion in transition documents forwarded to the new administration.

- Prepared expenditure allocation report by information system for the User's fund.
- Worked with staff from the Office of the Comptroller and other Authority units on language to be included in the reauthorization legislation for the Motor Vehicle Theft Prevention Council that will reclassify the Motor Vehicle Theft Prevention Trust Fund to a more appropriate fund type.

Personnel Changes

New Hires: None

Departures Donna Henry – Accountant

Interviewing for replacement has taken place and a candidate was identified however, an offer has been put on hold due to hiring restrictions put in place by new administration.