



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

MEMORANDUM

To: Authority Members
From: Robert P. Boehmer, General Counsel
Date: August 19, 2003
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:

- Final FY03 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.
- Motor Vehicle Theft Prevention Trust Fund cash and cash flow projections to 2007.

Accounts Receivable

- Continue to receive and process payments from users. To date, received and processed approximately **85%** of the billing for the second half of SFY04.
- Continued to follow-up on and reconcile outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately **165** interagency agreements.
- Processed **298** contract obligation documents (**\$18,893,559**) and **355** vouchers (**\$10,509,373**) for federal grants to state and local governments and not-for-profit agencies.

- Prepared 21 payment history letters in response to requests from grantees for information for their independent audits.
- Reviewed 27 A-133 independent audit reports received from grantees for compliance with audit requirements and conducted follow-up as necessary.
- Conducted 14 on-site detailed monitoring reviews of Authority grantees.

General Agency Operations

- Completed obligation, expenditure and cash reconciliations for six funds.
- Finalized activities to liquidate outstanding obligations for fiscal year 03 along with processing all FY03 invoices prior to closing appropriation year.

Agency Budget

- Prepared and submitted proposed FY04 quarterly spending allotments, as requested by OMB.
- Analyzed the impact of potential unionization on our FY04 budget, which would require an increase to the personal services budgets of four funds to cover salary increases, cost of living adjustments and retirement pick up.
- As requested by the new administration, prepared and submitted a proposal to reserve 2% of the Authority's FY04 Budget as follows: General Revenue Funds - \$113,500; Criminal Justice Information Systems Trust Fund - \$60,360; Motor Vehicle Theft Prevention Trust Fund - \$8,170; Criminal Justice Trust Fund (federal) - \$380,170; and Juvenile Accountability Incentive Block Grant Fund 0- \$9,530. This 2% reserve excluded \$106 million in federal funds, which do not require matching state funds. The proposed total net 2% reserve came to \$571,730 and was approved by the Governor's Office of Management and Budget (OMB).

Audit

- Reviewed, analyzed and followed-up on spreadsheets prepared and submitted by grant monitors regarding the Audit Risk Assessment survey project.
- Researched and entered OFM's scoring information on approximately 480 grants (VOCA, ADA, VAWA, and RSAT) regarding the audit risk assessment survey project.
- Provided preliminary information and other assistance to audit firm contracted to conduct the Authority's compliance audit for the two years ending 6/30/03.
- Completed and submitted our response to KPMG's FY02 State Single Audit findings. Prepared and submitted corrective action plans for these findings to the Auditor General.

GAAP

- Began preparation of annual fiscal year-end financial reports (GAAP packages) for the Office of the Comptroller.

Other Misc. Projects

- Completed review of new accounts receivable software systems. Contract signed with MAS consulting to customize and implement the new system, which is expected to be implemented by September 30, 2003,

Personnel Changes

New Hires: B. Mehta - Accountant

Departures: D. Griffin – Fiscal Officer