



**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2019**

**Performed as Special Assistant Auditors
for the Auditor General, State of Illinois**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2019**

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**STATE OF ILLINOIS
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AGENCY OFFICIALS

Director	Jeremy Flynn, Acting (01/13/20 to Present) John Sullivan (04/12/19 to 01/12/20) John Sullivan, Acting (01/21/19 to 04/11/19) Warren Goetsch, Acting (01/01/19 to 01/20/19) Raymond Poe (through 12/31/18)
Chief Fiscal Officer	Johanna Helm (12/16/19 to Present) Tyler White (through 12/15/19)
General Counsel	John Teefey (04/16/19 to Present) Tess Little (Acting) (10/22/18 to 04/15/19) Craig Sondgeroth (through 10/21/18)
Chief Internal Auditor	Vacant (10/17/17 to Present) Gary Shadid (through 10/16/17)

Department offices are located at:

State Fairgrounds
801 East Sangamon Avenue
Springfield, Illinois 62702

MANAGEMENT ASSERTION LETTER

February 7, 2020

Adelfia LLC
Certified Public Accountants
400 East Randolph Street
Suite 700
Chicago, Illinois 60601

Ladies and Gentlemen:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the State of Illinois, Department of Agriculture (Department). We are responsible for and we have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Department's compliance with the following specified requirements during the two-year period ended June 30, 2019. Based on this evaluation, we assert that during the years ended June 30, 2018, and June 30, 2019, the Department has materially complied with the specified requirements listed below.

- A. The Department has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Department has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Department has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Department are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.

- E. Money or negotiable securities or similar assets handled by the Department on behalf of the State or held in trust by the Department have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Yours truly,

Illinois Department of Agriculture

SIGNED ORIGINAL ON FILE

Mr. Jeremy Flynn, Acting Director

SIGNED ORIGINAL ON FILE

Ms. Johanna Helm, Chief Fiscal Officer

SIGNED ORIGINAL ON FILE

Mr. John Teefey, General Counsel

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
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COMPLIANCE REPORT

SUMMARY

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and the Illinois State Auditing Act.

ACCOUNTANT'S REPORT

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes does not contain scope limitations or disclaimers, but does contain a modified opinion on compliance and identifies material weaknesses over internal control over compliance.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
Findings	Report	Report
Findings	21	22
Repeated findings	13	8
Prior recommendations implemented or not repeated	9	7

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Last</u> <u>Reported</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)				
2019-001	12	New	Inadequate Internal Audit function	Material Weakness and Material Noncompliance
2019-002	16	2017	Weaknesses Regarding Systems Development and Change Control Procedures	Material Weakness and Material Noncompliance
2019-003	18	2017	Inadequate controls over State Property	Significant Deficiency and Noncompliance
2019-004	22	2017	Inadequate controls over reconciliations	Significant Deficiency and Noncompliance

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Last Reported</u>	<u>Description</u>	<u>Finding Type</u>
2019-005	25	2017	Inadequate controls over petty cash funds	Significant Deficiency and Noncompliance
2019-006	27	New	Inadequate controls over contractual agreements	Significant Deficiency and Noncompliance
2019-007	29	2017	Inadequate controls over revenue and receipts	Significant Deficiency and Noncompliance
2019-008	31	New	Weaknesses in administration of grant agreements	Significant Deficiency and Noncompliance
2019-009	33	2017	Noncompliance with the Grant Information Collection Act	Significant Deficiency and Noncompliance
2019-010	34	2017	Weaknesses with Payment Card Industry Data Security Standards	Significant Deficiency and Noncompliance
2019-011	36	New	Inadequate controls over the issuance and revocation of telecommunication devices	Significant Deficiency and Noncompliance
2019-012	38	New	Noncompliance with the Bees and Apiaries Act	Significant Deficiency and Noncompliance
2019-013	39	2017	Weaknesses in administration of State Vehicles	Significant Deficiency and Noncompliance
2019-014	41	2017	Weaknesses in administration of locally-held funds	Significant Deficiency and Noncompliance
2019-015	44	2017	Inaccurate and untimely submission of the Agency Fee Imposition Reports	Significant Deficiency and Noncompliance
2019-016	45	New	Noncompliance with the Investment of Public Funds Act	Significant Deficiency and Noncompliance
2019-017	47	New	Inadequate controls over voucher processing	Significant Deficiency and Noncompliance
2019-018	49	2017	Noncompliance with the Illinois Noxious Weed Law	Significant Deficiency and Noncompliance

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Last Reported</u>	<u>Description</u>	<u>Finding Type</u>
2019-019	50	New	Noncompliance with the Insect Pest and Plant Disease Act	Significant Deficiency and Noncompliance
2019-020	51	2017	Weaknesses in administration of accounts receivable	Significant Deficiency and Noncompliance
2019-021	53	2017	Lack of disaster contingency planning or testing to ensure recovery of applications and data	Significant Deficiency and Noncompliance

PRIOR FINDINGS NOT REPEATED

A	55	2017	Inadequate controls over request for leaves of absence
B	55	2017	Noncompliance with Fiscal Control Internal Auditing Act
C	55	2017	Noncompliance with Agriculture Co-Operative Act
D	55	2017	Noncompliance with the State Finance Act
E	56	2017	Noncompliance with the Department of Agriculture Law
F	56	2017	Noncompliance with the State Employee Housing Act
G	56	2017	Noncompliance with the Illinois Refrigerated Warehouses Act
H	56	2017	Noncompliance with the Wind Energy Facilities Agricultural Impact Mitigation Act
I	57	2017	Inaccurate financial reporting

EXIT CONFERENCE

The findings and recommendations appearing in this report were discussed with Department personnel at an exit conference on February 5, 2020.

Attending were:

ILLINOIS DEPARTMENT OF AGRICULTURE

Jeremy Flynn	Acting Director
Johanna Helm	Chief Fiscal Officer
John Teefey	General Counsel
Tess Little	Assistant General Counsel
Todd Haberer	Accounting Manager

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Jack Rakers	Chief Internal Auditor
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OFFICE OF THE AUDITOR GENERAL

Sara Metzger	Audit Manager
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ADELFA LLC

Jennifer Roan	Partner
Maria Divina Valera	Partner
Andrew Guerrero	Supervisor

The responses to the recommendations were provided by Angie Fletcher, Executive Assistant, in a letter dated February 7, 2020.



INDEPENDENT ACCOUNTANT’S REPORT
ON STATE COMPLIANCE, ON INTERNAL CONTROL OVER COMPLIANCE, AND
ON SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable Frank J. Mautino
Auditor General
State of Illinois

Compliance

As Special Assistant Auditors for the Auditor General, we have examined compliance by the State of Illinois, Department of Agriculture (Department) with the specified requirements listed below, as more fully described in the *Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide)* as adopted by the Auditor General, during the two years ended June 30, 2019. Management of the Department is responsible for compliance with the specified requirements. Our responsibility is to express an opinion on the Department’s compliance with the specified requirements based on our examination.

The specified requirements are:

- A. The Department has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Department has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Department has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Department are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.

- E. Money or negotiable securities or similar assets handled by the Department on behalf of the State or held in trust by the Department have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Illinois State Auditing Act (Act), and the *Audit Guide*. Those standards, the Act, and the *Audit Guide* require that we plan and perform the examination to obtain reasonable assurance about whether the Department complied with the specified requirements in all material respects. An examination involves performing procedures to obtain evidence about whether the Department complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance with the specified requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our modified opinion.

Our examination does not provide a legal determination on the Department's compliance with the specified requirements.

Our examination disclosed material noncompliance with the following specified requirements applicable to the Department during the two years ended June 30, 2019.

As described in the accompanying Schedule of Findings as items 2019-001 and 2019-002, the Department had not complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.

In our opinion, except for the material deviations from the specified requirements described in the preceding paragraph, the Department complied with the specified requirements during the two years ended June 30, 2019, in all material respects. However, the results of our procedures disclosed instances of noncompliance with the specified requirements, which are required to be reported in accordance with criteria established by the *Audit Guide* and are described in the accompanying Schedule of Findings as items 2019-003 and 2019-021.

The Department's responses to the compliance findings identified in our examination are described in the accompanying Schedule of Findings. The Department's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on it.

The purpose of this report is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Internal Control Over Compliance

Management of the Department is responsible for establishing and maintaining effective internal control over compliance with the specified requirements (internal control).

In planning and performing our examination, we considered the Department's internal control to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Department's compliance with the specified requirements and to test and report on the Department's internal control in accordance with the *Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying Schedule of Findings, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the specified requirements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material noncompliance with the specified requirements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings as items 2019-001 and 2019-002 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings as items 2019-003 through 2019-021 to be significant deficiencies.

As required by the *Audit Guide*, immaterial findings excluded from this report have been reported in a separate letter.

The Department's responses to the internal control findings identified in our examination are described in the accompanying Schedule of Findings. The Department's responses were not subjected to the procedures applied in the examination and, accordingly, we express no opinion on it.

The purpose of this report is solely to describe the scope of our testing of internal control and the results of that testing based on the requirements of the *Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on the Department's compliance with the specified requirements. The accompanying supplementary information for the years ended June 30, 2018, and June 30, 2019, in Schedules 1 through 8 and the Analysis of Operations section are presented for purposes of additional analysis. Such information is the responsibility of Department management. We have applied certain limited procedures as

prescribed by the *Audit Guide* to the accompanying supplementary information for the years ended June 30, 2018, and June 30, 2019, in Schedules 1 through 8. We have not applied procedures to the accompanying supplementary information for the years ended June 30, 2017 in Schedules 3 through 8 and in the Analysis of Operations Section. We do not express an opinion, a conclusion, nor provide any assurance on the accompanying supplementary information in Schedules 1 through 8 or the Analysis of Operations Section.

SIGNED ORIGINAL ON FILE

Chicago, Illinois
February 7, 2020

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

2019-001 **FINDING** (Inadequate Internal Audit function)

The Department of Agriculture (Department) failed to adhere to provisions in the Fiscal Control and Internal Auditing Act (Act).

The Act requires each designated State agency to maintain a full-time program of internal auditing (30 ILCS 10/2001(a)). The Department of Agriculture, as a Department of State government created in the Civil Administrative Code (Code) (20 ILCS 5/5-15), is a designated State agency required to maintain a full-time program of internal auditing (30 ILCS 10/1003 (a)). The Act also states agencies which do not have full-time internal audit programs may have internal audits performed by the Department of Central Management Services (30 ILCS 10/2001 (b)).

In 2019, the Attorney General issued an opinion that multiple designated State agencies may not appoint the same individual as their chief internal auditor through an intergovernmental agreement. Further, State agencies seeking to consolidate or combine internal audit functions must either obtain authorization from the General Assembly or follow the process for reassigning functions among executive agencies as established by article V, section 11, of the Illinois Constitution of 1970 and the Executive Reorganization Implementation Act (15 ILCS 15).

On January 15, 2018, the Department entered into an agreement with DCMS' Bureau of Internal Audit to provide the Department with internal auditing services.

During testing, we noted the following:

- The Department's Director has not appointed an individual to fill the Department's chief internal auditor position. This position was vacated on October 17, 2017, 622 days prior to the end of the examination period on June 30, 2019.

The Act (30 ILCS 10/2002(a)) requires the Director to appoint a chief internal auditor.

Department officials indicated the exception noted above was due to the Department being unable to attract qualified candidates for the position of Chief Internal Auditor.

- The Department and DCMS did not obtain the Governor's approval for DCMS to provide professional internal auditing services to the Department.

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The Code (20 ILCS 405/405-293(a)) states that DCMS “is responsible for providing professional services for or on behalf of State agencies for all functions transferred to the Department by Executive Order No. 2003-10. . .” Since the part of Executive Order 2003-10 related to internal audit was reversed by P.A. 96-795 this portion of the Section is not applicable in the circumstances. The Section goes on to state that DCMS may “with the approval of the Governor, provide additional services to or on behalf of State agencies.” “Additional services” is not defined and no approval for DCMS to provide internal auditing services specifically to the Department, a designated State agency under the Act, was obtained from the Governor.

- While testing the Expenses and Support Cost section of the intergovernmental agreement between the Department and DCMS, we requested the Department provide us with sufficient and appropriate audit evidence related to costs of the Department’s internal audit function from January 15, 2018, through the end of the examination period on June 30, 2019. We requested the documentation to substantiate (1) the authorization of DCMS to use the Department’s appropriation for processing payroll as allowed for under the intergovernmental agreement, and (2) that DCMS only charged the Department for payroll services of DCMS internal auditors who provided internal audit functions to the Department. The Department was unable to provide us with the documentation requested. Specifically, we noted the following:
 - In response to our requests, Department management indicated DCMS does not bill the Department for its internal audit services and related assistance. As opposed to direct billing for services performed, the Department stated DCMS charges costs for various Statewide services – such as labor relations, personnel, mail & messenger, procurement, and internal audit – to the Professional Services Fund. These costs are then allocated to each State agency based upon each agency’s spend during the 2nd prior fiscal year and fund transfers are performed to move the cash from the State’s various funds into the Professional Services Fund. Given this process, it does not appear the Department is monitoring the current costs of its internal audit function. As a result, we were unable to audit the cost of the Department’s internal audit function to ensure the Department is accurately reimbursing DCMS payroll costs as stipulated by the intergovernmental agreement.
 - Also, the Department granted DCMS authorization through its intergovernmental agreement to charge the Department’s appropriations for payroll costs associated with DCMS’ rendering of professional internal audit services to the Department; however, as indicated by the Department in its response to our requests, it is not the Department’s nor

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DCMS' intent to process any vouchers against the Department's appropriations. As a result, we believe there is a significant internal control risk with potentially delegating a State's appropriation authority unnecessarily.

The Act (30 ILCS 10/3001)) requires the Department to establish and maintain a system, or systems, of internal fiscal and administrative controls, to provide assurance that: (1) resources are utilized efficiently, effectively, and in compliance with applicable law; (2) obligations and costs are in compliance with applicable law; and (3) funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation.

Failure to establish a full-time internal audit program in accordance with the requirements of the Act – where the chief internal auditor develops a deep understanding of the Department's functions and processes, oversees, and performs audits of the Department's major systems of internal accounting and administrative controls on a periodic basis, and oversees and reviews major new and modifications to information systems prior to implementation – weakens the Department's ability to assess its overall internal control environment and represents noncompliance with State law. Further, the establishment of the Department's internal audit function by interagency agreement hinders the operational autonomy intended by the General Assembly for internal auditors. Department management cannot terminate an appointed chief internal auditor prior to the conclusion of their term without cause and a hearing before the Executive Ethics Commission, but management can terminate the interagency agreement with DCMS at any time for any reason. Failure to obtain the approval of the Governor for expanding the professional services provided to the Department by DCMS limits governmental oversight and represents noncompliance with the Code. Failure to adequately track internal audit costs and be able to provide the auditors with adequate cost support related to the Department's internal audit function results in the auditors being unable to determine the Department's compliance with the Act. Finally, granting DCMS authorization to expend the Department's payroll appropriations weakens the Department's overall internal control environment and represents noncompliance with State law. (Finding Code No. 2019-001)

RECOMMENDATION

We recommend the following:

- The Department's Director appoint a chief internal auditor and ensure a full-time program of internal auditing is in place and functioning at the Department.

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- If another agency is to be relied upon to supplement internal audit functions at the Department, the Department obtain written approval of the Governor for these services and ensure such services are provided in accordance with the Act's requirements.
- The Department implement policies and procedures to track internal audit costs, maintain documentation which adequately documents the costs of the Department's internal audit function, and ensure other agencies providing services to the Department are only reimbursed for allowable costs.
- Finally, the Department should not grant another agency the authority to process payroll against the Department's appropriations unnecessarily or without implementing and documenting proper controls.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department intends to initiate the process of hiring a chief internal auditor and to come in full compliance with the Internal Auditing Act.

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DEPARTMENT OF AGRICULTURE
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2019-002 **FINDING** (Weaknesses regarding system development and change control procedures)

The Department of Agriculture (Department) was not able to provide the complete population of system changes or supporting documentation for changes.

The Department had established computer systems in order to meet its mission and mandates. The Department processed and maintained critical, confidential, and sensitive information on its computer systems.

During the review, we requested the Department to provide the population of changes made to computer systems in order to determine if the Department had complied with its change control procedures. In response to our request, the Department stated that change logs were still pending approval due to the time necessary for redaction. As a result, we were unable to determine whether the Department's procedures over system changes were being followed.

Due to the condition noted above, we were unable to conclude if the Department's population records were sufficiently precise and detailed under the Professional Standards promulgated by the American Institute of Certified Public Accountants (AU-C §330, AU-C §530, AT-C §205).

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation.

During the prior engagement period, Department personnel stated that with the limited resources and a newly-hired staff, it was a challenge to have completed the desired documentation of change control procedures. The Department stated the current period's condition resulted from staff shortage.

Without the Department providing complete and adequate documentation to enable testing, the accountants were unable to complete their procedures and provide useful feedback to the General Assembly regarding the Department's change control process. Without adequate systems development or change management procedures, there is an increased likelihood of systems that fail to meet expectations and requirements, and a greater risk of unauthorized, improper, or erroneous changes to computer systems. (Finding Code No. 2019-002, 2017-002, 2015-015)

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RECOMMENDATION

We recommend the Department strengthen internal controls over system changes to ensure documentation is maintained and available to support changes made on the system and to provide support for the population of system changes.

DEPARTMENT RESPONSE

The Department accepts this finding. Change controls were not properly in place in the past but have been updated and documented over the past 2 years and are currently in place. Due to the high number of programs in use by the Department (over 50) and the low number of Department of Innovation and Technology staff at the Department (4) to access and provide change logs, the Department was unable to accommodate that request.

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2019-003 **FINDING** (Inadequate controls over State Property)

The Department of Agriculture (Department) did not exercise adequate controls over State property.

The following exceptions were identified from our detailed testing of the Department's State property:

- During our list to floor testing of 60 Department property items, we noted the following:
 - Twelve (20%) items, totaling \$135,285, were not located. The items that could not be located were: two laptop computers, two golf carts, one switch port, one identification card printer, one piano, one computer printer, one chemical analyzer, one gas chromatograph, one spectrophotometer, and one microplate washer.
 - Eight (13%) items, totaling \$94,179, were not tagged.
 - Three (5%) items, totaling \$14,445, appeared obsolete, but remained on the inventory listing and approval had not been requested to dispose of the items.
 - One (2%) item, amounting to \$94,500, was not functional, but remained on the inventory listing and approval had not been requested to dispose of it.

- During our floor to list testing of 60 Department property items, we noted the following:
 - Fourteen (23%) items of undetermined value were physically identified, but not included in the Department's inventory listing.
 - Four (7%) items of undetermined value were not properly tagged.
 - Three (5%) items, totaling \$16,496, were not functional or have been under repair for an extended period of time, and approval had not been requested to dispose of the items.
 - One (2%) item, amounting to \$4,938, appeared obsolete, but remained on the inventory listing and approval had not been requested to dispose of it.

- During our testing of 60 property additions, we noted the following:
 - Four (7%) items, totaling \$155,121, were recorded in the Department property records more than 90 days after acquisition, ranging from 40 to 323 days late.
 - Three (5%) items were not recorded at original cost when acquired by the Department, resulting in an understatement of \$147,285.

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- One (2%) item, amounting to \$1,000, did not indicate the date of when the Department received the item; therefore, we were unable to determine the timeliness of updating property records.
- During our testing of 60 property deletions, we noted the following:
 - Twenty-five (42%) items, totaling \$252,354, were removed from Department records more than 90 days after deletion, ranging from 14 to 174 days late.
 - Ten (17%) items, totaling \$158,636, were removed from inventory records more than 90 days before the asset was physically transferred to the receiving agency, ranging from 331 to 3,396 days early.
 - Two (3%) items, totaling \$38,495, were missing supporting documentation; therefore, we were unable to test timeliness of deletion.
 - Two (3%) items, totaling \$22,132, were missing DCMS Surplus Property Delivery Forms; therefore, we were unable to verify if DCMS received the items.
- During our testing of the Agency Report of State Property (Form C-15), we noted the following:
 - Four equipment items were incorrectly valued, resulting in an understatement of \$770.
 - Three of 8 (38%) Form C-15s were not submitted timely, ranging from 1 to 3 days late.
- During our testing of obsolete and unused property, we noted 23 of 44 (52%) surplus/obsolete items found in the Department's storage room that could not be traced to the Department's Master Property List or any monitoring list for surplus/obsolete items. Therefore, we are unable to determine the value of surplus/obsolete items missing from Department records.
- During our testing of 47 vouchers relating to equipment, totaling \$347,438, we noted 6 (13%) vouchers, totaling \$29,862, could not be traced to the annual inventory report filed with DCMS.
- During our testing of 4 equipment vouchers relating to the purchase of new furniture, totaling \$3,167, we noted the following exceptions:
 - Two (50%) vouchers totaling \$2,108, were missing the State Property Surplus - New Furniture Affidavit filed with the surplus administrator.
 - Two (50%) vouchers totaling \$1,059, were improperly classified as furniture.

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The State Property Control Act (Act) (30 ILCS 605/6.02) requires each responsible officer to maintain a permanent record of all items of property under his jurisdiction and control. The Act (30 ILCS 605/6.03) also requires the record for each item of property to contain such information as will in the discretion of the administrator provide for the proper identification thereof. Further, the Act (30 ILCS 605/4) requires every responsible officer of State government to be accountable for the supervision, control, and inventory of all items under their jurisdiction.

In addition, the Act (30 ILCS 605/7a) further requires Agencies that desire to purchase new furniture of \$500 or more to first check with the administrator if any of the surplus furniture under the administrator's control can be used in place of new furniture. If an agency finds that it is unable to use the surplus property, the agency shall file an affidavit with the administrator prior to any purchase, specifying the types of new furniture to be bought, the quantities of each type of new furniture, the cost per type, and the total cost per category. The affidavit shall also clearly state why the furniture must be purchased new as opposed to obtained from the administrator's surplus. The affidavits shall be made available by the administrator for public inspection and copying.

The State Records Act (5 ILCS 160/8) requires the head of each agency to make and preserve records containing adequate and proper documentation of essential transactions of the agency designed to furnish information to protect the legal and financial rights of the State and of persons directly affected by the agency's activities.

The Comptroller's Statewide Accounting Management System (SAMS) Manual (Procedure 29.10.10) provides agencies with guidance on how to maintain such records and states that detailed records are to be organized by major asset category and include certain information for each asset to include: cost (or other value); function and activity; reference to acquisition source document; location; and date, method and authorization of disposition. The procedure also states this list is not exhaustive, and an agency may include additional information for its own needs. The SAMS Manual (Procedure 11.10.50) states the purpose of assigning a correct detail object code is to report expenditure information at a more refined level within a common object.

In addition, the SAMS Manual (Procedure 29.20.10) requires the Form C-15 to be filed on a quarterly basis and submitted to the Office of the Comptroller no later than the last day of the month following the last day of the quarter.

The Illinois Administrative Code (Code) (44 Illinois Administrative Code 5010.400) requires State agencies to adjust property records within 90 days after acquisition, change or deletion of equipment items. The Code (44 Ill. Adm. Code

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5010.210) also requires agencies to mark each piece of State-owned equipment in their possession with a unique six digit identification number. Furthermore, the Code (44 Ill. Adm. Code 5010.230) requires agencies to maintain records including identification number, location code number, description, date of purchase, purchase price, object code, and voucher number.

During the prior engagement period, the Department stated the exceptions were due to lack of proper transition during staff turnover. The Department stated the current period's condition resulted from competing priorities, lack of staffing, and employee oversight.

Failure to maintain adequate property records and inaccurate reporting of property items increases the risk of equipment theft or loss occurring without detection, and resulted in inaccurate property reporting. Improper service or maintenance of property items increases the risk of hazards to employees and increases the risk of damage to commodities and equipment, and may cause disruption in operations. (Finding Code No. 2019-003, 2017-001, 2015-003, 2013-001, 11-1, 09-01, 07-1)

RECOMMENDATION

We recommend the Department strengthen its procedures over property and equipment to ensure accurate and timely recordkeeping and accountability for all State assets. We also recommend the Department incorporate internal review procedures within its fixed assets reporting function to ensure the capital asset information is complete and properly recorded and accounted for to permit the preparation of reliable financial information and reports to the Illinois Office of the Comptroller.

DEPARTMENT RESPONSE

The Department accepts this finding and will establish formalized policies and procedures to ensure reports are filed in accordance with the State Property Control Act as necessary.

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2019-004 **FINDING** (Inadequate controls over reconciliations)

The Department of Agriculture (Department) did not perform required reconciliations in a timely manner. In addition, for the monthly reconciliations performed, the Department failed to notify the Office of the Comptroller (Comptroller) and resolve the differences noted.

We noted the following exceptions:

- The Department failed to perform Fiscal Year 2018 and 2019 monthly reconciliations with the Comptroller’s Monthly Appropriation Transfer Report (Report SB03).
- The Department failed to perform Fiscal Year 2018 and 2019 monthly reconciliations with the Comptroller’s Monthly Object Expense/Expenditures by Quarter Report (Report SA02).
- The Department failed to complete monthly reconciliations with the Comptroller’s Monthly Revenue Status Report (Report SB04) during Fiscal Year 2018 from January 2018 through June 2018 for all 23 funds with revenue status. The reconciliations completed for the funds stated above have not been reviewed and approved. The incomplete reconciliations for these funds contained irreconcilable differences ranging from \$950 to \$4,698,260.

In addition, for Fiscal Year 2019, the Department failed to review and approve monthly reconciliations with the Comptroller’s Monthly Revenue Status Report (Report SB04) for all 23 funds with revenue status. The reconciliations for these funds contained irreconcilable difference of \$631.

- The Department failed to perform monthly contract and obligation reconciliations with the Comptroller’s Agency Contract Report (Report SC14) and the Comptroller’s Obligations Activity Report (Report SC15) for both Fiscal Years 2018 and 2019.
- The Department failed to perform monthly reconciliations with the Comptroller’s Monthly Appropriation Status Report (Report SB01) during Fiscal Year 2018 for July 2017 through December 2017. Furthermore, the Department failed to perform monthly reconciliations for 6 months, from January 2018 through June 2018.

For Fiscal Year 2019, the Department performed a one-time reconciliation with the Comptroller’s Monthly Appropriation Status Report (Report

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SB01) after fiscal year end, instead of performing monthly reconciliations throughout the fiscal year.

- The Department failed to perform monthly reconciliations with the Comptroller's Cash Report (Report SB05) during Fiscal Year 2018, from January 2018 through June 2018 for 5 of 26 (19%) funds with Report SB05s. In addition, the Department failed to perform monthly reconciliations from December 2017 through June 2018 for 21 of 26 (81%) funds with Report SB05s. The reconciliations performed have not been reviewed and approved. The incomplete reconciliations for these funds contained irreconcilable differences ranging from \$59 to \$1,735,915.

In addition, for Fiscal Year 2019, the Department failed to perform any monthly reconciliations with the Comptroller's Cash Report (Report SB05) of ending cash available balances for all funds under the Department.

The Statewide Accounting Management System (SAMS) Manual (Procedures 07.30.20, 07.30.24, 07.30.21, 25.40.20, 15.30.30, 11.40.20, and 09.40.30) require the Department to perform a monthly reconciliation of its records to specific Comptroller reports (SB03, SA02, SB04, SC14, SC15, SB01, and SB05) to ensure timely detection and correction of any irreconcilable differences so corrective action can be taken to locate the differences and correct the accounting records. The SAMS procedures identify "timely" as within 60 days of month end.

The Statewide Accounting Management System (SAMS) Manual (Procedure 07.30.20) states the effectiveness of any accounting and financial information system is very much dependent on the accuracy of data submitted and the confidence of its users that the system handled that data properly. Agency reconciliation is the primary control that ensures these requirements are being satisfied.

Further, SAMS Manual (Procedure 02.50.10) requires supervisors to review and approve the assigned work of their staff to minimize errors.

During the prior engagement period, the Department stated the exceptions were due to lack of staff. The Department stated the current period's conditions were due to competing priorities to meet operational needs due to significant staff shortages and high turnover.

Failure to ensure reconciliations are timely and accurately prepared, and noted differences are appropriately addressed could result in errors or other irregularities

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going undetected for a significant period of time and represents noncompliance with SAMS. (Finding Code No. 2019-004, 2017-008)

RECOMMENDATION

We recommend the Department perform, review, and approve monthly reconciliation with Comptroller's reports. We also recommend the Department notify the Comptroller and resolve all differences noted during the reconciliation process.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department has implemented revised processes for required reconciliations and is working to address staffing shortages to ensure reconciliations are completed properly, timely, and in a consistent manner.

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2019-005 **FINDING** (Inadequate controls over petty cash funds)

The Department of Agriculture (Department) did not maintain adequate controls over petty cash funds.

During our testing of 8 petty cash funds, we noted the following:

- Eight (100%) Petty Cash Fund Usage Reports (C-18) due in Fiscal Year 2018 were not filed with the Office of the Comptroller (Comptroller).
- The custodian of one (13%) petty cash fund personally funded \$400 into the petty cash fund, and subsequently wrote a check back to the custodian for the same amount.
- One (13%) petty cash fund reconciliation was performed by the custodian and not reviewed.

The Statewide Accounting Management System (SAMS) Manual (Procedure 09.10.40) requires “the Petty Cash Fund Usage Report” (Form C-18) be completed for those petty cash funds exceeding \$100 and filed with the Comptroller’s Office no later than January 31 for the preceding calendar year.

The SAMS Manual (Procedure 09.10.40) further states that reimbursement to the Petty Cash Fund should only be made when either 50% of the fund has been exhausted, or a sufficient number of payment entries are available to fill a complete invoice voucher, or a large number of invoice tickets are on hand or immediately prior to dissolving the Petty Cash Fund. These processing guidelines should insure the fund will not be depleted prior to receipt of the reimbursement warrant.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that revenues, expenditures, and transfers of assets, resources, or funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State’s resources.

During the prior engagement period, the Department stated the exceptions were due to insufficient staff. The Department stated the current period’s condition was due employee turnover and staff shortage.

Failure to maintain adequate internal control over petty cash funds may lead to questioned costs and could cause an inability to monitor operations appropriately. (Finding Code No. 2019-005, 2017-005)

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RECOMMENDATION

We recommend the Department complete and file with the Comptroller's Office the required forms for Petty Cash Funds, ensure the proper replenishment process is followed based on SAMS procedures, and properly review reconciliations performed.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department has implemented the necessary controls to ensure timely filing with the Illinois Office of the Comptroller, compliance with SAMS procedures and proper reviews and issued the C-18 Reports timely in Fiscal Year 2019.

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2019-006 **FINDING** (Inadequate controls over contractual agreements)

The Department of Agriculture (Department) did not exercise adequate controls over contractual agreements. We noted the following:

During our detailed testing of contractual agreements, we noted 2 of 40 (5%) contractual agreements were not approved in a timely manner, ranging from 61 to 120 days after commencement of agreement.

Prudent business practice and effective internal control requires contracts to be reviewed and approved prior to their inception to be binding and enforceable on both parties. Contractual agreements should be signed/executed by all required parties prior to the beginning of the contractual agreement term. This would necessitate their filing with the Comptroller near the beginning of their term thereby making the information readily available to the General Assembly and unsuccessful proposers as well as the general public. Further, all contracts entered into must be approved by all parties prior to the beginning of the services.

During our required clause testing of contractual agreements, we noted 2 of 40 (5%) contractual agreements did not include a clause for conflict of interest. Furthermore, we noted 1 of 40 (3%) contractual agreements did not include a clause for subcontractor utilization and the contractor's federal taxpayer identification number and legal status.

The Statewide Accounting Management System Manual (Procedure 15.20.20) requires State contracts to include the following clauses: subcontractor utilization statement, vendor's Federal Taxpayer Identification Number and legal status disclosure certification.

During our review of emergency purchases, we noted 1 of 3 (33%) emergency purchases was filed 84 days late to the Office of the Auditor General.

The Illinois Procurement Code (Code) (30 ILCS 500/20-30(c)) states the chief procurement officer shall file emergency purchase affidavits with the Procurement Policy Board and the Auditor General within 10 calendar days after the procurement setting forth the amount expended, the name of the contractor involved, and the conditions and circumstances requiring the emergency procurement.

Department management stated the exceptions were due to staff turnover and employee oversight.

Failure to have the contract agreements signed before the beginning of the contract period does not bind the service provider for compliance with the

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applicable laws, regulations and rules. A lack of required disclosures may increase legal and financial risk to the Department. In addition, failure to follow emergency purchase requirements results in noncompliance with State statutes and regulations. (Finding Code No. 2019-006)

RECOMMENDATION

We recommend the Department ensure contracts are signed by all parties prior to the beginning of services and ensure contracts include all required disclosures. We further recommend the Department ensure emergency purchases are filed with the Office of the Auditor General in accordance with the State statute.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department has created a corrective action plan including holding an agency-wide procurement training in January. Further training will be conducted as needed to teach staff new Procurement Code policies and procedures. IDOA Procurement office will be proactive in its responsibility for updating such staff of future changes and holding additional training, and conducting quarterly internal reviews for compliance.

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2019-007 **FINDING** (Inadequate controls over revenue and receipts)

The Department of Agriculture (Department) did not have adequate controls over its revenue and receipts.

During our detail testing of receipts and refunds, the following exceptions were noted:

- Seven of 60 (12%) receipts, totaling \$345,529, were not deposited timely, ranging from 1 to 2 days late.
- One of 9 (11%) refunds, totaling \$1,420, was deposited 11 days late. In addition, for 1 of 9 (11%) refunds, totaling \$265, the Department could not provide a corresponding deposit slip. Therefore, we were unable to test timeliness of deposit.

The State Officers and Employees Money Disposition Act (30 ILCS 230/2(a)) requires each State agency to deposit into the State Treasury individual receipts or refunds exceeding \$10,000 in the same day received, an accumulation of receipts of \$10,000 or more within 24 hours, receipts valued between \$500 and \$10,000 within 48 hours, and cumulative receipts valued up to \$500 on the next first or fifteenth day of the month after receipt.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that funds, property and other assets be safeguarded against waste, loss, unauthorized use, and misappropriation. Effective internal controls should include procedures to ensure statutory requirements are followed and checks are timely deposited.

In addition, during our testing of statutory mandates regarding the sale of farm signs designating centennial farms, bicentennial farms, and sesquicentennial farms, we noted 20 of 40 (50%) receipts were not properly approved.

Based on the Department's internal operating procedures over the Centennial Farm Signs Fund, receipts for the purpose of signage are to be received by the administrative assistant and approved by the Bureau Chief of Marketing, Promotion, and Grants.

During the prior engagement period, the Department stated the exceptions were due to insufficient staff allocated to this area. The Department stated the current period's condition resulted from a lack of effective policy and from insufficient staffing in the prior engagement period which contributed to insufficient

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communication. In addition, the employee responsible for approving the receipts related to farm signs was on leave.

Failure to deposit collections in a timely manner may result in lost interest revenue and increases the risk of misappropriation of funds. In addition, failure to maintain deposit slips and supporting documentation can lead to inaccurate records. Failure to obtain proper approval for farm signage may subject the Department to legal or financial risk. (Finding Code No. 2019-007, 2017-007)

RECOMMENDATION

We recommend the Department strengthen its controls over revenue and cash receipts to ensure fees are collected, deposited, properly approved, and adequately supported in accordance with State statutes. Deposits should also be made on a timely basis to maximize interest earned.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department is in the process of revising procedures over revenues and receipts to ensure timely deposit, including business needs that may require seeking extension approval from the Illinois Office of the Comptroller and Illinois State Treasurer.

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2019-008 **FINDING** (Weaknesses in administration of grant agreements)

The Department of Agriculture (Department) did not exercise adequate controls over and sufficiently monitor grant agreements during the examination period.

During our detailed testing of the administration of grant agreements, we noted the following:

- 51 grant agreements required the submission of an annual budget. The Department did not receive an annual budget from 19 (37%) grantees. In addition, the Department did not date stamp 25 (55%) of the annual budgets received and therefore we could not verify if the annual budgets were received timely. Lastly, we noted 1 (2%) annual budget was submitted 151 days late.
- 51 grant agreements required the submission of quarterly financial reports. The Department did not receive quarterly financial reports from 11 (22%) grantees. In addition, the Department did not date stamp 37 (73%) of the quarterly financial reports received and therefore we could not verify if the quarterly financial reports were received timely.
- 48 grant agreements required access to a Resource Conservationist. The Department did not assign a Resource Conservationist for 10 (21%) agreements.
- 24 grant agreements required the submission of close-out performance reports. The Department did not receive close-out performance reports from 11 (46%) grantees. In addition, the Department did not date stamp 5 (21%) of the close-out performance reports received and therefore we could not verify if the close-out performance reports were received timely.
- 24 grant agreements required the submission of close-out financial reports. The Department did not receive close-out financial reports from 7 (29%) grantees. In addition, the Department did not date stamp 16 (67%) of the close-out financial reports received and therefore we could not verify if the close-out financial reports were received timely.
- 24 grant agreements required the submission of annual financial reports. The Department did not receive annual financial reports from 7 (29%) grantees. In addition, the Department did not date stamp 16 (67%) of the annual financial reports received and therefore we could not verify if the annual financial reports were received timely.
- 24 grant agreements required submission of annual performance reports. The Department did not date stamp 5 (21%) of the annual performance reports

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received and therefore we could not verify if the annual performance reports were received timely. In addition, we noted 3 (13%) annual performance reports were submitted from 4 to 8 days late.

In order to preclude the possibility of the delay or suspension of funding, the grantees were required by the grant agreements to timely file all required reports. Reports included, but were not limited to, quarterly fiscal reports, quarterly progress reports, and all reports included in the closeout materials. The quarterly fiscal and progress reports were due no later than 30 calendar days following the three-month period covered by the report.

According to the grant agreements, the final date of submission for all of the close-out financial and performance reports was 60 days after the end of the term. Failure to meet the reporting dates established for the particular reports should have resulted in a delay or suspension of funding. In addition, the annual budget for grant agreements was to be provided by September 27, 2017 for Fiscal Year 2018, and November 12, 2018 for Fiscal Year 2019.

The State Records Act (5 ILCS 160/8) requires State agencies to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency designed to protect the legal and financial rights of the State and of persons directly affected by the agency's activities.

Department management stated the exceptions were due to competing priorities and insufficient staffing in order to monitor grant agreements adequately.

Failure to maintain documentation, adequately monitor and ensure adherence to the conditions contained within the grant agreement could jeopardize grant funding, result in grantee reporting inaccuracies, and pose legal and financial risks to the Department. (Finding Code No. 2019-008)

RECOMMENDATION

We recommend the Department implement controls to ensure all reporting requirements are adhered to and ensure grantor agreements with the grantee are adequately documented and maintained.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department is in the process of implementing controls to ensure all reporting requirements are adhered to and to ensure grantor agreements with the grantee are adequately documented and maintained.

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2019-009 **FINDING** (Noncompliance with the Grant Information Collection Act)

The Department of Agriculture (Department) did not comply with the Grant Information Collection Act.

During our testing of the administration of 51 grant agreements, we noted the Department did not provide required grant information to the Chief Information Officer of the State for publication at data.Illinois.gov.

The Grant Information Collection Act (Act) (30 ILCS 707/10) requires each grantor agency that is authorized to award grant funds to an entity other than the State of Illinois to coordinate with the Chief Information Officer of the State, to provide for the publication, at data.illinois.gov or any other publicly assessable website designated by the Chief Information Officer, of data sets containing information regarding awards of grant funds that the grantor has made during the fiscal year.

During the prior engagement period, the Department stated the exceptions were due to the Department not being aware of this requirement. The Department stated the current period's condition resulted from competing priorities and inadequate staffing in order to comply with the Act.

Failure to provide required grant information to the Chief Information Officer of the State results in a lack of transparency of State awarded grants and may reduce the effectiveness of governmental oversight. (Finding Code No. 2019-009, 2017-016)

RECOMMENDATION

We recommend the Department provide the required grant information to the Chief Information Officer of the State.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department recently filled a Grant Administrator position. The Grant Administrator will review the Department's grants and communicate with the State's Chief Information Officer to ensure the Administrator is aware of the process for submitting the requisite data for publication.

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2019-010 **FINDING** (Weaknesses with Payment Card Industry Data Security Standards)

The Department of Agriculture (Department) had not completed all requirements to demonstrate full compliance with the Payment Card Industry Data Security Standards (PCI DSS).

The Department accepted credit card payments for transactions such as license fees, license renewals, inspections, testing, and fines.

Upon review of the Department’s efforts to ensure compliance with PCI DSS, we noted the Department had not:

- Formally assessed each program accepting credit card payments, the methods in which payments could be made, matched these methods to the appropriate Self-Assessment Questionnaire (SAQ), and contacted service providers and obtained relevant information and guidance as deemed appropriate;
- Completed an SAQ addressing all elements of its environment utilized to store, process, and transmit cardholder data;
- Maintained agreements with service providers or obtained and reviewed documentation supporting the providers’ PCI compliance; and
- Developed policy and procedures or assigned responsibility for accepting, tracking, and monitoring credit card transactions.

PCI DSS was developed to detail security requirements for entities that store, process or transmit cardholder data. Cardholder data is any personally identifiable data associated with a cardholder.

To assist merchants in the assessments of their environment, the PCI Council has established SAQs for validating compliance with PCI’s core requirements. At a minimum, PCI DSS required completion of SAQ A, which highlights specific requirements to restrict access to paper and electronic media containing cardholder data, destruction of such media when it is no longer needed, and requirements for managing service providers. As additional elements, such as face-to-face acceptance of credit cards and point-of-sale solutions are introduced into the credit card environment being assessed, additional PCI DSS requirements apply.

During the prior engagement period, the Department stated they had no awareness of the requirements and the need for compliance. The Department stated the current period’s condition resulted from management oversight.

Failure to establish and maintain adequate procedures to handle and protect confidential and personally identifiable information could result in identity theft or other unintended use. (Finding Code No. 2019-010, 2017-022)

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RECOMMENDATION

We recommend the Department:

- At least annually, assess each program accepting credit card payments and match the payment method to the appropriate SAQ.
- Complete the appropriate SAQ(s) for its environment and maintain documentation supporting its validation efforts.
- Maintain contact with service providers and the Treasurer’s Office to ensure sufficient knowledge and awareness of PCI Compliance status, issues, and guidance.
- Develop policy and procedures and formally assign responsibility for accepting, tracking, and monitoring credit card transactions.

DEPARTMENT RESPONSE

The Department accepts this finding. While the Department does not directly accept credit card payments, and therefore is not storing, processing, transmitting, or receiving cardholder data, the Department will request access to the Illinois State Treasurer’s PCI Compliance portal. This access will allow for the Department to, on an annual basis, complete a formal assessment of programs, obtain documentation of the compliance of third-party processors, and work with Department of Innovation and Technology in the determination and completion of the appropriate SAQ as necessary. The Department’s Bureau of Budget and Fiscal will work with the Department’s legal team to draft any needed written policies regarding credit card transactions and ensure that any agreements are completed.

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2019-011 **FINDING** (Inadequate controls over the issuance and revocation of telecommunication devices)

The Department of Agriculture (Department) did not maintain adequate controls for the issuance and revocation of telecommunication devices.

During our testing of controls over telecommunication devices, we noted the following:

- Eight of 20 (40%) issued/active telecommunication devices tested, were missing proper documentation of justification and approval of Division Manager or Bureau Chief for issuance.
- Seven of 20 (35%) issued/active telecommunication devices tested, were missing supporting documentation; therefore, we were unable to test the appropriateness of issuance and/or revocation.
- Two of 5 (40%) disabled telecommunication devices tested, were missing written documentation for turnover of returned device.

The Department’s Employee Handbook (Section 5.2.100 Telecommunications) states the procurement of telecommunication services and equipment are to be justified and approved by the Bureau Chief or above. After the request is approved, it should be submitted to the Department’s Telecommunications Coordinator for processing. Upon notice that an employee is separating from the agency, the immediate supervisor is responsible for providing written notification to the Telecommunications Coordinator, requesting all necessary changes to the telephone and voice mail services. The written notification must include the employees name, telephone number, and the proposed effective date for the changes in service.

The State Records Act (5 ILCS 160/8) requires each agency head to preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.

Department management stated the exceptions were due to employee oversight.

Failure to maintain adequate controls over issuance and revocation of telecommunication devices may result in unauthorized or questionable transactions. (Finding Code No. 2019-011)

RECOMMENDATION

We recommend the Department maintain adequate controls over the issuance and revocation of telecommunication devices, including timely approval of issuance and maintenance of required documentation.

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DEPARTMENT RESPONSE

The Department accepts this finding. Due to the transfer of duties during the audit period, the Department was not able to determine the previous telecom coordinator's approval process during a period of the audit. The Department has already implemented a process that requires Bureau Chief or Division Manager approval before any telecom orders are filled. This entire process is documented by the Department.

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2019-012 **FINDING** (Noncompliance with the Bees and Apiaries Act)

The Department of Agriculture (Department) did not comply with the Bees and Apiaries Act.

During our testing of statutory mandates, we noted the annual reports due in Fiscal Year 2018 and Fiscal Year 2019 were submitted to the Governor and Illinois State Beekeepers' Association 91 days past the due date in both fiscal years.

The Bees and Apiaries Act (510 ILCS 20/3) requires the Department to make a report, each July, to the Governor and also to the Illinois State Beekeepers' Association, stating the number of apiaries visited, the number of those diseased and treated, and the number of colonies of bees abated.

Department management stated the untimely reporting was due to the timing of honey flow, which concluded in October of each year.

Untimely reporting to the Governor and Illinois State Beekeepers' Association results in the inability to demonstrate accountability and could lead to late and inefficient operations. (Finding Code No. 2019-012)

RECOMMENDATION

We recommend the Department file the annual reports timely or seek legislative remedy to adjust submission date of reports.

DEPARTMENT RESPONSE

The Department accepts this finding. The fiscal year falls in the middle of the apiary inspection season, which impacts the content and accuracy of the annual report. The Department will work with the Beekeepers' Association to determine whether a fiscal year report or annual report would be more valuable, and will seek legislative remedy if needed.

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2019-013 **FINDING** (Weaknesses in administration of State Vehicles)

The Department of Agriculture (Department) demonstrated weaknesses in the maintenance of State vehicles.

During our testing of 40 vehicles for proper vehicle maintenance, we noted the following:

- For 33 of 40 (83%) vehicles tested, we noted 105 instances where the vehicle did not have oil changes performed in accordance with the Department of Central Management Services (DCMS) guidelines. Of the 105 instances of vehicles having untimely oil changes, 100 (95%) instances were untimely based on the number of miles driven from the previous oil change and 5 (5%) instances were untimely regarding both miles driven and months passed. The number of miles that oil changes were overdue ranged from 516 to 20,618 miles, while the amount of time oil changes were overdue ranged from 11 to 19 months.
- For 21 of 40 (52%) vehicles tested, we noted 35 instances where the vehicles were not brought in for a tire rotation at the time interval required by DCMS.
- For 25 of 40 (63%) vehicles tested, we noted 26 instances where vehicles were not brought in for an annual inspection as required by DCMS.

The Illinois Administrative Code (44 Ill. Adm. Code 5040.400) requires all state-owned or leased vehicles which fall under this Part to undergo regular service and/or repair in order to maintain the vehicles in road worthy, safe, operating condition and appropriate cosmetic condition. Further, DCMS policy indicates that oil change intervals are every 6 months or 3,000 miles, whichever comes first, for vehicles with model years older than 2002 and every 6 months or 5,000 miles, whichever comes first, for vehicles with model years 2003 or newer. The DCMS Vehicle Usage Program, effective July 1, 2012 requires agencies to follow prescribed maintenance intervals to keep fleet costs down. In addition, DCMS policy indicates that vehicles must undergo at least one Annual Preventative Maintenance check through a Division of Vehicles State Garage or authorized vendor.

During the prior engagement period, the Department stated the exceptions were due to competing priorities and Bureau automotive liaisons not being able to monitor compliance more closely. The Department stated the current period's condition resulted from competing priorities and a lack of supervisory review.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

Failure to adequately maintain vehicles can cost the State significant amounts in future years through additional repair bills and shortened useful lives of the vehicles. (Finding Code No. 2019-013, 2017-013, 2015-004, 2013-006, 11-5)

RECOMMENDATION

We recommend the Department implement internal controls and sufficient oversight to properly maintain State vehicles.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department has replaced an outdated vehicle tracking system with Department of Innovation and Technology's Fleet Management System (FMS). FMS requires the most practical end-users (e.g. drivers, preparers, etc.) to perform the proper maintenance. FMS sends out two reminders prior to the required services. It also sends daily past-due reminders when the services have not been timely completed. The Department has also implemented daily downloads and reconciliation verifying the accuracy and legitimacy of all receipts/invoices.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019

2019-014 **FINDING** (Weaknesses in administration of locally-held funds)

The Department of Agriculture (Department) had weaknesses in its administration of the locally-held funds.

During our detailed testing of 8 quarterly Reports of Receipts and Disbursements for Locally-Held Funds (Form C-17) submitted to the Illinois Office of the Comptroller for Fiscal Years 2018 and 2019 for all 12 of the Department's locally-held funds, we noted the Department's Form C-17 receipt detail did not agree with the supporting documentation for 2 of 12 (17%) locally-held funds. For the Centennial Farm Signs Fund (1112), there was a discrepancy of \$6,980 for Fiscal Year 2019, and for the Agricultural Products Promotional Fund (Fund 1114), there were discrepancies of \$99,492 for Fiscal Year 2018, and \$101,304 for Fiscal Year 2019.

In addition, we determined there was an inadequate segregation of duties for the Agricultural Products Promotional Fund (Fund 1114) and the Research Farms Checking Account Fund (Fund 1335). Instances consisted of one individual performing two or more of the following functions: opens the mail, enters financial information, makes deposits and performs bank reconciliations.

We reviewed the bank reconciliations of all 12 Locally-Held Funds for Fiscal Years 2018 and 2019, and noted the following exceptions:

- Two (17%) Locally-Held Funds tested had no evidence of review of bank reconciliation reports for the Illinois Colt Stakes/Championship Purse Fund (Fund 1113) and the Carcass Evaluation Fund (Fund 1218) for Fiscal Years 2018 and 2019.
- Two (17%) Locally-Held Funds tested did not have bank reconciliations performed for the Centennial Farm Signs Fund (Fund 1112) and the Agricultural Products Promotional Fund (Fund 1114) for the 4th Quarter of Fiscal Year 2019.
- Two (17%) Locally-Held Funds tested had incomplete bank reconciliation reports. The Research Farms Checking Account Fund (Fund 1335) did not have bank reconciliation reports from January to June of 2019, and the Research Farms Investment Account Fund (Fund 1351) had no bank reconciliation reports from July to September of 2017 and January to June of 2019.

**STATE OF ILLINOIS
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- One of 12 (8%) Locally-Held Fund tested, did not agree with the reconciled bank and ending book balance, resulting in a difference of \$6,794 for the Illinois Colt Stakes/Championship Purse Fund (Fund 1113) in Quarter 4 of Fiscal Year 2019.

The Statewide Accounting Management System (SAMS) Manual (Procedure 33.13.20) requires each agency to submit accurate quarterly reports of receipts and disbursements of all locally-held funds to the Comptroller's Office utilizing the Report of Receipts and Disbursements for Locally-Held Funds by the last day of the month following the quarter end.

The SAMS Manual (Procedure 33.10.10) states that a monthly reconciliation of the imprest account shall be prepared by the agency and a copy submitted within the 15-day period following the bank statement date to the State Treasurer and Comptroller. In addition, prudent business practice and adequate internal controls require proper segregation of duties to safeguard assets and to provide appropriate checks and balances. As defined by SAMS (20.50.50), segregation of duties are duties assigned to individuals so that no one individual controls all phases of the processing of a transaction, thereby permitting errors of omission or commission to go undetected.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls to provide assurance that revenues, expenditures, and transfers of assets, resources, or funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the State's resources.

During the prior engagement period, the Department stated the exceptions were due to staff turnover. The Department stated the current period's condition resulted from inadequate staff training and oversight.

Failure to provide accurate quarterly reports prevents the Comptroller from maintaining accurate year-to-date records of receipts and disbursements of locally-held funds. Failure to timely submit reconciliations for imprest accounts is noncompliance with SAMS. Additionally, the failure to segregate duties could prevent the early detection and correction of errors and increases the chance for theft or misappropriation of receipts. (Finding Code No. 2019-014, 2017-014, 2015-006, 2013-004, 11-3)

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

RECOMMENDATION

We recommend the Department accurately and consistently prepare quarterly Form C-17s based on balances reported on the Department's accounting records. We also recommend the Department ensure reconciliations for imprest accounts are performed and submitted in a timely manner and establish controls to ensure an adequate segregation of duties for locally-held funds.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department is in the process of revising procedures and providing training to staff and implementing a greater level of internal controls that will ensure accurate and timely reporting.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

2019-015 **FINDING** (Inaccurate and untimely submission of the Agency Fee Imposition Reports)

The Department of Agriculture (Department) submitted its Fiscal Year 2018 Agency Fee Imposition Report untimely to the Illinois Office of the Comptroller (Comptroller). We further noted inaccuracies between the information reported and Department Records.

During our detailed testing of the Fiscal Year 2018 Agency Fee Imposition Report, we noted 2 of 38 (5%) Funds reported, did not agree to Department records, resulting in a net difference of \$18,808. Furthermore, the Fiscal Year 2018 Agency Fee Imposition Report was filed 8 days past the due date.

The State Comptroller Act (15 ILCS 405/16.2) requires State agencies that impose fees to file an Agency Fee Imposition Report. The form shall list and describe fees imposed by the Agency, the purpose of the fees, the amount of revenue generated by each fee, and the funds into which fees are deposited.

The Statewide Accounting Management System Manual (Procedure 33.16.20) states the annual fee data must be submitted to the Comptroller's Office by August 1 of each year.

During the prior engagement period, the Department stated the exceptions were due to significant staff shortages and the inability to replace staff due to a hiring freeze. The Department stated the current period's condition resulted from competing priorities to meet operational needs due to significant staff shortages and high turnover which spanned most of the compliance audit period.

Failure to timely and accurately submit the Agency Fee Imposition Report may result in wrong decisions and may cause late and inefficient operations of the State. (Finding Code No. 2019-015, 2017-015, 2015-009)

RECOMMENDATION

We recommend the Department ensure the Agency Fee Imposition Report is accurate and timely submitted to the Comptroller.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department implemented revised processes to ensure accurate and timely reporting of the Agency Fee Imposition Report for Fiscal Year 2019.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

2019-016 **FINDING** (Noncompliance with the Investment of Public Funds Act)

The Department of Agriculture (Department) did not comply with the Accountability for the Investment of Public Funds Act (Act).

We noted the Department did not make available on its website any information concerning the investment of public funds held by the Department. The Department had 10 locally held funds that should have been reported to be in compliance with the Act.

The Act (30 ILCS 237/10) requires each State agency to make available on the Internet, and update at least monthly by the 15th of the month, sufficient information concerning the investment of public funds held by that State agency to identify the following:

1. the amount of funds held by that agency on the last day of the preceding month or the average daily balance for the preceding month;
2. the total monthly investment income and yield for all funds invested by that agency;
3. the asset allocation of the investments made by that agency; and,
4. a complete listing of all approved depository institutions, commercial paper issuers, and brokers-dealers approved to do business with that agency.

During the prior engagement period, the Department stated management did not make information available concerning the investment of public funds due to lack of staffing. The Department stated the current period's condition resulted from competing priorities and employee oversight.

Failure to publish online information related to the investment of public funds creates a lack of transparency regarding Department activities. (Finding Code No. 2019-016)

RECOMMENDATION

We recommend the Department immediately publish online information related to its investment in public funds to ensure compliance with the Act and develop a mechanism to ensure the information is updated monthly.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

DEPARTMENT RESPONSE

The Department accepts this finding. The Department's Bureau of Budget and Fiscal Services will work with Department of Innovation and Technology personnel responsible for maintaining the Department's website to add a page on the website to publish this data and update that page as required by the Act.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

2019-017 **FINDING** (Inadequate controls over voucher processing)

The Department of Agriculture (Department) did not maintain adequate controls over voucher processing.

During our testing of 60 vouchers with generally applicable attributes, totaling \$24,524,839, we noted the following exceptions:

- Five (8%) vouchers, totaling \$39,002, were approved beyond 30 days of invoice receipt, ranging from 4 to 28 days late.
- Four (7%) vouchers, totaling \$34,721, were not properly approved by receiving officer. Therefore, we were unable to test timeliness and proper approval of voucher.
- Two (3%) vouchers, totaling \$612, did not have supporting documentation. Therefore, we were unable to test further.

During our testing of 60 telecommunication vouchers relating to service calls, totaling \$279,643, we noted the following exceptions:

- One (2%) voucher, totaling \$51,452, was not classified correctly under the SAMS object codes. Expense was recorded under object code 1721 (rental, telephone services and equipment), but \$46,152 of the voucher refers to labor cost for phone technicians (object code 1710) during the fairs.

During our testing of 60 operation of automotive vouchers relating to gas purchases, totaling \$307,769, we noted the following exception:

- One (2%) voucher totaling \$13,259, supporting documentation was not provided. Therefore, we were unable to test.

During our testing of 60 lapse period vouchers totaling \$12,970,509, we noted the following exceptions:

- Nineteen (32%) vouchers totaling \$420,328 were approved beyond 30 days of invoice receipt, ranging from 1 to 245 days.
- Two (3%) vouchers totaling \$21,824, were not properly approved by receiving officer. Therefore, we were unable to test timeliness and proper approval of voucher.
- One (2%) voucher totaling \$6,548, did not have supporting documentation. Therefore, we were unable to test.

The Illinois Administrative Code (74 Ill. Adm. Code 900.30) requires the Department to maintain written or electronic records reflecting the date or dates on which the proper bill was received and approval for payment of the bill was made.

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SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

The Illinois Administrative Code (74 Ill. Adm. Code 900.70) requires an agency to review a bill and either deny the bill in whole or in part, ask for more information necessary to review the bill, or approve the bill in whole or in part, within 30 days after physical receipt of the bill.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires State agencies to establish and maintain a system of internal fiscal and administrative controls to provide assurance that revenues, expenditures, and transfer of assets, resources, or funds applicable to operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports to maintain accountability over the State's resources.

The Statewide Accounting Management System Manual (Procedure 11.10.50) states the purpose of assigning a correct detail object code is to report expenditure information at a more refined level within a common object.

During the prior engagement period, the Department stated the exceptions were due to oversight by those employees reviewing and processing these vouchers. The Department stated the current period's condition resulted from staffing shortages and turnover of personnel reviewing and processing vouchers.

Inadequate controls over voucher processing may result in inaccurate vouchers being processed and paid by the State. In addition, failure to approve vouchers timely could lead to late payment of expenditures that may subject the State to unnecessary interest charges. (Finding Code No. 2019-017)

RECOMMENDATION

We recommend the Department maintain adequate controls over voucher processing.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department has implemented new software for voucher processing and is in the process of revising procedures for voucher entry, and identification of training needs for Department staff.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019

2019-018 **FINDING** (Noncompliance with the Illinois Noxious Weed Law)

The Department of Agriculture (Department) did not comply with the Illinois Noxious Weed Law.

During our testing of statutory mandates, we noted 17 of 17 (100%) counties tested did not submit a written report and comprehensive work plan due in Fiscal Year 2018 to the Director. For the 17 counties, the Department failed to issue a Notice of Noncompliance to the Control Authority.

The Illinois Noxious Weed Law (Law) (505 ILCS 100/4) states if a Control Authority fails to carry out its duties and responsibilities under this Act or fails to follow the Department's rules, the Director shall enforce this Act and Code by sending a Notice of Noncompliance to the Control Authority.

The Illinois Administrative Code (8 Ill. Adm. Code 220.170) states that prior to December 31 of each year, each weed control superintendent shall prepare and submit to the Control Authority, with a copy to the Director, a comprehensive work plan for the coming calendar year.

During the prior engagement period, the Department stated the exceptions were due to insufficient staff allocated to follow-up on the counties. The Department stated the current period's condition resulted from employee oversight and staff shortage.

Failure to enforce this Law may result in an inability to demonstrate accountability and could lead to the harm of public health, crops, livestock, land, or other property. (Finding Code No. 2019-0018, 2017-018, 2015-014, 2013-009, 11-6, 09-7)

RECOMMENDATION

We recommend the Department implement controls to ensure all Notices of Noncompliance are sent to counties that fail to submit required reports and plans.

DEPARTMENT RESPONSE

The Bureau of Environmental Programs has implemented procedures to ensure that Notices of Noncompliance are sent to each Control Authority (County Board) that are not in compliance with the reporting and work plan requirements of the Illinois Noxious Weed Law (Law). Annual calendar reminders have been set by the Bureau Chief, the Manager of Support Services, and their respective administrative assistants to ensure that Notices of Noncompliance are sent in December of each year. This should ensure the Department's compliance with the Law (505 ILCS 100/4) in the future. Most recently, Notices were sent in late November 2019 to non-compliant Control Authorities.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

2019-019 **FINDING** (Noncompliance with the Insect Pest and Plant Disease Act)

The Department of Agriculture (Department) did not comply with the Insect Pest and Plant Disease Act.

During our testing of statutory mandates, we noted 2 of 40 (5%) nurseries tested did not receive an inspection in calendar year 2017, and 8 of 40 (20%) nurseries tested did not receive an inspection in calendar year 2018.

The Insect Pest and Plant Disease Act (Act) (505 ILCS 90/5) requires the Department to inspect at least once each year all nurseries in the State of Illinois as to whether they are infested with insect pests or infected with plant diseases.

Department management stated exceptions were due to the large number of nurseries required to be inspected with limited staffing.

Failure to annually inspect all nurseries in the State of Illinois, as to whether they are infected with insect pests or plant diseases, reduces the effectiveness of governmental oversight and may lead to the harm of public health, plants, or property. (Finding Code No. 2019-019)

RECOMMENDATION

We recommend the Department inspect nurseries as required by the Act.

DEPARTMENT RESPONSE

The Department's inability to inspect all nurseries in the State in FY18 and FY19 was due in large part to the historic increase in the number of pesticide misuse complaint investigations in calendar years 2017, 2018, and 2019. Those investigations and nursery inspections are performed by the same personnel. Regulatory measures have been employed by the Department to try to reduce the incidence of off-target pesticide movement, thereby reducing the number of pesticide misuse complaints, and hopefully allowing those staff to complete other duties. Regardless of the number of misuse complaint investigations in the future, the Bureau will make a point of emphasis that all nurseries receive the required annual inspection pursuant to 505 ILCS 90/5.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019

2019-020 **FINDING** (Weaknesses in administration of accounts receivable)

The Department of Agriculture (Department) did not have adequate controls over its administration of accounts receivable including the preparation of accounts receivable reports, related financial records, and its collection efforts.

During our review of the Quarterly Summary of Accounts Receivable – Accounts Receivable Activity (C-97), Aging of Total Gross Receivables (Form C-98), and Collections Activity for Accounts over 180 Days Past Due (Form C-99) for all quarters during Fiscal Years 2018 and 2019, we noted the following:

- All September 30, 2017 Quarterly Summary of Accounts Receivable (Forms C-97, C-98) required for 16 funds were not timely submitted, ranging from 1 to 8 days late to the Office of the Comptroller (Comptroller). In addition, the June 30, 2018 Quarterly Summary of Accounts Receivable (Forms C-97, 98) for 2 funds were submitted 1 day late to the Comptroller.
- One of 8 (13%) quarters did not have adequate supporting documentation for Forms C-97 and C-98 for the following funds: Illinois Department of Agriculture Laboratory Services Revolving Fund (Fund 024), Compassionate Use of Medical Cannabis Fund (Fund 075), Regulatory Fund (Fund 291), Federal Agricultural Marketing Services (Fund 439), Wholesome Meat (Fund 476), Pesticide Control Fund (Fund 576), and Agriculture Pesticide Control Act Fund (Fund 689).
- One of 8 (13%) quarters for the Agriculture Federal Projects Fund (Fund 826) did not have adequate supporting documentation for Form C-98.
- Six of 8 (75%) quarters did not have the corresponding Form C-99 properly completed. Form C-99's were either not prepared, or prepared and submitted for each fund rather than on an agency-wide basis.

The Statewide Accounting Management System (SAMS) Manual (Procedure 26.30.10) describes the accounts receivable reports for State agencies. These reports provide a summary of the status of the State's receivables and related collection efforts. Furthermore, the reports must be received by the Comptroller no later than the last day of the month following the end of the quarter. The SAMS Manual (Procedure 26.30.20) provides instructions for the completion of Form C-97, which summarizes the accounts receivable activity on a quarterly basis for all funds. The SAMS Manual (Procedure 26.30.30) provides instruction for the completion of Form C-98, which summarizes the aging of gross receivables on a quarterly basis for all funds. The SAMS Manual (Procedure 26.30.40) requires Form C-99, to be completed on an agency-wide basis and not by fund.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

The State Records Act (5 ILCS 160/8) requires the Department make and preserve records containing adequate and proper documentation of the essential transactions of the Department to protect both the legal and financial rights of the State and of persons directly affected by the Department's activities.

During the prior engagement period, the Department stated the exceptions were due to significant staff shortages and the inability to replace staff due to a hiring freeze. The Department stated the current period's condition was due to a lack of effective communication and instruction regarding the proper process.

Failure to support the balances included in the accounts receivable reports provided to the Comptroller results in incorrect financial records. Furthermore, failure to report accounts receivable in a timely manner may lead to inefficient decisions and operations of the State. (Finding Code No. 2019-020, 2017-020, 2015-008, 2013-008)

RECOMMENDATION

We recommend the Department modify its accounts receivable processing procedures to ensure balances reported to the Comptroller are properly supported and timely submitted. We also recommend the Department ensure all of its internal accounting procedures are in compliance with SAMS and State statute.

DEPARTMENT RESPONSE

The Department accepts this finding. The Department is in the process of revising procedures to ensure accounts receivable reports are submitted timely, accurately, and supporting documentation is maintained.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019

2019-021 **FINDING** (Lack of disaster contingency planning or testing to ensure recovery of applications and data)

The Department of Agriculture (Department) did not have a disaster contingency plan and had not performed comprehensive disaster recovery testing during the review period.

During our review of information systems of the Department, we noted the Department failed to perform disaster recovery planning or testing to ensure recovery of applications and data during Fiscal Years 2018 and 2019.

The Department carries out its daily operations using Information Technology (IT). Computer systems that support the Department's mission include the General Permit, Warehouses, and Fair Management Systems. Per Executive Order 2016-01, the Department's IT functions were consolidated into the Department of Innovation and Technology (DoIT). As a result, the Department and DoIT have a shared responsibility over disaster recovery planning.

Although the Department shares some responsibilities with DoIT, the Department has the ultimate responsibility to ensure it has the capability to recover its application and data.

Information technology guidance (including the National Institute of Standards and Technology and Government Accountability Office) endorses the formal development and testing of disaster recovery plans. Tests of disaster recovery plans (and the associated documentation of the test results) verify that the plan, procedures, and resources provide the capability to recover critical systems within the required timeframe.

During the prior engagement period, the Department stated they had been dependent on DoIT for the necessary backup and recovery of files and it had been a challenge to document comprehensive disaster recovery procedures and initiate testing of the recovery plan due to staff shortages. The Department stated the current period's condition resulted from staff shortages and competing priorities.

Failure to have an adequately tested and updated disaster recovery plan leaves the Department exposed to the possibility of major disruption of services. A comprehensive test of the plan across all platforms utilized assists management in identifying weaknesses to ensure recovery procedures are adequate in the event of a disaster. Continuous testing of plans would also assist management to ensure the plan is appropriately modified, as the Department's computing environment and disaster recovery needs change. (Finding Code No. 2019-021, 2017-021)

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – STATE COMPLIANCE
For the Two Years Ended June 30, 2019**

RECOMMENDATION

We recommend the Department formally communicate to DoIT its recovery requirements, and establish and document guidelines that outline both the Department's and DoIT's responsibilities. Specifically, the Department should develop and implement detailed disaster recovery plans outlining backup and recovery strategies specific to its applications and data. Once plans have been developed and implemented, the Department should coordinate with DoIT and perform documented tests of the plans, at least annually. Results from the testing should be utilized to enhance the plans accordingly.

DEPARTMENT RESPONSE

The Department and DoIT conducted a Business Impact Analysis of the Department in 2019 and are developing an Information Technology Contingency Plan. These things are steps in producing a Disaster Recovery Plan, and eventually testing of that plan. The Department is working with DoIT to ensure that each party's responsibilities and expectations are clearly delineated with regard to this finding and other IT functions.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – NOT REPEATED FINDINGS
For the Two Years Ended June 30, 2019

A. FINDING (Inadequate controls over request for leaves of absence)

During the previous engagement, the Department did not maintain adequate controls over requests for leaves of absence.

During the current engagement, our testing indicated the Department maintained adequate controls over requests for leaves of absence. (Finding Code No. 2017-003)

B. FINDING (Noncompliance with Fiscal Control Internal Auditing Act)

During the previous engagement, the Department did not comply with the Fiscal Control and Internal Auditing Act.

During the current engagement, our testing indicated the Department completed audits of major systems of internal accounting and administrative control within the engagement period. However, the Department failed to maintain a full-time program of internal auditing. Therefore, this issue has been reported in Finding 2019-001. (Finding Code No. 2017-004, 2015-010, 2013-011)

C. FINDING (Noncompliance with the Agricultural Co-Operative Act)

During the previous engagement, the Department did not comply with the Agricultural Co-Operative Act (Act).

During the current engagement, our testing indicated the Agricultural co-operative associations filed the required reports with the Department. As a result, this matter was reported in the Department's Report of Immaterial Findings. (Finding Code No. 2017-006)

D. FINDING (Noncompliance with the State Finance Act)

During the previous engagement, the Department did not comply with the State Finance Act.

During the current engagement, our testing indicated the Department submitted monthly reports of bills held to the Office of the Comptroller. As a result, this matter was reported in the Department's Report of Immaterial Findings. (Finding Code No. 2017-009)

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – NOT REPEATED FINDINGS
For the Two Years Ended June 30, 2019**

E. FINDING (Noncompliance with the Department of Agriculture Law)

During the previous engagement, the Department did not comply with the Department of Agriculture Law.

During the current engagement, our testing indicated there were no county soil surveys performed in Illinois during the last two fiscal years. Therefore, the Department was not obligated to reimburse the U.S. Department of Agriculture. As a result, this finding is not repeated. (Finding Code No. 2017-010)

F. FINDING (Noncompliance with the State Employee Housing Act)

During the previous engagement, the Department did not comply with the State Employee Housing Act.

During the current engagement, our testing indicated the Department adopted procedures to determine whether housing provided to employees and non-employees was subject to taxation. (Finding Code No. 2017-011)

G. FINDING (Noncompliance with the Illinois Refrigerated Warehouses Act)

During the previous engagement, the Department did not comply with the Illinois Refrigerated Warehouses Act.

During the current engagement, our testing indicated the Department changed their procedures for warehouse inspections and supervision from an annual inspection of all refrigerated warehouses to a risk-based approach to identify warehouses to inspect and supervise. (Finding Code No. 2017-012)

H. FINDING (Noncompliance with the Wind Energy Facilities Agricultural Impact Mitigation Act)

During the previous engagement, the Department did not comply with the Wind Energy Facilities Agricultural Impact Mitigation Act (Act).

During the current engagement, our testing indicated the Act was amended by P.A. 100-0598 to state the Department “may” adopt rules that are necessary and appropriate for the implementation and administration of agricultural impact mitigation agreements as required under this Act. The Department did not deem such rules were necessary. (Finding Code No. 2017-017)

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF FINDINGS – NOT REPEATED FINDINGS
For the Two Years Ended June 30, 2019

I. FINDING (Inaccurate financial reporting)

During the previous engagement, the Department did not submit accurate financial information, specifically the Grant/Contract Analysis (Form SCO-563) to the Illinois Office of the Comptroller (Comptroller).

During the current engagement, our testing indicated the Department submitted an accurate Form SCO-563 to the Comptroller's Office. (Finding Code No. 2017-019)

SCHEDULE 1

STATE OF ILLINOIS
 DEPARTMENT OF AGRICULTURE
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Expenditure Authority for Fiscal Year 2019
 For the Sixteen Months Ended October 31, 2019

Public Acts 100-0586 FISCAL YEAR 2019	Expenditure Authority (Net of Transfers)	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed October 31
		Expenditures Through June 30	Expenditures July 1 to October 31		
	\$ 17,838,900	\$ 12,628,448	\$ 2,785,757	\$ 15,414,205	\$ 2,424,695
APPROPRIATED FUNDS					
General Revenue Fund - 0001					
Illinois Department of Agriculture Laboratory Services					
Revolving Fund - 0024	25,000	12,179	1,467	13,646	11,354
Agricultural Premium Fund - 0045	28,285,700	21,386,859	3,495,213	24,882,072	3,403,628
Compassionate Use of Medical Cannabis Fund - 0075	2,600,000	1,539,048	148,956	1,688,004	911,996
Weights and Measures Fund - 0163	6,711,400	5,018,757	691,874	5,710,631	1,000,769
Fair and Exposition Fund - 0245	900,000	900,000	-	900,000	-
Motor Fuel and Petroleum Standards Fund - 0289	50,000	25,406	-	25,406	24,594
Fertilizer Control Fund - 0290	1,600,000	1,214,534	113,724	1,328,258	271,742
Used Tire Management Fund - 0294	50,000	-	50,000	50,000	-
Feed Control Fund - 0369	1,900,000	1,272,611	115,411	1,388,022	511,978
Livestock Management Facilities Fund - 0430	50,000	26,574	23,426	50,000	-
Illinois State Fair Fund - 0438	7,662,000	5,509,383	712,438	6,221,821	1,440,179
Federal Agricultural Marketing Services Fund - 0439	25,000	-	-	-	25,000
Agricultural Master Fund - 0440	1,000,000	957,578	40,794	998,372	1,628
Wholesome Meat Fund - 0476	9,238,000	7,078,340	662,198	7,740,538	1,497,462
Pesticide Control Fund - 0576	7,000,000	5,136,288	857,417	5,993,705	1,006,295
Partners for Conservation Fund - 0608	11,913,400	11,380,968	62,310	11,443,278	470,122
Illinois Racing Quarter Horse Breeders Fund - 0631	30,000	4,344	-	4,344	25,656
Agriculture Pesticide Control Act Fund - 0689	650,000	589,880	36,431	626,311	23,689
Illinois Standardbred Breeders Fund - 0708	1,390,100	845,488	495,075	1,340,563	49,537
Illinois Thoroughbred Breeders Fund - 0709	1,924,400	1,724,891	135,325	1,860,216	64,184
Illinois Animal Abuse Fund - 0744	4,000	-	-	-	4,000
Tourism Promotion Fund - 0763	5,089,500	1,150,885	1,906,548	3,057,433	2,032,067
Agriculture Federal Projects Fund - 0826	3,200,000	971,458	302,068	1,273,526	1,926,474
Total Appropriated Funds	\$ 109,137,400	\$ 79,373,919	\$ 12,636,432	\$ 92,010,351	\$ 17,127,049

**SCHEDULE 1
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
Expenditure Authority for Fiscal Year 2019
For the Sixteen Months Ended October 31, 2019**

Public Acts 100-0586 FISCAL YEAR 2019	Expenditure Authority (Net of Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to October 31	Total Expenditures 16 Months Ended October 31	Balances Lapsed October 31
NON-APPROPRIATED FUNDS					
Regulatory Fund - 0291	\$ 41,264	\$ 1,598	\$ 42,862		
State Cooperative Extension Service Trust Fund - 0602	2,215,117	-	2,215,117		
Total Non-Appropriated Funds	<u>\$ 2,256,381</u>	<u>\$ 1,598</u>	<u>\$ 2,257,979</u>		
GRAND TOTAL - ALL FUNDS	<u>\$ 81,630,300</u>	<u>\$ 12,638,030</u>	<u>\$ 94,268,330</u>		

Note 1: Expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of October 31, 2019, and have been reconciled to Department records.

Note 2: Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.

SCHEDULE 2

STATE OF ILLINOIS
 DEPARTMENT OF AGRICULTURE
 SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
 Expenditure Authority for Fiscal Year 2018
 For the Sixteen Months Ended October 31, 2018

Public Acts 100-0021, 100-0586 and Court-Ordered Expenditures FISCAL YEAR 2018	Expenditure Authority (Net of Transfers)	Expenditures Through June 30	Lapse Period Expenditures July 1 to October 31	Total Expenditures 16 Months Ended October 31	Balances Lapsed October 31
	\$ 34,967,090	\$ 14,845,087	\$ 17,378,476	\$ 32,223,563	\$ 2,743,527
General Revenue Fund - 0001					
Illinois Department of Agriculture Laboratory Services					
Revolving Fund - 0024	700,000	28,250	6,284	34,534	665,466
Agricultural Premium Fund - 0045	35,123,200	18,022,131	12,215,541	30,237,672	4,885,528
Compassionate Use of Medical Cannabis Fund - 0075	2,600,000	1,359,497	32,865	1,392,362	1,207,638
Weights and Measures Fund - 0163	6,700,500	5,002,678	283,317	5,285,995	1,414,505
Fair and Exposition Fund - 0245	900,000	900,000	-	900,000	-
Motor Fuel and Petroleum Standards Fund - 0289	50,000	26,746	-	26,746	23,254
Fertilizer Control Fund - 0290	1,600,000	1,292,157	26,916	1,319,073	280,927
Used Tire Management Fund - 0294	50,000	40,000	-	40,000	10,000
Feed Control Fund - 0369	1,900,000	1,458,960	95,029	1,553,989	346,011
Livestock Management Facilities Fund - 0430	50,000	24,280	25,720	50,000	-
Illinois State Fair Fund - 0438	7,662,000	5,267,513	400,937	5,668,450	1,993,550
Federal Agricultural Marketing Services Fund - 0439	25,000	19,049	-	19,049	5,951
Agricultural Master Fund - 0440	1,000,000	963,960	9,057	973,017	26,983
Wholesome Meat Fund - 0476	9,163,300	6,868,700	383,845	7,252,545	1,910,755
Pesticide Control Fund - 0576	7,000,000	6,111,246	290,190	6,401,436	598,564
Partners for Conservation Fund - 0608	12,207,900	7,032,064	1,830,419	8,862,483	3,345,417
Illinois Racing Quarter Horse Breeders Fund - 0631	30,000	173	-	173	29,827
Agriculture Pesticide Control Act Fund - 0689	650,000	448,543	6,865	455,408	194,592
Illinois Standardbred Breeders Fund - 0708	2,691,600	1,879,380	506,054	2,385,434	306,166
Illinois Thoroughbred Breeders Fund - 0709	4,123,600	2,599,903	1,132,843	3,732,746	390,854
Illinois Animal Abuse Fund - 0744	4,000	-	-	-	4,000
Agriculture Federal Projects Fund - 0826	3,415,000	778,605	879,826	1,658,431	1,756,569
Total Appropriated Funds	\$ 132,613,190	\$ 74,968,922	\$ 35,504,184	\$ 110,473,106	\$ 22,140,084

**SCHEDULE 2
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES
Expenditure Authority for Fiscal Year 2018
For the Sixteen Months Ended October 31, 2018**

Public Acts 100-0021, 100-0586 and Court-Ordered Expenditures FISCAL YEAR 2018	Expenditure Authority (Net of Transfers)	Lapse Period		Total Expenditures 16 Months Ended October 31	Balances Lapsed October 31
		Expenditures Through June 30	Expenditures July 1 to October 31		
NON-APPROPRIATED FUNDS					
Regulatory Fund - 0291		\$ 49,926	\$ 2,684	\$ 52,610	
State Cooperative Extension Service Trust Fund - 0602		10,070,291	10,000,000	20,070,291	
Total Non-Appropriated Funds		<u>\$ 10,120,217</u>	<u>\$ 10,002,684</u>	<u>\$ 20,122,901</u>	
GRAND TOTAL - ALL FUNDS		<u>\$ 85,089,139</u>	<u>\$ 45,506,868</u>	<u>\$ 130,596,007</u>	

- Note 1: Expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of October 31, 2018, and have been reconciled to Department records.
- Note 2: Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.
- Note 3: Notwithstanding anything within Public Act 100-0021 to the contrary, Public Act 100-0021 authorized the Department to pay for all costs incurred prior to July 1, 2018, using either its Fiscal Year 2017 or Fiscal Year 2018 appropriations for non-payroll expenditures. The Analysis of Operations section of this report at page 99 includes information from Department management about the number of invoices and the total dollar amount of invoices from Fiscal Year 2016 and Fiscal Year 2017 held by the Department to be submitted against either its Fiscal Year 2017 or Fiscal Year 2018 appropriation.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
APPROPRIATED FUNDS			
General Revenue Fund - 0001			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ 3,676,600	\$ 9,016,390	\$ 1,838,600
Expenditures			
Personal services	753,857	719,258	735,548
State contribution to social security	55,549	55,083	55,813
Contractual services	163,518	118,228	23,720
Contractual services for facilities management	748,496	-	-
University of Illinois Cooperative Extension Service	-	5,000,000	-
Ordinary and contingent expenses	-	544,954	-
Operational expenses	799,533	635,469	781,203
Previously unpaid wage increases including prior year costs	1,021,151	-	-
Total Expenditures	<u>3,542,104</u>	<u>7,072,992</u>	<u>1,596,284</u>
Lapsed Balances	<u>\$ 134,496</u>	<u>\$ 1,943,398</u>	<u>\$ 242,316</u>
Bureau of Computer Services			
Expenditure Authority (net of transfers)	\$ 1,160,600	\$ 678,500	\$ 351,700
Expenditures			
Personal services	-	-	279,478
State contribution to social security	-	-	20,676
Electronic data processing	508,055	644,855	-
Total Expenditures	<u>508,055</u>	<u>644,855</u>	<u>300,154</u>
Lapsed Balances	<u>\$ 652,545</u>	<u>\$ 33,645</u>	<u>\$ 51,546</u>
Division of Agriculture Industry Regulation			
Expenditure Authority (net of transfers)	\$ 2,327,200	\$ 1,822,200	\$ 1,768,500
Expenditures			
Personal services	1,214,496	1,195,038	1,102,810
State contribution to social security	89,263	87,310	80,972
Contractual services	85,233	66,061	3,973
Commodities	1,738	-	-
Telecommunications	9,710	10,387	-
Operation of automotive equipment	24,447	9,510	-
Total Expenditures	<u>1,424,887</u>	<u>1,368,306</u>	<u>1,187,755</u>
Lapsed Balances	<u>\$ 902,313</u>	<u>\$ 453,894</u>	<u>\$ 580,745</u>

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of Marketing and Promotion			
Expenditure Authority (net of transfers)	\$ 711,600	\$ 711,600	\$ 695,600
Expenditures			
Personal services	660,859	640,798	645,551
State contribution to social security	48,388	46,595	46,984
Total Expenditures	709,247	687,393	692,535
Lapsed Balances	\$ 2,353	\$ 24,207	\$ 3,065
Bureau of Animal Industries			
Expenditure Authority (net of transfers)	\$ 2,079,100	\$ 990,400	\$ 2,615,800
Expenditures			
Personal services	1,145,048	768,265	1,657,096
State contribution to social security	84,966	56,873	123,155
Contractual services	218,629	94,102	14,954
Travel	21,348	-	-
Commodities	10,547	-	-
Printing	3,479	-	-
Telecommunications	5,631	32,803	-
Operation of automotive equipment	27,881	-	-
Total Expenditures	1,517,529	952,043	1,795,205
Lapsed Balances	\$ 561,571	\$ 38,357	\$ 820,595
Bureau of Meat and Poultry Inspection			
Expenditure Authority (net of transfers)	\$ 3,377,900	\$ 3,377,900	\$ 3,303,900
Expenditures			
Personal services	3,134,620	3,098,836	2,742,979
State contribution to social security	229,624	227,006	202,478
Total Expenditures	3,364,244	3,325,842	2,945,457
Lapsed Balances	\$ 13,656	\$ 52,058	\$ 358,443
Bureau of Land and Water Resources			
Expenditure Authority (net of transfers)	\$ -	\$ 6,000,000	\$ -
Expenditures			
Grants to Soil and Water Conservation Districts	-	6,000,000	-
Total Expenditures	-	6,000,000	-
Lapsed Balances	\$ -	\$ -	\$ -

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 750,000	\$ 694,900	\$ 715,000
Expenditures			
Livestock Management Act	299,878	261,695	269,290
Exotic pest detection and eradication	449,999	433,200	445,651
Total Expenditures	749,877	694,895	714,941
Lapsed Balances	\$ 123	\$ 5	\$ 59
Bureau of Buildings and Grounds - Springfield			
Expenditure Authority (net of transfers)	\$ 2,159,400	\$ 4,118,100	\$ 1,988,400
Expenditures			
Personal services	1,996,578	2,547,958	1,334,544
State contribution to social security	151,785	210,699	105,180
Contractual services	-	1,189,775	58,766
Fire protection	-	108,700	-
Total Expenditures	2,148,363	4,057,132	1,498,490
Lapsed Balances	\$ 11,037	\$ 60,968	\$ 489,910
Bureau of Buildings and Grounds - DuQuoin			
Expenditure Authority (net of transfers)	\$ 625,800	\$ 1,469,600	\$ 561,200
Expenditures			
Personal services	562,153	569,024	424,736
State contribution to social security	42,645	44,443	32,492
Contractual services	-	783,620	-
Telecommunications	-	35,522	-
Total Expenditures	604,798	1,432,609	457,228
Lapsed Balances	\$ 21,002	\$ 36,991	\$ 103,972

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of DuQuoin State Fair			
Expenditure Authority (net of transfers)	\$ 970,700	\$ 1,087,500	\$ 685,500
Expenditures			
Personal services	341,246	465,803	427,338
State contribution to social security	26,529	35,439	32,024
Contractual services	414,885	448,255	-
Commodities	17,252	-	-
Printing	7,189	-	-
Telecommunications	38,000	38,000	-
Total Expenditures	845,101	987,497	459,362
Lapsed Balances	\$ 125,599	\$ 100,003	\$ 226,138
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ -	\$ 5,000,000	\$ -
Expenditures			
County fairs and agriculture societies	-	4,999,999	-
Total Expenditures	-	4,999,999	-
Lapsed Balances	\$ -	\$ 1	\$ -
General Revenue Fund - 0001 (Totals)			
Expenditure Authority (net of transfers)	\$ 17,838,900	\$ 34,967,090	\$ 14,524,200
Total Expenditures	15,414,205	32,223,563	11,647,411
Lapsed Balances	\$ 2,424,695	\$ 2,743,527	\$ 2,876,789
Illinois Department of Agriculture Laboratory Services Revolving Fund - 0024			
Bureau of Animal Industries			
Expenditure Authority (net of transfers)	\$ 25,000	\$ 700,000	\$ 700,000
Expenditures			
Animal Disease Laboratory Act	13,646	34,534	404,936
Total Expenditures	13,646	34,534	404,936
Lapsed Balances	\$ 11,354	\$ 665,466	\$ 295,064

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Agricultural Premium Fund - 0045			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ 10,950,000	\$ 20,950,000	\$ 15,450,000
Expenditures			
Contractual services for facilities management	728,219	-	-
Deposit into State Cooperative Extension Service Trust Fund	10,000,000	20,000,000	4,500,000
Food Safety Modernization Initiative	14,377	1,500	200,000
Total Expenditures	10,742,596	20,001,500	4,700,000
Lapsed Balances	\$ 207,404	\$ 948,500	\$ 10,750,000
Bureau of Computer Services			
Expenditure Authority (net of transfers)	\$ 2,082,000	\$ 2,082,000	\$ 1,940,500
Expenditures			
Personal services	-	-	292,886
State contributions to state employees' retirement system	-	-	129,491
State contribution to social security	-	-	21,293
Contractual services	209,061	477,809	1,318,160
Electronic data processing	1,219,589	610,233	-
Telecommunications	30,395	33,364	29,922
Total Expenditures	1,459,045	1,121,406	1,791,752
Lapsed Balances	\$ 622,955	\$ 960,594	\$ 148,748
Bureau of Marketing and Promotion			
Expenditure Authority (net of transfers)	\$ 2,925,000	\$ 2,925,000	\$ 2,925,000
Expenditures			
Promotion of Agriculture Exports	1,525,098	1,494,796	1,741,115
Biotechnology Promotion and Development	99,324	89,746	94,922
Viticulturist and Enologist	150,000	-	150,000
Total Expenditures	1,774,422	1,584,542	1,986,037
Lapsed Balances	\$ 1,150,578	\$ 1,340,458	\$ 938,963

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of Land and Water Resources			
Expenditure Authority (net of transfers)	\$ 1,347,500	\$ 1,347,500	\$ 1,184,600
Expenditures			
Personal services	545,596	510,088	487,512
State contributions to state employees' retirement system	282,418	242,378	218,090
State contribution to social security	40,203	38,536	36,690
Contractual services	45,209	49,445	47,838
Travel	3,273	3,700	2,847
Commodities	3,116	4,344	7,713
Printing	2,936	430	1,960
Equipment	899	-	10,391
Telecommunications	7,426	5,867	5,610
Operation of automotive equipment	4,818	4,582	3,987
Ordinary and contingent expenditures of the Natural Resources Advisory Board	649	-	1,658
Total Expenditures	936,543	859,370	824,296
Lapsed Balances	\$ 410,957	\$ 488,130	\$ 360,304
Bureau of Buildings and Grounds - Springfield			
Expenditure Authority (net of transfers)	\$ 4,355,000	\$ 1,667,500	\$ 3,246,000
Expenditures			
Operations building and grounds	2,226,248	819,856	1,295,653
Awards to livestock breeders	221,500	216,664	-
Various projects at State Fairgrounds	1,786,372	-	1,795,984
Total Expenditures	4,234,120	1,036,520	3,091,637
Lapsed Balances	\$ 120,880	\$ 630,980	\$ 154,363
Bureau of Buildings and Grounds - DuQuoin			
Expenditure Authority (net of transfers)	\$ 1,225,000	\$ 750,000	\$ 1,500,000
Expenditures			
Activities at Illinois State Fairgrounds	87,021	367,768	410,909
Various projects at DuQuoin Fairgrounds	281,494	-	474,084
Total Expenditures	368,515	367,768	884,993
Lapsed Balances	\$ 856,485	\$ 382,232	\$ 615,007

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of DuQuoin State Fair			
Expenditure Authority (net of transfers)	\$ 696,000	\$ 696,000	\$ 696,000
Expenditures			
Entertainment at the DuQuoin State Fair	685,833	689,329	595,576
Total Expenditures	685,833	689,329	595,576
Lapsed Balances	\$ 10,167	\$ 6,671	\$ 100,424
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ 4,705,200	\$ 4,705,200	\$ 4,701,000
Expenditures			
Personal services	89,570	75,581	83,904
State contributions to state employees' retirement system	46,265	35,855	37,430
State contribution to social security	6,591	5,612	6,289
Contractual services	11,025	15,600	18,234
Travel	298	-	-
Commodities	343	405	698
Equipment	500	-	-
Telecommunications	723	500	428
Operation of automotive equipment	51	-	418
Distribution to encourage and aid county fairs	1,798,599	1,798,600	1,798,600
Premiums to agricultural extension or 4-H	786,400	786,399	786,400
Premiums to vocational agricultural fairs	325,000	324,055	325,000
Rehabilitation of county fairgrounds	1,301,000	1,301,000	1,301,000
Horse racing county/State Fair	314,633	233,630	329,300
Total Expenditures	4,680,998	4,577,237	4,687,701
Lapsed Balances	\$ 24,202	\$ 127,963	\$ 13,299
Agricultural Premium Fund - 0045 (Totals)			
Expenditure Authority (net of transfers)	\$ 28,285,700	\$ 35,123,200	\$ 31,643,100
Total Expenditures	24,882,072	30,237,672	18,561,992
Lapsed Balances	\$ 3,403,628	\$ 4,885,528	\$ 13,081,108
Compassionate Use of Medical Cannabis Fund - 0075			
Bureau of Medicinal Plants			
Expenditure Authority (net of transfers)	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
Expenditures			
All costs associated with the Compassionate Use of Medical Cannabis Pilot Program	1,688,004	1,392,362	-
Medicinal Plants	-	-	1,441,416
Total Expenditures	1,688,004	1,392,362	1,441,416
Lapsed Balances	\$ 911,996	\$ 1,207,638	\$ 1,158,584

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
		P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
	P.A. 100-0586		
Weights and Measures Fund - 0163			
Bureau of Weights and Measurements			
Expenditure Authority (net of transfers)	\$ 6,711,400	\$ 6,700,500	\$ 6,696,500
Expenditures			
Personal services	2,445,256	2,371,065	2,479,126
State contributions to state employees' retirement system	1,262,930	1,123,503	1,106,216
State contribution to social security	179,457	174,623	183,215
Group insurance	835,043	753,305	821,397
Contractual services	278,755	317,814	276,582
Travel	44,266	48,015	53,900
Commodities	16,709	20,291	19,780
Printing	7,572	9,303	12,024
Equipment	266,396	19,483	236,146
Telecommunications	28,497	32,925	34,080
Operation of automotive equipment	345,750	413,280	364,456
Refunds	-	2,388	-
Total Expenditures	5,710,631	5,285,995	5,586,922
Lapsed Balances	\$ 1,000,769	\$ 1,414,505	\$ 1,109,578
Fair and Exposition Fund - 0245			
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ 900,000	\$ 900,000	\$ 900,000
Expenditures			
Distribution to county fairs and fair and expositions authorities	900,000	900,000	900,000
Total Expenditures	900,000	900,000	900,000
Lapsed Balances	\$ -	\$ -	\$ -
Motor Fuel and Petroleum Standards Fund - 0289			
Bureau of Weights and Measures			
Expenditure Authority (net of transfers)	\$ 50,000	\$ 50,000	\$ 50,000
Expenditures			
Regulation Motor Fuel Quality	25,406	26,746	26,803
Total Expenditures	25,406	26,746	26,803
Lapsed Balances	\$ 24,594	\$ 23,254	\$ 23,197

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
		P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
	P.A. 100-0586		
Fertilizer Control Fund - 0290			
Division of Agriculture Industry Regulation			
Expenditure Authority (net of transfers)	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Expenditures			
Fertilizer research	-	-	1,352,640
Agriculture product inspection	1,328,258	1,319,073	-
Total Expenditures	1,328,258	1,319,073	1,352,640
Lapsed Balances	\$ 271,742	\$ 280,927	\$ 247,360
Used Tire Management Fund - 0294			
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 50,000	\$ 50,000	\$ 40,000
Expenditures			
Mosquito control	50,000	40,000	40,000
Total Expenditures	50,000	40,000	40,000
Lapsed Balances	\$ -	\$ 10,000	\$ -
Feed Control Fund - 0369			
Division of Agriculture Industry Regulation			
Expenditure Authority (net of transfers)	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
Expenditures			
Feed Control	1,388,022	1,553,989	1,564,121
Total Expenditures	1,388,022	1,553,989	1,564,121
Lapsed Balances	\$ 511,978	\$ 346,011	\$ 335,879
Livestock Management Facilities Fund - 0430			
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 50,000	\$ 50,000	\$ 50,000
Expenditures			
Administration of Livestock Management Facilities Act	50,000	50,000	50,000
Total Expenditures	50,000	50,000	50,000
Lapsed Balances	\$ -	\$ -	\$ -

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
		P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
	P.A. 100-0586		
Illinois State Fair Fund - 0438			
Bureau of Buildings and Grounds - Springfield			
Expenditure Authority (net of transfers)	\$ 7,662,000	\$ 7,662,000	\$ 7,883,500
Expenditures			
Operations of Illinois State Fair	4,956,082	4,778,252	5,105,147
Activities at Illinois State Fairgrounds	813,038	494,955	1,229,767
Awards to livestock breeders	-	-	221,500
Awards and premiums at Illinois State Fair	452,701	395,243	476,972
Grand circuit horse racing	-	-	178,600
Total Expenditures	6,221,821	5,668,450	7,211,986
Lapsed Balances	\$ 1,440,179	\$ 1,993,550	\$ 671,514
Federal Agricultural Marketing Services Fund - 0439			
Bureau of Marketing and Promotion			
Expenditure Authority (net of transfers)	\$ 25,000	\$ 25,000	\$ 25,000
Expenditures			
Research laws and principles relating to agricultural marketing	-	19,049	24,953
Total Expenditures	-	19,049	24,953
Lapsed Balances	\$ 25,000	\$ 5,951	\$ 47
Agricultural Master Fund - 0440			
Bureau of Meat and Poultry Inspection			
Expenditure Authority (net of transfers)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Expenditures			
Inspection of agricultural products	998,372	973,017	901,897
Total Expenditures	998,372	973,017	901,897
Lapsed Balances	\$ 1,628	\$ 26,983	\$ 98,103

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
		P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
	P.A. 100-0586		
Wholesome Meat Fund - 0476			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ 1,066,300	\$ 1,071,300	\$ 1,066,300
Expenditures			
Personal services	173,606	205,327	235,156
State contributions to state employees' retirement system	89,633	97,377	102,203
State contribution to social security	12,907	15,318	17,597
Group Insurance	38,039	38,384	48,915
Contractual services	157,215	184,985	92,560
Travel	6,755	744	1,362
Commodities	11,003	3,810	1,792
Printing	4,483	600	-
Equipment	504	-	57
Telecommunications	17,524	16,763	19,699
Costs and expenses related to operations	242,003	238,559	93,921
Total Expenditures	753,672	801,867	613,262
Lapsed Balances	\$ 312,628	\$ 269,433	\$ 453,038
Bureau of Meat and Poultry Inspection			
Expenditure Authority (net of transfers)	\$ 8,171,700	\$ 8,092,000	\$ 8,087,600
Expenditures			
Personal services	3,210,799	2,934,410	2,988,925
State contributions to state employees' retirement system	1,658,869	1,390,785	1,333,147
State contribution to social security	235,449	215,686	222,947
Group insurance	969,623	1,019,019	1,089,204
Contractual services	539,256	563,755	548,626
Travel	151,209	147,351	148,546
Commodities	34,153	25,598	25,282
Equipment	3,071	2,825	14,934
Telecommunications	59,368	29,041	29,079
Operation of automotive equipment	125,069	122,208	101,304
Total Expenditures	6,986,866	6,450,678	6,501,994
Lapsed Balances	\$ 1,184,834	\$ 1,641,322	\$ 1,585,606
Wholesome Meat Fund - 0476 (Totals)			
Expenditure Authority (net of transfers)	\$ 9,238,000	\$ 9,163,300	\$ 9,153,900
Total Expenditures	7,740,538	7,252,545	7,115,256
Lapsed Balances	\$ 1,497,462	\$ 1,910,755	\$ 2,038,644

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Pesticide Control Fund - 0576			
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000
Expenditures			
Administration and enforcement of Pesticide Act of 1979	5,993,705	6,401,436	5,754,494
Total Expenditures	5,993,705	6,401,436	5,754,494
Lapsed Balances	\$ 1,006,295	\$ 598,564	\$ 1,245,506
Partners for Conservation Fund - 0608			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ 3,443,900	\$ 3,443,900	\$ 3,443,900
Expenditures			
Deposit into State Cooperative Extension Service Trust Fund	994,700	994,700	994,700
University of Illinois, Cook County Cooperative Extension Service	2,449,200	2,449,200	2,449,200
Total Expenditures	3,443,900	3,443,900	3,443,900
Lapsed Balances	\$ -	\$ -	\$ -
Bureau of Land and Water Resources			
Expenditure Authority (net of transfers)	\$ 8,469,500	\$ 8,764,000	\$ 5,946,700
Expenditures			
Personal services	282,034	245,108	245,891
State contributions to state employees' retirement system	145,746	116,151	109,683
State contribution to social security	21,072	18,360	18,432
Group insurance	50,526	39,964	45,365
Soil and water conservation district boards and administration	4,500,000	2,799,000	2,800,000
Soil and water conservation districts for ordinary and contingent expenses	3,000,000	2,200,000	2,200,000
Total Expenditures	7,999,378	5,418,583	5,419,371
Lapsed Balances	\$ 470,122	\$ 3,345,417	\$ 527,329
Partners for Conservation Fund - 0608 (Totals)			
Expenditure Authority (net of transfers)	\$ 11,913,400	\$ 12,207,900	\$ 9,390,600
Total Expenditures	11,443,278	8,862,483	8,863,271
Lapsed Balances	\$ 470,122	\$ 3,345,417	\$ 527,329

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Illinois Racing Quarter Horse Breeders Fund - 0631			
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ 30,000	\$ 30,000	\$ 30,000
Expenditures			
Promotion of Illinois horse racing and breeding industry	4,344	173	505
Total Expenditures	4,344	173	505
Lapsed Balances	\$ 25,656	\$ 29,827	\$ 29,495
Budget Stabilization Fund - 0686			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ -	\$ -	\$ 2,000,000
Expenditures			
Ordinary and contingent expenditures, excluding personal services	-	-	1,939,107
Total Expenditures	-	-	1,939,107
Lapsed Balances	\$ -	\$ -	\$ 60,893
Agriculture Pesticide Control Act Fund - 0689			
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 650,000	\$ 650,000	\$ 650,000
Expenditures			
Certification of pesticide applicators expenses of pesticide enforcement program	626,311	455,408	394,950
Total Expenditures	626,311	455,408	394,950
Lapsed Balances	\$ 23,689	\$ 194,592	\$ 255,050

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
		P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
	P.A. 100-0586		
Illinois Standardbred Breeders Fund - 0708			
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ 1,390,100	\$ 2,691,600	\$ 158,200
Expenditures			
Personal services	74,225	9,500	3,199
State contributions to state employees' retirement system	38,326	4,498	1,426
State contribution to social security	6,590	3,483	2,733
Contractual services	24,756	43,724	49,885
Travel	1,989	1,217	303
Commodities	2,728	8,640	5,847
Printing	360	-	-
Operation of automotive equipment	4,490	3,618	1,451
Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expense	1,187,099	2,310,754	-
Total Expenditures	1,340,563	2,385,434	64,844
Lapsed Balances	\$ 49,537	\$ 306,166	\$ 93,356
Illinois Thoroughbred Breeders Fund - 0709			
Division of County Fairs and Horse Racing			
Expenditure Authority (net of transfers)	\$ 1,924,400	\$ 4,123,600	\$ 452,300
Expenditures			
Personal services	151,622	155,656	144,758
State contributions to state employees' retirement system	78,345	73,768	61,906
State contribution to social security	11,206	11,533	10,777
Contractual services	6,954	4,954	4,641
Travel	1,175	566	428
Commodities	-	-	586
Equipment	1,000	-	-
Telecommunications	2,404	2,106	2,393
Operation of automotive equipment	-	118	1,093
Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expense	1,607,510	3,484,045	-
Total Expenditures	1,860,216	3,732,746	226,582
Lapsed Balances	\$ 64,184	\$ 390,854	\$ 225,718

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Illinois Animal Abuse Fund - 0744			
Bureau of Animal Industries			
Expenditure Authority (net of transfers)	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures			
Expenses associated with the investigation of animal abuse	-	-	-
Total Expenditures	-	-	-
Lapsed Balances	\$ 4,000	\$ 4,000	\$ 4,000
Tourism Promotion Fund - 0763			
Division of Administrative Services			
Expenditure Authority (net of transfers)	\$ 5,089,500	\$ -	\$ -
Expenditures			
Springfield and DuQuoin State Fairs	3,057,433	-	-
Total Expenditures	3,057,433	-	-
Lapsed Balances	\$ 2,032,067	\$ -	\$ -
Agriculture Federal Projects Fund - 0826			
Division of Agriculture Industry Regulation			
Expenditure Authority (net of transfers)	\$ 500,000	\$ 500,000	\$ 900,000
Expenditures			
Various federal projects	18,698	4,052	113,200
Total Expenditures	18,698	4,052	113,200
Lapsed Balances	\$ 481,302	\$ 495,948	\$ 786,800
Bureau of Marketing and Promotion			
Expenditure Authority (net of transfers)	\$ 850,000	\$ 850,000	\$ 850,000
Expenditures			
Various federal projects	594,177	492,380	343,235
Total Expenditures	594,177	492,380	343,235
Lapsed Balances	\$ 255,823	\$ 357,620	\$ 506,765

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of Weights and Measures			
Expenditure Authority (net of transfers)	\$ 200,000	\$ 200,000	\$ 200,000
Expenditures			
Various federal projects	56,581	12,091	5,067
Total Expenditures	56,581	12,091	5,067
Lapsed Balances	\$ 143,419	\$ 187,909	\$ 194,933
Bureau of Animal Industries			
Expenditure Authority (net of transfers)	\$ 150,000	\$ 150,000	\$ 150,000
Expenditures			
Various federal projects	12,310	92,479	91,404
Total Expenditures	12,310	92,479	91,404
Lapsed Balances	\$ 137,690	\$ 57,521	\$ 58,596
Bureau of Meat and Poultry Inspection			
Expenditure Authority (net of transfers)	\$ 100,000	\$ 315,000	\$ 315,000
Expenditures			
Various federal projects	21,869	273,793	125,746
Total Expenditures	21,869	273,793	125,746
Lapsed Balances	\$ 78,131	\$ 41,207	\$ 189,254
Bureau of Land and Water Resources			
Expenditure Authority (net of transfers)	\$ 400,000	\$ 400,000	\$ 400,000
Expenditures			
Various federal projects	52,327	53,947	131,022
Total Expenditures	52,327	53,947	131,022
Lapsed Balances	\$ 347,673	\$ 346,053	\$ 268,978

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
Bureau of Environmental Programs			
Expenditure Authority (net of transfers)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Expenditures			
Various federal projects	517,564	729,689	967,584
Total Expenditures	517,564	729,689	967,584
Lapsed Balances	\$ 482,436	\$ 270,311	\$ 32,416
Agriculture Federal Projects Fund - 0826 (Totals)			
Expenditure Authority (net of transfers)	\$ 3,200,000	\$ 3,415,000	\$ 3,815,000
Total Expenditures	1,273,526	1,658,431	1,777,258
Lapsed Balances	\$ 1,926,474	\$ 1,756,569	\$ 2,037,742
GRAND TOTAL - APPROPRIATED FUNDS			
Expenditure Authority (net of transfers)	\$ 109,137,400	\$ 132,613,190	\$ 102,266,300
Total Expenditures	92,010,351	110,473,106	75,851,344
Lapsed Balances	\$ 17,127,049	\$ 22,140,084	\$ 26,414,956
NON-APPROPRIATED FUNDS			
Regulatory Fund - 0291			
Division of Agriculture Industry Regulation			
Expenditures			
Operational costs - Grain Code	\$ 42,862	\$ 52,610	\$ 42,079
State Cooperative Extension Service Trust Fund - 0602			
Division of Administrative Services			
Expenditures			
Transfer to University of Illinois	2,215,117	20,070,291	2,565,651
GRAND TOTAL - NON-APPROPRIATED FUNDS			
Total Expenditures	\$ 2,257,979	\$ 20,122,901	\$ 2,607,730
GRAND TOTAL - ALL FUNDS			
Total Expenditures	\$ 94,268,330	\$ 130,596,007	\$ 78,459,074

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY OBJECT
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year	
2019	2018	2017
	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
P.A. 100-0586	Expenditures	Expenditures

The comparative schedule of net appropriations, expenditures, and lapsed balances - by object does not include the State Officers' salaries paid by the Office of the Comptroller. For the years ended June 30, 2019, 2018, and 2017, State Officers' salaries were as follows:

Director	\$ 135,115	\$ 133,273	\$ 133,273
Assistant Director	-	56,552	52,085
Total	\$ 135,115	\$ 189,825	\$ 185,358

- Note 1: Expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of October 31, 2019 (for Fiscal Year 2019), October 31, 2018 (for Fiscal Year 2018), and September 30, 2017 (for Fiscal year 2017) and have been reconciled to Department records.
- Note 2: Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.
- Note 3: The Circuit Court of St. Clair County in *AFSCME Council 31 v. Munger* (15 CH 475) ordered the State Comptroller, in the absence of enacted annual appropriations, to "draw and issue warrants accomplishing payment of wages [for all State employees] at their normal rates of pay." As Public Act 100-0021 states appropriation authority granted by the General Assembly does not supersede any court order directing the expenditure of funds and states such payments are added to the appropriations granted by the General Assembly, the Department was able to submit vouchers to pay its employees in full from Fund 0001 and Fund 0045 without a maximum expenditure limit for personal service costs during Fiscal Year 2017. Further, the Department incurred non-payroll obligations within Fund 0001 and Fund 0045 which the Department was unable to pay until the passage of Public Act 100-0021.
- Note 4: During Fiscal Year 2017, the Department operated without enacted appropriations until Public Act 100-0021 was approved on July 6, 2017. During the impasse, the Department incurred non-payroll obligations within Fund 0001 and Fund 0045, which the Department was unable to pay until the passage of Act 100-0021.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY FUND
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year		
	2019	2018	2017
	P.A. 100-0586	P.A. 100-0021 P.A. 100-0586 and Court-Ordered Expenditures	P.A. 99-0524 P.A. 100-0021 and Court-Ordered Expenditures
APPROPRIATED FUNDS			
Appropriations (net of transfers)	\$ 109,137,400	\$ 132,613,190	\$ 102,266,300
Expenditures			
General Revenue Fund - 0001	15,414,205	32,223,563	11,647,411
Illinois Department of Agriculture Laboratory Services Revolving Fund - 0024	13,646	34,534	404,936
Agricultural Premium Fund - 0045	24,882,072	30,237,672	18,561,992
Compassionate Use of Medical Cannabis Fund - 0075	1,688,004	1,392,362	1,441,416
Weights and Measures Fund - 0163	5,710,631	5,285,995	5,586,922
Fair and Exposition Fund - 0245	900,000	900,000	900,000
Motor Fuel and Petroleum Standards Fund - 0289	25,406	26,746	26,803
Fertilizer Control Fund - 0290	1,328,258	1,319,073	1,352,640
Used Tire Management Fund - 0294	50,000	40,000	40,000
Feed Control Fund - 0369	1,388,022	1,553,989	1,564,121
Livestock Management Facilities Fund - 0430	50,000	50,000	50,000
Illinois State Fair Fund - 0438	6,221,821	5,668,450	7,211,986
Federal Agricultural Marketing Services Fund - 0439	-	19,049	24,953
Agricultural Master Fund - 0440	998,372	973,017	901,897
Wholesome Meat Fund - 0476	7,740,538	7,252,545	7,115,256
Pesticide Control Fund - 0576	5,993,705	6,401,436	5,754,494
Partners for Conservation Fund - 0608	11,443,278	8,862,483	8,863,271
Illinois Racing Quarter Horse Breeders Fund - 0631	4,344	173	505
Budget Stabilization Fund - 686	-	-	1,939,107
Agriculture Pesticide Control Act Fund - 0689	626,311	455,408	394,950
Illinois Standardbred Breeders Fund - 0708	1,340,563	2,385,434	64,844
Illinois Thoroughbred Breeders Fund - 0709	1,860,216	3,732,746	226,582
Illinois Animal Abuse Fund - 0744	-	-	-
Tourism Promotion Fund - 0763	3,057,433	-	-
Agriculture Federal Projects Fund - 0826	1,273,526	1,658,431	1,777,258
Total Expenditures	92,010,351	110,473,106	75,851,344
Total Lapsed Balances	\$ 17,127,049	\$ 22,140,084	\$ 26,414,956
NON-APPROPRIATED FUNDS			
Expenditures			
Regulatory Fund - 0291	\$ 42,862	\$ 52,610	\$ 42,079
State Cooperative Extension Service Trust Fund - 0602	2,215,117	20,070,291	2,565,651
Total Expenditures	\$ 2,257,979	\$ 20,122,901	\$ 2,607,730
Total Expenditures - All Funds	\$ 94,268,330	\$ 130,596,007	\$ 78,459,074

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF NET APPROPRIATIONS, EXPENDITURES, AND LAPSED BALANCES BY FUND
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

- Note 1: Expenditure authority, appropriations, expenditures, and lapsed balances were obtained from the State Comptroller's records as of October 31, 2019 (for Fiscal Year 2019), October 31, 2018 (for Fiscal Year 2018), and September 30, 2017 (for Fiscal Year 2017) and have been reconciled to Department records.
- Note 2: Expenditure amounts are vouchers approved for payment by the Department and submitted to the State Comptroller for payment to the vendor.
- Note 3: The Circuit Court of St. Clair County in *AFSCME Council 31 v. Munger* (15 CH 475) ordered the State Comptroller, in the absence of enacted annual appropriations, to "draw and issue warrants accomplishing payment of wages [for all State employees] at their normal rates of pay." As Public Act 100-0021 states appropriation authority granted by the General Assembly does not supersede any court order directing the expenditure of funds and states such payments are added to the appropriations granted by the General Assembly, the Department was able to submit vouchers to pay its employees in full from Fund 0001 and Fund 0045 without a maximum expenditure limit for personal service costs during Fiscal Year 2017. Further, the Department incurred non-payroll obligations within Fund 0001 and Fund 0045 which the Department was unable to pay until the passage of Public Act 100-0021.
- Note 4: During Fiscal Year 2017, the Department operated without enacted appropriations until Public Act 100-0021 was approved on July 6, 2017. During the impasse, the Department incurred non-payroll obligations within Fund 0001 and Fund 0045, which the Department was unable to pay until the passage of Act 100-0021.

SCHEDULE 5

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
General Revenue Fund - 0001			
Agriculture Industry Regulation	\$ 685,689	\$ 732,068	\$ 665,760
Meat Poultry Livestock	123,151	105,472	197,673
Pesticide Products	963,450	979,431	981,350
Miscellaneous	29,467	63,149	26,044
Total cash receipts per Department	1,801,757	1,880,120	1,870,827
Less - In transit at End of Year	48,123	44,947	3,700
Less - Other Adjustment	1,000	-	-
Plus - In transit at Beginning of Year	44,947	3,700	2,345
Total cash receipts per State Comptroller's Records	\$ 1,797,581	\$ 1,838,873	\$ 1,869,472

**Illinois Department of Agriculture Laboratory Services
Revolving Fund - 0024**

Laboratory Fees	\$ 94,752	\$ 32,929	\$ 403,906
Total cash receipts per Department	94,752	32,929	403,906
Less - In transit at End of Year	386	32,183	50,026
Plus - In transit at Beginning of Year	32,183	50,026	-
Plus - Other Adjustment	40	-	-
Total cash receipts per State Comptroller's Records	\$ 126,589	\$ 50,772	\$ 353,880

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Agricultural Premium Fund - 0045			
Duquoin-Non Fair Activities	\$ -	\$ -	\$ 1,810,950
Combined DuQuoin State Fair	1,416,232	1,878,686	-
Total cash receipts per Department	1,416,232	1,878,686	1,810,950
Less - In transit at End of Year	24,883	27,077	30,298
Plus - In transit at Beginning of Year	27,077	30,298	81,869
Total cash receipts per State Comptroller's Records	<u>\$ 1,418,426</u>	<u>\$ 1,881,907</u>	<u>\$ 1,862,521</u>
Compassionate Use of Medical Cannabis Fund - 0075			
Medical Cannabis Cultivation Center Application and Renewal Fees	\$ 2,607,150	\$ 2,352,000	\$ 2,275,450
Total cash receipts per Department	2,607,150	2,352,000	2,275,450
Less - In transit at End of Year	117,900	2,000	2,600
Plus - In transit at Beginning of Year	2,000	2,600	9,000
Total cash receipts per State Comptroller's Records	<u>\$ 2,491,250</u>	<u>\$ 2,352,600</u>	<u>\$ 2,281,850</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Weights and Measures Fund - 0163			
Weights and Measures Interest	\$ 49,138	\$ 144,924	\$ 54,004
Weights and Measures Inspections	5,292,334	5,958,302	4,997,831
Total cash receipts per Department	5,341,472	6,103,226	5,051,835
Less - In transit at End of Year	316,516	230,207	-
Less - Other Adjustment	30,000	-	-
Plus - In transit at Beginning of Year	230,207	-	353,662
Total cash receipts per State Comptroller's Records	\$ 5,225,163	\$ 5,873,019	\$ 5,405,497
Motor Fuel and Petroleum Standards Fund - 0289			
Fines, Penalties or Violations	\$ 57,650	\$ 32,750	\$ 67,450
Total cash receipts per Department	57,650	32,750	67,450
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	\$ 57,650	\$ 32,750	\$ 67,450

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Fertilizer Control Fund - 0290			
Fertilizer Inspection Fund			
Total cash receipts per Department	\$ 1,594,038	\$ 1,715,595	\$ 1,642,144
Less - In transit at End of Year	1,594,038	1,715,595	1,642,144
Plus - In transit at Beginning of Year	2,710	2,108	-
Total cash receipts per State Comptroller's Records	<u>\$ 1,593,436</u>	<u>\$ 1,713,487</u>	<u>\$ 1,642,144</u>
Regulatory Fund - 0291			
Grain Warehousing License Fees			
Total cash receipts per Department	\$ 32,500	\$ 144,521	\$ 87,975
Less - In transit at End of Year	32,500	144,521	87,975
Plus - In transit at Beginning of Year	1,250	15,550	-
Total cash receipts per State Comptroller's Records	<u>\$ 46,800</u>	<u>\$ 128,971</u>	<u>\$ 87,975</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Feed Control Fund - 0369			
Commercial Feed Manufacturer and Distributor Fees	\$ 2,340,960	\$ 2,340,937	\$ 2,417,543
U.S. Department of Agriculture	1,979	-	-
Total cash receipts per Department	2,342,939	2,340,937	2,417,543
Less - In transit at End of Year	6,402	5,053	-
Plus - In transit at Beginning of Year	5,053	-	-
Total cash receipts per State Comptroller's Records	\$ 2,341,590	\$ 2,335,884	\$ 2,417,543
Livestock Management Facilities Fund - 0430			
Livestock Management Fees	\$ 22,660	\$ 35,370	\$ 33,817
Total cash receipts per Department	22,660	35,370	33,817
Less - In transit at End of Year	250	780	530
Plus - In transit at Beginning of Year	780	530	-
Total cash receipts per State Comptroller's Records	\$ 23,190	\$ 35,120	\$ 33,287

SCHEDULE 5
(Continued)

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017

	Fiscal Year	
	2019	2018
	2019	2017
Illinois State Fair Fund - 0438		
Combined Illinois State Fair	\$ 8,263,945	\$ 6,120,207
Total cash receipts per Department	<u>8,263,945</u>	<u>6,120,207</u>
Less - In transit at End of Year	368,024	-
Plus - In transit at Beginning of Year	-	233,445
Total cash receipts per State Comptroller's Records	<u>\$ 7,895,921</u>	<u>\$ 6,353,652</u>
Federal Agricultural Marketing Services Fund - 0439		
U.S. Department of Agriculture	\$ -	\$ 15,000
Total cash receipts per Department	<u>-</u>	<u>15,000</u>
Less - In transit at End of Year	-	-
Plus - In transit at Beginning of Year	-	-
Total cash receipts per State Comptroller's Records	<u>\$ -</u>	<u>\$ 15,000</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Agricultural Master Fund - 0440			
U.S. Department of Agriculture	\$ 91,443	\$ 19,745	\$ -
Private Organization or Individual Donation	1,223,286	1,231,883	1,119,064
Total cash receipts per Department	<u>1,314,729</u>	<u>1,251,628</u>	<u>1,119,064</u>
Less - In transit at End of Year	19,996	8,921	-
Plus - In transit at Beginning of Year	8,921	-	430
Total cash receipts per State Comptroller's Records	<u>\$ 1,303,654</u>	<u>\$ 1,242,707</u>	<u>\$ 1,119,494</u>
Wholesome Meat Fund - 0476			
U.S. Department of Agriculture	\$ 7,622,375	\$ 7,662,109	\$ 6,689,671
Total cash receipts per Department	<u>7,622,375</u>	<u>7,662,109</u>	<u>6,689,671</u>
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	<u>\$ 7,622,375</u>	<u>\$ 7,662,109</u>	<u>\$ 6,689,671</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Pesticide Control Fund - 0576			
Pesticide Products			
Total cash receipts per Department	\$ 6,552,236	\$ 7,110,458	\$ 6,210,231
Less - In transit at End of Year	6,552,236	7,110,458	6,210,231
Plus - In transit at Beginning of Year	112,544	99,396	-
Total cash receipts per State Comptroller's Records	<u>\$ 6,539,088</u>	<u>\$ 7,011,062</u>	<u>\$ 6,210,231</u>
State Cooperative Extension Service Trust Fund - 0602			
Transfer from Partners for Conservation Fund	\$ 1,720,289	\$ 1,723,611	\$ 2,588,683
General Revenue Fund	5,000,000	-	-
Agricultural Premium Fund	5,809,450	8,350,000	-
Total cash receipts per Department	12,529,739	10,073,611	2,588,683
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	<u>\$ 12,529,739</u>	<u>\$ 10,073,611</u>	<u>\$ 2,588,683</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Agriculture Pesticide Control Act Fund - 0689			
Environmental Protection			
Total cash receipts per Department	\$ 521,532	\$ 766,989	\$ 389,981
Less - In transit at End of Year	521,532	766,989	389,981
Plus - In transit at Beginning of Year	-	160,842	-
Total cash receipts per State Comptroller's Records	\$ 682,374	\$ 606,147	\$ 389,981
Illinois Standardbred Breeders Fund - 0708			
Late Filing Fees			
Total cash receipts per Department	\$ 3,257	\$ 1,150	\$ 200
Less - In transit at End of Year	3,257	1,150	200
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	\$ 3,257	\$ 1,150	\$ 200

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Illinois Thoroughbred Breeders Fund - 0709			
Late Filing Fees	\$ 3,650	\$ 500	\$ 1,400
Total cash receipts per Department	3,650	500	1,400
Less - In transit at End of Year	-	-	50
Plus - In transit at Beginning of Year	-	50	50
Total cash receipts per State Comptroller's Records	\$ 3,650	\$ 550	\$ 1,400
Illinois Agrifirst Program Fund - 0754			
Agrifirst Grant Repayment	\$ -	\$ -	\$ 560
Total cash receipts per Department	-	-	560
Less - In transit at End of Year	-	-	-
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	\$ -	\$ -	\$ 560

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
Agriculture Federal Projects Fund - 0826			
Agriculture Federal Projects	\$ 1,468,447	\$ 1,778,898	\$ 842,410
Natural Resources	23,400	25,600	-
Loan Repayments	-	3,977	-
Total cash receipts per Department	1,491,847	1,808,475	842,410
Less - In transit at End of Year	3,153	-	18,596
Plus - In transit at Beginning of Year	-	18,596	-
Total cash receipts per State Comptroller's Records	<u>\$ 1,488,694</u>	<u>\$ 1,827,071</u>	<u>\$ 823,814</u>
Industrial Hemp Regulatory Fund - 0862			
Industrial Hemp Regulatory	\$ 538,825	\$ -	\$ -
Total cash receipts per Department	538,825	-	-
Less - In transit at End of Year	41,200	-	-
Plus - In transit at Beginning of Year	-	-	-
Total cash receipts per State Comptroller's Records	<u>\$ 497,625</u>	<u>\$ -</u>	<u>\$ -</u>

**SCHEDULE 5
(Continued)**

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER
For the Fiscal Years Ended June 30, 2019, 2018 and 2017**

	Fiscal Year		
	2019	2018	2017
GRAND TOTAL - ALL FUNDS			
Total cash receipts per Department	\$ 54,153,285	\$ 51,326,261	\$ 41,604,691
Less - In transit at End of Year	1,063,337	629,064	339,245
Less - Other Adjustment	30,960	-	-
Plus - In transit at Beginning of Year	629,064	339,245	818,836
Total cash receipts per State Comptroller's Records - All Funds	<u>\$ 53,688,052</u>	<u>\$ 51,036,442</u>	<u>\$ 42,084,282</u>

Note: Amounts shown in this schedule do not include nonoperating receipts of prior year refunds and voided warrants. In addition, fiscal year 2017 does not include nonoperating receipts of licenses and fees which related to prior years.

STATE OF ILLINOIS
 DEPARTMENT OF AGRICULTURE
 SCHEDULE OF RECEIPTS, DISBURSEMENTS
 AND FUND BALANCE (CASH BASIS) - LOCALLY-HELD FUNDS
 (Expressed In Thousands)
 For the Fiscal Year Ended June 30, 2019

Fund Number	Fund Name	Cash Balance		Receipts	Disbursements	Cash Balance
		July 1, 2018	June 30, 2019			
1112	Centennial Farm Signs Fund	\$ 45	\$ 16	\$ 18	\$ 43	
1113	Illinois Colt Stakes/Championship Purse Fund	241	218	228	231	
1114	Agricultural Products Promotional Fund	1,120	411	276	1,255	
1115	Surety Bond Fund*	-	-	-	-	
1116	Grain Indemnity Trust Fund	523	50	285	288	
1218	Carcass Evaluation Fund	4	95	97	2	
1335	White Experimental Farm Fund	14	170	48	136	
1350	State Fair Promotional Activities Fund	27	334	331	30	
1351	Zell Farm Fund	385	7	50	342	
		<u>\$ 2,359</u>	<u>\$ 1,301</u>	<u>\$ 1,333</u>	<u>\$ 2,327</u>	

*No activity during Fiscal Year 2019 and the fund was closed August 2019.

STATE OF ILLINOIS
 DEPARTMENT OF AGRICULTURE
 SCHEDULE OF RECEIPTS, DISBURSEMENTS
 AND FUND BALANCE (CASH BASIS) - LOCALLY-HELD FUNDS
 (Expressed In Thousands)
 For the Fiscal Year Ended June 30, 2018

Fund Number	Fund Name	Cash Balance		Receipts	Disbursements	Cash Balance June 30, 2018	
		July 1, 2017	June 30, 2017				
1112	Centennial Farm Signs Fund	\$	31	\$	14	\$	45
1113	Illinois Colt Stakes/Championship Purse Fund		236		266		241
1114	Agricultural Products Promotional Fund		951		493		1,120
1115	Surety Bond Fund*		-		-		-
1116	Grain Indemnity Trust Fund		417		424		523
1218	Carcass Evaluation Fund		6		104		4
1335	White Experimental Farm Fund		37		130		14
1350	State Fair Promotional Activities Fund		41		407		27
1351	Zell Farm Fund		409		6		385
		\$	2,128	\$	1,844	\$	2,359

*No activity during Fiscal Year 2018.

SCHEDULE 8

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Fiscal Years Ended June 30, 2019 and 2018**

	Equipment	Buildings	Land	Construction In Progress	Total
Balance at July 1, 2017	\$ 16,913,735	\$ 151,101,951	\$ 39,180,216	\$ 8,151,235	\$ 215,347,137
Additions	403,278	2,896,071	-	4,121	3,303,470
Deletions	(186,214)	-	-	(3,352,438)	(3,538,652)
Net Transfers	(611,552)	-	-	44,826	(566,726)
Balance at June 30, 2018	<u>\$ 16,519,247</u>	<u>\$ 153,998,022</u>	<u>\$ 39,180,216</u>	<u>\$ 4,847,744</u>	<u>\$ 214,545,229</u>
Balance at July 1, 2018	\$ 16,519,247	\$ 153,998,022	\$ 39,180,216	\$ 4,847,744	\$ 214,545,229
Additions	371,156	722,584	3,150,595	641,962	4,886,297
Deletions	(3,794,797)	(8,282,276)	-	(873,448)	(12,950,521)
Net Transfers	(1,028,975)	634,141	-	(1,644,938)	(2,039,772)
Balance at June 30, 2019	<u>\$ 12,066,631</u>	<u>\$ 147,072,471</u>	<u>\$ 42,330,811</u>	<u>\$ 2,971,320</u>	<u>\$ 204,441,233</u>

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
AGENCY FUNCTIONS AND PLANNING PROGRAM
For the Two Years Ended June 30, 2019
(Not Examined)**

The Illinois Department of Agriculture (Department) is administered from offices located on the Illinois State Fairgrounds in Springfield, Illinois. John Sullivan is the Director. The mailing address is:

Illinois Department of Agriculture
P.O. Box 19281
Springfield, Illinois 62794-9281

Mission Statement

The Department will be an advocate for Illinois' agricultural industry and provide the necessary regulatory functions to benefit consumers, agricultural industry, and our natural resources. The Department will strive to promote agri-business in Illinois and throughout the world.

Vision Statement

The Department's vision is to promote and regulate agriculture in a manner which encourages farming and agribusiness while protecting Illinois' consumers and our natural resources.

Agency Functions

The Department is organized into 4 divisions and the Executive Office. Each division consists of bureaus.

1. Food Safety and Animal Protection
 - Bureau of Meat and Poultry Inspection
 - Bureau of Animal Health and Welfare
 - Egg Inspection Program
2. Natural Resources
 - Bureau of Land and Water Resources
 - Bureau of Environmental Programs
3. Agriculture Industry Regulation
 - Bureau of Agricultural Productions Inspection
 - Bureau of Weights and Measures
 - Bureau of Warehouses
4. Administrative Services
 - Bureau of Computer Services
 - Bureau of Support Services

The Executive Office consists of the following:

1. Legal
2. Legislative
3. Bureau of Budget and Fiscal Services
4. Bureau of Human Resources
5. Bureau of Du Quoin State Fair (*previously Bureau of State Fairs and combined with Bureau of Building and Grounds*)
6. Bureau of Illinois State Fair (*previously Bureau of State Fairs and combined with Bureau of Building and Grounds*)
7. Bureau of Marketing, Promotion and Grants
8. Bureau of County Fairs and Horse Racing
9. Bureau of Medicinal Plants
10. Audit
11. Agriculture Business Development (*closed March 1, 2018*)
12. Federal Liaison
13. Procurement
14. Administration
15. Bureau of Business Services (*merged into Illinois State Fair*)
16. Bureau of Building and Grounds (*combined with State Fairs*)

Agency Planning Program

The Department's primary functions are regulatory. As such, the Department's long and short term goals are in meeting its mandates and are tracked by performance measures and quantitative outcomes that are monitored consistently by bureaus to make sure the Department is meeting its mission.

Major objectives/priorities include protecting individuals from mislabeled, contaminated, or diseased agricultural commodities; preserving the State's natural resources while at the same time protecting productive agricultural land; monitoring the safety of the food supply; and performing inspections to safeguard consumers. Additionally, the Department promotes the agricultural industry by providing domestic and international marketing assistance to both established and new Illinois food and agribusiness companies.

Quarterly and annual performance measures will be submitted to the Budgeting for Results system through the Office of Management and Budget. The management of each Bureau is responsible for the accuracy of their reported information.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Fiscal Years Ended June 30, 2019 and 2018
(Not Examined)

The Illinois Department of Agriculture's (Department) explanations for significant fluctuations in expenditures greater than \$250,000 and 20% of expenditures by appropriation as presented in the Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances by Object (Schedule 3) are detailed below.

Fiscal Year 2019

Appropriated Funds

General Revenue Fund - 0001

Division of Administrative Services

Contractual services for facilities management increased by \$748,496 or 100% in Fiscal Year 2019 due to an increase in expenditures relating to prior year costs of maintaining Department facilities due to State Internal Service Funds.

Previously unpaid wages increased by \$1,021,151 or 100% in Fiscal Year 2019 due to the Department implementing backpay wages due to certain bargaining unit employees.

Ordinary and contingent expenditures decreased by \$544,954 or 100% in Fiscal Year 2019 due to a decrease in appropriations. The Department requested an increased appropriation in Fiscal Year 2018 to pay past-due expenditures from prior fiscal years related to the budget impasse.

Payments to the University of Illinois Cooperative Extension Service decreased by \$5,000,000 or 100% in Fiscal Year 2019 due to a decrease in funding from the University of Illinois related to cooperative extension programs.

Bureau of Animal Industries

Personal services expenditures increased by \$376,783 or 49% in Fiscal Year 2019 due to an increase in personnel costs associated with increased staffing levels from filling previous vacancies.

Bureau of Land and Water Resources

Grants to Soil and Water Conservation Districts decreased by \$6,000,000 or 100% in Fiscal Year 2019 due to decrease in appropriations. The Fiscal Year 2018 appropriation was requested by the Department and expenditures were intended to be supplemental in relation to decreased payments in prior years.

Bureau of Buildings and Grounds – Springfield

Personal services expenditures decreased by \$551,380 or 22% in Fiscal Year 2019 due to change of funding from General Revenue Fund to the Agricultural Premium Fund.

Contractual services expenditures decreased by \$1,189,775 or 100% in Fiscal Year 2019 due to change of funding from General Revenue Fund to the Tourism Promotion Fund.

Bureau of Buildings & Grounds - DuQuoin

Contractual services expenditures decreased \$783,620 or 100% in Fiscal Year 2019 due to change of funding from General Revenue Fund to the Tourism Promotion Fund.

Division of County Fairs and Horse Racing

Payments to county fairs and agricultural societies decreased by \$4,999,999 or 100% in Fiscal Year 2019 due to timing of funding. The Department had additional funding in Fiscal Year 2018 provided to county fairs and agricultural societies during the budget impasse.

Agricultural Premium Fund - 0045

Division of Administrative Services

Contractual services for facilities management expenditures increased by \$728,219 or 100% in Fiscal Year 2019 due to expenditures relating to prior year costs of maintaining Department facilities due to State Internal Services Funds.

Deposit into State Cooperative Extension Service Trust Fund decreased by \$10,000,000 or 50% in Fiscal Year 2019 due to a decrease in funding from the University of Illinois relating to cooperative extension programs.

Bureau of Computer Services

Contractual services decreased by \$268,748 or 56% in Fiscal Year 2019 due to a change in classification of expenditures as electronic data processing.

Electronic data processing expenditures increased by \$609,356 or 100% in Fiscal Year 2019 due to an increase in costs for statistical services.

Bureau of Buildings and Grounds - Springfield

Operations of buildings and grounds increased by \$1,406,392 or 172% in Fiscal Year 2019 due to an increase in maintenance and utility costs, including some prior year costs due to State Internal Service Funds relating to facilities management.

Various projects at the Illinois State Fairgrounds increased by \$1,786,372 or 100% in Fiscal Year 2019 due to change of funding from the General Revenue Fund to the Agricultural Premium Fund.

Bureau of Buildings and Grounds - DuQuoin

Activities at DuQuoin State Fairgrounds decreased by \$280,747 or 76% in Fiscal Year 2019 due to change of funding from Agricultural Premium Fund to the Tourism Promotion Fund.

Various projects on the DuQuoin State Fairgrounds increased by \$281,494 or 100% in Fiscal Year 2019 due to change of funding from the General Revenue Fund to the Agricultural Premium Fund.

Compassionate Use of Medical Cannabis Fund - 0075

Expenditures increased by \$295,642 or 21% in Fiscal Year 2019 due to implementation of backpay wages for certain bargaining unit employees, updates to computer software specific to the program, and increased costs of software maintenance and development.

Illinois State Fair Fund - 0438

Bureau of Buildings and Grounds – Springfield

Activities at the Illinois State Fairgrounds increased by \$318,083 or 64% in Fiscal Year 2019 due to increases in expenditures relating to maintenance of the Illinois State Fairgrounds, including some prior year costs due to State Internal Service Funds relating to facilities management.

Partners for Conservation Fund - 0608

Bureau of Land and Water Resources

Soil and water conservation district boards administration increased by \$1,701,000 or 61% in Fiscal Year 2019 as the Fiscal Year 2018 expenditures were partially paid from the General Revenue Fund.

Soil and water conservation district boards for ordinary and contingent expenditures increased by \$800,000 or 36% in Fiscal Year 2019 as the Fiscal Year 2018 expenditures were partially paid from the General Revenue Fund.

Illinois Standardbred Breeders Fund - 0708

Division of County Fairs and Horse Racing

Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expenditures, decreased by \$1,123,655 or 49% in Fiscal Year 2019 due to decrease in grants awarded for horse racing purses.

Illinois Thoroughbred Breeders Fund - 0709

Division of County Fairs and Horse Racing

Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expenditures, decreased by \$1,876,535 or 54% in Fiscal Year 2019 due to decrease in grants awarded for horse racing purses.

Tourism Promotion Fund - 0763

Division of Administrative Services

Cost and operating expenditures of Springfield and DuQuoin Fairgrounds increased by \$3,057,433 or 100% in Fiscal Year 2019 due to increased costs in facilities management and various fairgrounds improvement projects.

Agriculture Federal Projects Fund - 0826

Bureau of Meat and Poultry Inspection

Various federal projects decreased by \$251,924 or 92% in Fiscal Year 2019 due to a decrease in various programs funded by federal grant awards.

Non-Appropriated Fund

State Cooperative Extension Service Trust Fund - 0602

Division of Administrative Services

Transfer to University of Illinois decreased by \$17,855,174 or 89% in Fiscal Year 2019 due to a decrease in funding from the University of Illinois related to the cooperative extension program.

Fiscal Year 2018

Appropriated Funds

General Revenue Fund - 0001

Division of Administrative Services

Ordinary and contingent expenditures increased by \$544,954 or 100% in Fiscal Year 2018 due to an increase in appropriations and utility expenditures paid. The Department requested an increased appropriation to pay past-due expenditures from prior fiscal years related to the budget impasse.

Payments to the University of Illinois Cooperative Extension Service increased by \$5,000,000 or 100% in Fiscal Year 2018 due to an increase in funding from the University of Illinois related to the cooperative extension programs.

Bureau of Computer Services

Personal services expenditures decreased by \$279,478 or 100% in Fiscal Year 2018 due to a change in line expenditure funding from personal services to electronic data processing.

Electronic data processing expenditures increased by \$644,855 or 100% in Fiscal Year 2018 due to an increase in personnel and statistical services costs.

Bureau of Animal Industries

Personal services decreased by \$888,831 or 54% in Fiscal Year 2018 due to a decrease in personnel costs related to discontinuing operations of the Animal Health Laboratory and reduced staffing levels.

Bureau of Land and Water Resources

Grants to Soil and Water Conservation Districts increased by \$6,000,000 or 100% in Fiscal Year 2018 due to an increase in appropriations. The Fiscal Year 2018 increased appropriation was requested by the Department and expenditures were intended to be supplemental in relation to decreased payments in prior years.

Bureau of Buildings and Grounds – Springfield

Personal services expenditures increased by \$1,213,414 or 91% in Fiscal Year 2018 due to a change of funding from Agricultural Premium Fund to General Revenue Fund.

Contractual services increased by \$1,131,009 or 1,925% in Fiscal Year 2018 due to a decrease in the portion of costs utility, maintenance, and other activities at the Illinois State Fairgrounds paid from the Illinois State Fair Fund.

Bureau of Buildings and Grounds – DuQuoin

Contractual services expenditures increased by \$783,620 or 100% in Fiscal Year 2018 due to an increase in utility costs.

Bureau of DuQuoin State Fair

Contractual services expenditures increased by \$448,255 or 100% in Fiscal Year 2018 due to an increase in professional and artistic service costs and rental costs.

Division of County Fairs and Horse Racing

Payments to county fairs and agricultural societies increased by \$4,999,999 or 100% in Fiscal Year 2018 due to an increase in appropriations. The Department requested additional appropriations due to lack of funding provided to county fairs and agricultural societies during the budget impasse.

Illinois Department of Agriculture Laboratory Services Revolving Fund - 0024

Bureau of Animal Industries

Payments under the Animal Disease Laboratory Act decreased by \$370,402 or 91% in Fiscal Year 2018 due to the Department discontinuing operations of the Animal Health Laboratory during the year.

Agricultural Premium Fund - 0045

Division of Administrative Services

Interfund transfers to State Cooperative Extension Service Trust Fund increased by \$15,500,000 or 344% in Fiscal Year 2018 due to increase in funding from the University of Illinois related to cooperative extension programs.

Bureau of Computer Services

Personal services decreased by \$292,886 or 100% in Fiscal Year 2018 due to a change in line expenditure funding from personal services to electronic data processing.

Contractual services decreased by \$840,351 or 64% in Fiscal Year 2018 due to a change in line expenditure funding related to data storage from contractual services to electronic data processing.

Electronic data processing expenditures increased by \$610,233 or 100% in Fiscal Year 2018 due to a change in line expenditure funding of personnel costs and contractual services to electronic data processing.

Bureau of Buildings and Grounds - Springfield

Operations buildings and grounds decreased by \$475,797 or 37% in Fiscal Year 2018 due mainly to a decrease in maintenance costs incurred.

Various projects at the Illinois State Fairgrounds decreased by \$1,795,984 or 100% in Fiscal Year 2018 due to personnel costs being paid from Agricultural Premium Fund to General Revenue Fund.

Bureau of Buildings and Grounds - DuQuoin

Various projects at DuQuoin Fairgrounds decreased by \$474,084 or 100% in Fiscal Year 2018 due to personnel costs being paid from Agricultural Premium Fund to General Revenue Fund.

Compassionate Use of Medical Cannabis Fund - 0075

Bureau of Medicinal Plants

All costs associated with the Compassionate Use of Medical Cannabis Pilot Program increased by \$1,392,362 or 100% in Fiscal Year 2018 and medicinal plants expenditures decreased by

\$1,441,416 or 100% in Fiscal Year 2018 due to the reclassification of expenditures within the Compassionate Use of Medical Cannabis Fund.

Fertilizer Control Fund - 0290

Division of Agriculture Industry Regulation

Fertilizer research expenditures decreased by \$1,352,640 or 100% in Fiscal Year 2018 and agriculture product inspection expenditures increased by \$1,319,073 or 100% in Fiscal Year 2019 due to the reclassification of expenditures within the Fertilizer Control Fund.

Illinois State Fair Fund - 0438

Bureau of Buildings and Grounds – Springfield

Activities at Illinois State Fairgrounds decreased by \$734,812 or 60% in Fiscal Year 2018 due to decreases in costs for renovation projects and utilities.

Budget Stabilization Fund - 0686

Division of Administrative Services

Ordinary and contingent expenditures, excluding personal services decreased by \$1,939,107 or 100% in Fiscal Year 2018 due to the fund not being used in Fiscal year 2018. Expenditures were made in Fiscal Year 2017 due to the budget impasse.

Illinois Standardbred Breeders Fund - 0708

Division of County Fairs and Horse Racing

Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expense, increased by \$2,310,754 or 100% in Fiscal Year 2018 due to increases in prizes, premiums, and awards related to horse racing.

Illinois Thoroughbred Breeders Fund - 0709

Division of County Fairs and Horse Racing

Grants and other purposes authorized in Section 31 of the Illinois Horse Racing Act of 1975, except administrative expense, increased by \$3,484,045 or 100% in Fiscal Year 2018 due to increases in prizes, premiums and awards related to horse racing.

Non-Appropriated Fund

State Cooperative Extension Service Trust Fund - 0602

Division of Administrative Services

Transfers to University of Illinois increased by \$17,504,640 or 682% in Fiscal Year 2018 due to an increase in funding from the University of Illinois related to cooperative extension programs.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Fiscal Years Ended June 30, 2019 and 2018
(Not Examined)

The Illinois Department of Agriculture's (Department) explanations for significant fluctuations in receipts greater than \$250,000 and 20% of total receipts for that category as presented in the Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller (Schedule 8) are detailed below.

Illinois Department of Agriculture Laboratory Services Revolving Fund – 0024

Laboratory fees decreased by \$370,977 or 92% in Fiscal Year 2018 due to the Department discontinuing operations of the Animal Health Laboratory during Fiscal Year 2017 and services now being provided under an Intergovernmental Agreement with the University of Illinois.

Agricultural Premium Fund – 0045

DuQuoin Non-Fair Activities fees decreased by \$1,810,950 or 100% in Fiscal Year 2018 due to a presentation change on the Schedule of Cash Receipts. The Non-Fair activities are now presented as Combined DuQuoin State Fair.

Combined DuQuoin State Fair fees increased by \$1,878,686 or 100% in Fiscal Year 2018 due to a presentation change on the Schedule of Cash Receipts. Both the DuQuoin Non-Fair activities and DuQuoin Space Rentals/Fairs are presented as "Combined DuQuoin State Fair", which previously were presented as only DuQuoin Non-Fair Activities.

Combined DuQuoin State Fair fees decreased by \$462,454 or 25% in Fiscal Year 2019 due to a decrease in attendance and revenue from gate, parking and space rental fees. The DuQuoin State Fair did not charge admission during Fiscal Year 2019.

Illinois State Fair Fund - 0438

Combined Illinois State Fair receipts decreased by \$1,955,387 or 24% in Fiscal Year 2018 due to a decrease in attendance, gate and parking fees, and space rental revenues.

Combined Illinois State Fair receipts increased by \$2,143,738 or 35% in Fiscal Year 2019 due to an increase in attendance, gate and parking fees, and space rental revenues.

State Cooperative Extension Service Trust Fund - 0602

Transfer from Partners for Conservation Fund receipts increased by \$865,072 or 33% and Agricultural Premium Fund receipts increased by \$8,350,000 or 100% in Fiscal Year 2018. Transfer from General Revenue Fund receipts increased by \$5,000,000 or 100% in Fiscal Year 2019. These significant changes were due to increases in funding levels from the University of Illinois related to cooperative extension programs in both fiscal years.

Agricultural Premium Fund receipts decreased by \$2,540,550 or 30% in Fiscal Year 2019 due to a decrease in funding from the University of Illinois related to cooperative extension programs.

Agriculture Pesticide Control Act Fund – 0689

U.S Environmental Protection Agency receipts increased by \$377,008 or 97% in Fiscal Year 2018 due to an increase in funding for federal projects.

Agriculture Federal Projects Fund - 0826

Agriculture federal projects receipts increased by \$936,488 or 111% in Fiscal Year 2018 due to fluctuations in grants for the Gypsy Moth program and the timing of receipt of funds on the remaining federal projects.

Industrial Hemp Regulatory Fund - 0862

Industrial hemp regulatory fees increased by \$538,825 or 100% in Fiscal Year 2019 due to the implementation of a new program.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Fiscal Years Ended June 30, 2019 and 2018
(Not Examined)

The Illinois Department of Agriculture's (Department) explanations for significant lapse period spending greater than \$250,000 and 20% of total expenditures as presented in the Schedule of Appropriations, Expenditures and Lapsed Balances for Fiscal Years 2019 and 2018, Schedule 1 and Schedule 2, respectively, are detailed below.

Fiscal Year 2019

Illinois Standard Breeders Fund - 0708

Lapse period spending of \$495,075 or 37% was due to the amount paid in lapse period related to payments for horse racing through June 30, 2019.

Tourism Promotion Fund - 0763

Lapse period spending of \$1,906,548 or 62% was related to payments for State Fairgrounds maintenance services during the fourth quarter and catch-up billings to internal service funds.

Agriculture Federal Projects Fund - 0826

Lapse period spending of \$302,068 or 24% was due to the amount paid in lapse period related to fourth quarter payments for specialty crop grants.

Fiscal Year 2018

General Revenue Fund – 0001

Lapse period spending of \$17,378,476 or 54% was due to significant increases in appropriations during lapse period related to payments to premium county fairs and soil and water conservation districts.

Agricultural Premium Fund – 0045

Lapse period spending of \$12,215,541 or 40% was related to interfund transfers to the State Cooperative Extension Services Trust Fund (0602).

State Cooperative Extension Service Trust Fund – 0602

Lapse period spending of \$10,000,000 or 50% was related to the amount owed to the University of Illinois at June 30, 2018.

Partners for Conservation Fund – 0608

Lapse period spending of \$1,830,419 or 21% was related to interfund transfers to the State Cooperative Extension Services Trust Fund (0602).

Illinois Standardbred Breeders Fund – 0708

Lapse period spending of \$506,054 or 21% was due to the amount paid in lapse period related to payments for horse racing through June 30, 2018.

Illinois Thoroughbred Breeders Fund – 0709

Lapse period spending of \$1,132,843 or 30% was related to payments for horse races through June 30, 2018.

Agriculture Federal Projects Fund - 0826

Lapse period spending of \$879,826 or 53% was due to the timing of the receipt of the invoice for aerial pesticide application services for the gypsy moth in Northern Illinois.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
ANALYSIS OF ACCOUNTS RECEIVABLE
(Expressed In Thousands)
For the Fiscal Year Ended June 30, 2019
(Not Examined)

Fund	Current	1-30 Days	31 to 90 Days	91 to 180 Days	181 to 365 Days	Over 365 Days	Gross Receivables Total	Estimated Uncollectibles	Gross Receivables Net
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General Revenue Fund - 0001	-	30	1	-	-	77	108	-	108
Illinois Department of Agriculture Laboratory Services	-	-	-	-	-	7	7	7	-
Revolving Fund - 0024	-	-	-	-	-	34	45	-	45
Agricultural Premium Fund - 0045	372	32	13	15	2	1	435	-	435
Weights and Measures Fund - 0163	-	-	-	-	-	10	10	10	-
Motor Fuel and Petroleum Standards Fund - 0289	17	6	3	8	19	197	250	-	250
Illinois State Fair Fund - 0438	-	-	1	-	-	-	1	-	1
Egg/Master Fund - 0440	-	-	-	6	6	-	16	-	16
Pesticide Control Fund - 0576	-	-	-	-	-	1	1	-	1
Agricultural Products Promotional Fund - 1114	-	4	-	-	-	-	4	-	4
Grain Insurance Fund - 1205	390	75	18	29	38	327	877	17	860
	\$	\$	\$	\$	\$	\$	\$	\$	\$

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
ANALYSIS OF ACCOUNTS RECEIVABLE
(Expressed In Thousands)
For the Fiscal Year Ended June 30, 2018
(Not Examined)

Fund	Current	1-30 Days	31 to 90 Days	91 to 180 Days	181 to 365 Days	Over 365 Days	Gross Receivables Total	Estimated Uncollectibles	Gross Receivables Net
	\$	\$	\$	\$	\$	\$	\$	\$	\$
General Revenue Fund - 0001	75	-	-	-	-	27	102	27	75
Illinois Department of Agriculture Laboratory Services	-	-	-	-	-	15	15	15	-
Revolving Fund - 0024	1	-	-	-	12	26	39	-	39
Agricultural Premium Fund - 0045	630	33	16	25	58	64	826	-	826
Weights and Measures Fund - 0163	-	-	-	-	-	10	10	-	10
Motor Fuel and Petroleum Standards Fund - 0289	102	7	13	8	63	135	328	-	328
Illinois State Fair Fund - 0438	19	-	-	2	3	7	31	-	31
Pesticide Control Fund - 0576	-	-	-	-	-	1	1	-	1
Agricultural Products Promotional Fund - 1114	-	-	-	-	-	1	1	-	1
	<u>827</u>	<u>40</u>	<u>29</u>	<u>35</u>	<u>136</u>	<u>285</u>	<u>1,352</u>	<u>42</u>	<u>1,310</u>
	\$	\$	\$	\$	\$	\$	\$	\$	\$

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
BUDGET IMPASSE DISCLOSURES
For the Two Years Ended June 30, 2019
(Not Examined)**

Payment of Prior Year Costs in Future Fiscal Years

The Illinois Department of Agriculture (Department) lacked sufficient expenditure authority, from either court-ordered expenditures or enacted appropriations, to cover its Fiscal Year 2016 and Fiscal Year 2017 costs within the General Revenue Fund (0001) and the Agricultural Premium Fund (0045). Article 998 of Public Act 100-0021 authorized the Department to pay its unpaid Fiscal Year 2017 costs using the Department's Fiscal Year 2018 appropriations. During Fiscal Year 2018, the Department processed expenditures totaling \$361,274 relating to prior fiscal years.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
AVERAGE NUMBER OF EMPLOYEES
For the Fiscal Years Ended June 30, 2019, 2018, and 2017
(Not Examined)

The following table, prepared from Department records, presents the average number of employees for the fiscal years ended June 30, 2019, 2018, and 2017.

<u>Division</u>	<u>Fiscal Year</u>		
	<u>2019</u>	<u>2018</u>	<u>2017</u>
Administrative Services	55	50	57
Fair and Non-fair	16	18	15
Food Safety and Animal Protection	121	125	124
Natural Resources	59	62	59
Agriculture Industry Regulation	72	75	75
Total average full-time employees	<u>323</u>	<u>330</u>	<u>330</u>

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
EMERGENCY PURCHASES
For the Two Years Ended June 30, 2019
(Not Examined)**

The Illinois Department of Agriculture (Department) reported the following emergency purchases to the Office of the Auditor General during Fiscal Years 2019 and 2018:

<u>Description</u>	<u>Estimated Amount</u>	<u>Actual Amount</u>
Fiscal Year 2019		
Nothing to report.		
Fiscal Year 2018		
Scanning customization for the pesticide licensing, certification, and licensing program.	\$120,500*	\$120,500

*Revised from the original estimate of \$108,000.

STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
MEMORANDUMS OF UNDERSTANDING
For the Two Years Ended June 30, 2019
(Not Examined)

Parties Involved Other than the Illinois Department of Agriculture	Dates Involved	Memorandum Requirements Description
United States Department of Agriculture (USDA)-Animal and Plant Health Inspection Service (APHIS)-Plant Protection and Quarantine (PPQ)	01/23/15-01/22/20	The memorandum of understanding (MOU) outlines the roles and responsibilities of the parties in the inspection and monitoring of post entry quarantine sites and the monitoring and enforcement of importer compliance with post entry quarantine requirements.
USDA-APHIS-PPQ	10/24/14-10/23/19	Cooperation in protection/quarantine programs to mutually protect Illinois plant health.
USDA-APHIS-PPQ	06/10/19-06/09/24	MOU for cooperative plant protection and quarantine programs directed at plant pests and noxious weeds.
USDA Forest Service	08/24/14-08/23/24	A mutually agreeable framework for cooperatively addressing the short-term and long-term effects of non-native plants across jurisdictional boundaries within the 11 southern counties of Alexander, Gallatin, Hardin, Jackson, Johnson, Massac, Pope, Pulaski, Saline, Williamson, and Union in Illinois and the greater southern Illinois area.
USDA - APHIS	05/04/17-07/01/22	The National Poultry Improvement Plan became operative in 1935 and is a cooperative effort between the United States Department of Agriculture and State authorities for the administration of the regulations and improvements related to poultry/poultry products, other domesticated fowl, and the improvement of their health. The program has standards for disease eradication and control.
Illinois State Veterinary Medical Association (ISVMA)	10/20/17-12/30/18	Humane Investigator Training Cooperation. The Illinois Department of Agriculture (Department) puts on an annual training for humane investigators. Humane investigators must be approved by the Department per the Humane Care Act, and complete a training approved by the Department every two years. This Agreement was to formalize ISVMA's assistance with this training.

Parties Involved Other than the Illinois Department of Agriculture	Dates Involved	Memorandum Requirements Description
Illinois Fairgrounds Foundation	Executed on 08/15/17 - no termination date	Fairgrounds Naming Rights. The Illinois Fairgrounds Foundation is a not-for-profit corporation founded to provide financial assistance and fundraising for both State Fairgrounds' improvement projects. One potential aspect of this fundraising is that a potential donor may be interested in having a building or structure on the Fairgrounds named after the donor. This agreement formalizes the process and ensures the Foundation cannot grant such a privilege without the express approval of the Department.
Illinois Soybean Association	05/02/17-02/02/22	The Department takes samples of soy biodiesel and analyzes the results. While the sample results are public information, they are of particular interest to the Illinois Soybean Association. The Association provided new equipment to replace the Department's outdated/damaged equipment to allow the Department to continue collecting biodiesel samples.
USDA, Illinois Department of Public Health, Illinois Department of Natural Resources	09/01/16-08/31/21	Facilitate coordination and implementation of wildlife damage management activities in the State of Illinois.

**STATE OF ILLINOIS
DEPARTMENT OF AGRICULTURE
SCHEDULE OF INDIRECT COST REIMBURSEMENTS
For the Two Years Ended June 30, 2019
(Not Examined)**

As allowed under State statutes, the Illinois Department of Agriculture (Department) deposited its indirect cost reimbursements into the funds in which the federal grant revenue was also deposited into rather than the funds from which the indirect costs were expended. The federal indirect cost rates applied were as follows:

Federal Program*	Indirect Cost Rate	
	Fiscal Year	
	2019	2018
Coop Meat and Poultry Inspection (a)	39.00%	35.60%
Consolidated Pesticide Enforcement (b)	39.00%	35.60%
Federal Insecticide, Fungicide, and Rodenticide Performance Partnership Grant (c)	39.00%	35.60%
Combined Agriculture Pest Survey (d)	39.00%	35.60%
Gypsy Moth Regulatory Action (d)	39.00%	35.60%

* The Federal Program titles are based on federal agreements instead of the Catalog of Federal Domestic Assistance.

The base against which above listed rates were applied to calculate indirect costs included direct salaries and wages, excluding fringe benefits.

- (a) The fund used by the Department to account for this federal program involving indirect costs was the Wholesome Meat Fund (Fund 0476).
- (b) The fund used by the Department to account for this federal program involving indirect costs was the Pesticide Control Act Fund (Fund 0576).
- (c) The fund used by the Department to account for this federal program involving indirect costs was the Agriculture Pesticide Control Act Fund (0689).
- (d) The fund used by the Department to account for this federal program involving indirect costs was the Agriculture Federal Projects Fund (Fund 0826).