



COUNTY OF WINNEBAGO

WINNEBAGO COUNTY AUDITOR

William D. Crowley, C.F.E.

Winnebago County Administration Building
404 Elm Street, Room 201
Rockford, Illinois 61101

(815) 319-4200
Fax: (815) 319-4201

Winnebago County State's Attorney Transition Audit

Effective: December 1st, 2020

Recommendations: 2

The mission of the Winnebago County Auditor's Office is to safeguard Winnebago County assets and provide objective, accurate and meaningful information about County operations so that the County Board and Elected Officials can make informed decisions to better serve County citizens.

AUDIT TEAM MEMBER(S):

Bryan M. Cutler, Chief Deputy Auditor
David Lorenzen, Part-Time Staff

Office of the County Auditor
404 Elm St., Suite 201 ♦ Rockford, IL 61101 ♦ (815) 319-4200

<http://wincoil.us/departments/auditor/>

April 20, 2021

Joseph Hanley, Winnebago County State's Attorney

The Winnebago County Auditor's Office is required to perform several duties under Illinois Compiled Statute 55 ILCS 5/Div. 3.1. Sec. 3-1005. The Compiled Statute states that the County Auditor is required to "Maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the County. The County Auditor shall have access to all records, documents, and resources necessary for the discharge of this responsibility".

Effective December 1st, 2020 you were sworn in as the new office holder of the Winnebago County State's Attorney's Office. It is standard protocol for the Winnebago County Auditor's Office to perform a transition audit when a newly elected official assumes office. The primary intent of such an audit is to provide assurance that monies and assets pertaining to the department are present and accounted for properly.

The scope of this audit included the following areas:

- Review historical purchases and physically verify existence
- Review of recent purchasing card activity
- Review of departmental expenditures
- Review of historical compensation
- Review of departmental revenues
- Review of decentralized bank accounts, if any
- Confirmation and review of Human Resources standard departure procedures documents
- Review of historical budgetary compliance
- Follow-up on previous recommendations

Our comments, findings and recommendations are below:

Review historical purchases and physically verify existence:

The County Auditor's Office used the following reports to identify historical assets purchases to verify the assets existence:

- Munis list of disbursements originating in the State's Attorney's Office \$500 and above for the period 12-1-16 to 12-01-20 within the following departments:
 - State's Attorney General Fund

- State's Attorney 1% Public Safety Sales
- State's Attorney Automation Fund
- State's Attorney State Forfeiture Fund
- State's Attorney Federal Forfeiture Fund
- Check Offender Fund

The County Auditor's Office manually selected 13 assets (Attachment #1) to physically verify. Our selections consisted of assets we felt were the most susceptible to theft or misuse which consisted primarily of computers and related equipment.

In all 13 cases, the State's Attorney's Office was able to physically identify each asset. We have performed several inventories within the last 5 years within the State's Attorney's Office and all items were readily observable or had been disposed and documented properly.

Review of recent purchasing card activity:

The County Auditor's Office reviews all departmental purchasing card activity in detail on a monthly basis. For the purpose of this transition audit we reviewed for a second time the final 6 months of purchasing card activity for the two cards in the custody of employees of the State's Attorney's Office. The former State's Attorney did not possess a Winnebago County purchasing card. Our secondary review would focus on searching for unusual activity such as an increase of purchases of items with street value immediately leading up to the employee departure. In such cases, we would ask the department for a detailed explanation of the purchases and request to physically verify the items if possible.

We noted no unusual purchasing card activity in the context of our transition audit. All transactions in our secondary review appeared to be in the ordinary course of business of the State's Attorney's Office and were properly documented. In our assessment, the historical departmental purchasing card transactions have generally been well documented and have always been within the ordinary course of business of the State's Attorney's Office.

Review of departmental expenditures:

The County Auditor's Office reviews and recommends for payment all departmental expenses originating in the State's Attorney's Office. We completed a secondary review of departmental expenditure transactions 12-1-2019 to current. Our secondary review would focus on searching for unusual activity such as an increase of purchases of items with street value immediately leading up to the employee departure. In such cases, we would ask the department for a detailed explanation of the purchases and request to physically verify the items if possible.

We noted no unusual miscellaneous departmental expenditures in the context of our transition audit. Similar to departmental purchasing card transactions, miscellaneous departmental expenditures have generally been well documented and have always been within the ordinary course of business of the State's Attorney's Office.

Review of historical compensation:

The County Auditor's Office reviewed the compensation paid to the former State's Attorney which is established by state law.

Finding 1:

Upon reviewing internal payroll records we noted that the former State's Attorney was compensated \$688, which is equal to one days salary, over what was established by state law. This overpayment was caused by the former State's Attorney's salary in the Munis accounting system being based the assumption that there were 260 work days in a year or 520 for the partial term, but the actual work days were 521 for the partial term. By law the compensation of the State's Attorney is based on a salary and not the number of actual works days in any given year, thus the overpayment. This aforementioned issue is also present with various other current and former Winnebago County elected officials.

Recommendation 1:

- During the on-boarding process of a newly elected official we recommend that the salary for Munis accounting purposes be calculated based on the actual grand total of work days for the duration of the term and not based on 260 working days per year.
- On the final paycheck of an elected official's term, the historical compensation paid to that elected official should be reviewed and compared to the original ordinance approved by the Winnebago County Board.

Review of departmental revenues:

The State's Attorney's Office generates and collects significant revenues. However, the vast majority of these revenues are either fees that are collected by the Circuit Clerk's Office or payments from State and Federal agencies. These revenue streams would have very low risk of misappropriation by an employee of the State's Attorney's Office.

We did review all receipts deposited by the staff of the State's Attorney's Office from December 1, 2019 to December 1, 2020. All receipts were in the ordinary course of business and within the aforementioned categories.

In a previous audit, the County Auditor's Office noted that payments received from the deferred prosecution were being collected directly by staff within the State's Attorney's Office and that a relatively high level of risk of misappropriation existed. The State's Attorney's Office now directs all defendants in the deferred prosecution program to submit any payments directly to the Winnebago County Treasurer's Office.

Review of decentralized bank accounts, if any:

A decentralized bank account is one held outside the custody of the County Treasurer's Office. Furthermore, the accounts are not reconciled by the Treasurer's Office, transactions are not processed through the County's general ledger accounting system in the Finance Office and the County Auditor is unable to perform monthly claim audits.

The State's Attorney's Office formerly maintained several bank accounts. An internal audit by the Winnebago County Auditor's Office reviewed these accounts and recommended that they all be closed and the cash associated with the accounts be deposited with and accounted for the Treasurer and Finance Office. The State's Attorney's office implemented our recommendations and all accounts were closed in 2018.

Review departure procedures and documents:

During the course of employment with Winnebago County, many employees are trusted to maintain custody of County assets such as keys, badges, phones, credit cards, etc. An off-boarding checklist is used by the Human Resources department to track the return of these items and request discontinued access of County systems such as the accounting system.

The standard procedure is that the aforementioned checklist be completed and all County property be returned prior to the departing employee receiving his or her final paycheck. Final paychecks are generated in paper form and are picked up in the Human Resources Office.

We were provided the completed off-boarding checking for the former State's Attorney (Attachment #2). The checklist was done completely and properly. We also contacted external offices such as building maintenance to ensure items were returned such as building access cards and keys.

Follow-up on previous recommendations:

The Winnebago County Auditor's Office issued an internal audit relating to the State's Attorney's Office on February 22, 2019 (Attachment #3). In that report we provided 4 recommendations. The status of these recommendations are as follows:

Recommendation 1 (Department asset tracking) - **not implemented**

Recommendation 2 (Deferred Prosecution receipts) - implemented

Recommendation 3 (Departing employee tracking) - implemented

Recommendation 4 (Deferred Prosecution Fund negative fund balance) - **not implemented**
(Attachment #4)

Recommendation 2:

We would encourage the current Winnebago County State's Attorney's Office to implement all recommendations from the aforementioned internal audit dated February 22, 2019.

13 items

Physically observed

assets

Attachment # 1



Remit to: ENTRE COMPUTER SOLUTIONS 8900 N. 2ND STREET MACHESNEY PARK IL 61115 (815) 399-5664 (815) 399-5717 (FAX) Additional Location in Beloit, WI

| | |
|----------|------------|
| Invoice: | 00118116 |
| Date: | 10/25/2018 |
| Page: | 1/1 |

Bill To:

WINNEBAGO COUNTY
TODD HUGHES
404 ELM STREET ROOM 506
ROCKFORD IL 61101

Ship to:

WINNEBAGO COUNTY
TODD HUGHES
404 ELM STREET ROOM 506
ROCKFORD IL 61101

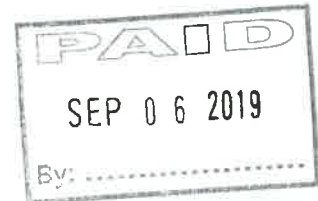
OK

| Purchase Order No. | Customer ID | Salesperson | Shipping Method | Payment Terms | Req Ship Date | Order# |
|--------------------|-------------|-------------|-----------------|---|---------------|-------------|
| 00000140-00 | WINN CO | 06 | LOCAL DELIVERY | NET 10 DAYS | 10/28/2018 | ORD00036482 |
| Ordered | Shipped | B/O | Item Number | Description | Unit Price | Ext. Price |
| 2 | 2 | 0 | 4HK05UT | ELITEONE 800 G4 AIO I5-8500 3GHZ 8GB 256GB SDD 23.8" W10P MXL8421VJY | \$1,079.32 | \$2,158.64 |
| 2 | 2 | 0 | 3TK88AA | MXL8421VK1 8GB DDR4 SDRAM PC4-21300 260-PIN SODIMM MODULE | \$102.70 | \$205.40 |

PQ

9/24/18

Invoice approved by: _____
Initialed by David Kurlinkus
Date: 12/6/2018
Vendor #: 3287
Budget: 3111 - 43732



| | |
|-----------|------------|
| Subtotal: | \$2,364.04 |
| Misc: | \$0.00 |
| Tax: | \$0.00 |
| Freight: | \$0.00 |
| Discount: | \$0.00 |
| Total: | \$2,364.04 |

Stephanie Bahling

From: CDW <cdwsales@cdwemail.com>
Date: Friday, September 28, 2018 2:03 PM
To: Stephanie Bahling
Subject: CDW-G Order Confirmation: Order #1BWHJSQ

[View in a browser](#)




ORDER CONFIRMATION

DEAR STEPHANIE BAHLING,

Thank you for choosing CDW•G. We have received your online order. Please take a moment to review it for accuracy and completeness.

| ORDER # | PO # | CUSTOMER # |
|---------|------|------------|
| 1BWHJSQ | | 5336053 |

| ORDER DETAILS | | | | |
|--|----------------|---------|--------------------|-------------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
|  Fujitsu fi-7160 - document scanner - desktop - USB 3.0 Mfg. Part#: PA03670-B085 UNSPSC: 43211711 | 3 <i>OK</i> | 5046017 | \$906.13 | \$2,718.39 |
| PURCHASER BILLING INFO | | | SUBTOTAL | \$2,718.39 |
| Billing Address: | | | SHIPPING | \$0.00 |
| County Of Winnebago (# 5336053) 404 Elm St Ste 506 Room 202 Rockford, IL 611011225 Phone: (815) 319-4225 | | | GRAND TOTAL | \$2,718.39 |
| DELIVER TO | | | <i>SB 11/28/18</i> | |
| Shipping Address: COUNTY OF WINNEBAGO Stephanie Bahling 400 W. State Street Suite 619 ROCKFORD, IL 61101 Phone: (815) 319-4706 Shipping Method: NiteMoves IL | | | | |

Stephanie Bahling

From: CDW <cdwsales@cdwemail.com>
Sent: Thursday, September 20, 2018 11:47 AM
To: Stephanie Bahling
Subject: CDW-G Order Confirmation: Order #1BWDY5J

[View in a browser](#)

ORDER CONFIRMATION




DEAR STEPHANIE BAHLING,

Thank you for choosing CDW•G. We have received your online order. Please take a moment to review it for accuracy and completeness.

| | | |
|----------------|-------------|-------------------|
| ORDER # | PO # | CUSTOMER # |
| 1BWDY5J | | 5336053 |

ORDER DETAILS

| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
|---|-----|---------|------------|------------|
|  HP Color LaserJet Pro M452dn Mfg. Part#: CF389A#BGJ UNSPSC: 43212105 | 2 | 3808157 | \$260.93 | \$521.86 |

OK

| | | |
|---|--------------------|-----------------|
| PURCHASER BILLING INFO | SUBTOTAL | \$521.86 |
| Billing Address: County Of Winnebago (# 5336053) 404 Elm St Ste 506 Room 202 Rockford, IL 611011225 Phone: (815) 319-4225 | SHIPPING | \$30.66 |
| | GRAND TOTAL | \$552.52 |

DELIVER TO

Shipping Address:
 Winnebago County State's Atty
 Stephanie Bahling
 400 W.State Street
 Suite 619
 ROCKFORD, IL 61101
Phone: (815) 319-4706
Shipping Method: UPS Ground (1 - 2 day)

SDB
10/15/18

QUOTE CONFIRMATION



DEAR STEPHANIE BAHLING,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| LLHM190 | 5/28/2020 | KRRC096 | 5336053 | \$7,263.29 |

| QUOTE DETAILS | | | | |
|--|----------------|---------|------------|------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| HP SB ProBook 650 G5 15.6" Core i5-8265U 8GB RAM 256GB SSD Windows 10 Pro Mfg. Part#: 7KW42UT#ABA UNSPSC: 43211503 Contract: MARKET | 5 <i>OK</i> | 5590622 | \$864.56 | \$4,322.80 |
| HP Thunderbolt Dock 120W G2 Mfg. Part#: 2UK37AA#ABA Contract: MARKET | 5 | 5106083 | \$196.01 | \$980.05 |
| HP 8GB 2666MHz DDR4 Memory Module for HP ZBook 15 G5, ZBook 17 G5 Mfg. Part#: 4VN06AA#ABA Contract: MARKET | 5 | 5297778 | \$75.37 | \$376.85 |
| Microsoft Office Standard 2019 - license - 1 PC Mfg. Part#: 021-10626 UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Illinois Microsoft M+D products (CMT0162790A) | 5 | 5300185 | \$247.46 | \$1,237.30 |
| HP LaserJet Pro M102w - printer - monochrome - laser Mfg. Part#: G3Q35A#BGJ UNSPSC: 43212105 Contract: MARKET | 3 | 4299434 | \$115.43 | \$346.29 |

Handwritten notes:
 - A calculation: $598.03 + 392.02 = 990.05$ with an arrow pointing to the HP 8GB memory row.
 - A bracket on the right side groups the last three rows with the handwritten total *4069.09*.

| PURCHASER BILLING INFO | | SUBTOTAL | |
|--|---|--------------------|-------------------|
| Billing Address: COUNTY OF WINNEBAGO 404 ELM ST STE 506 RM 202 ROCKFORD, IL 61101-1225 Phone: (815) 319-4444 Payment Terms: Net 30 Days-Govt State/Local | | | \$7,263.29 |
| | | SHIPPING | \$0.00 |
| | | SALES TAX | \$0.00 |
| | | GRAND TOTAL | \$7,263.29 |
| DELIVER TO Shipping Address: WINNEBAGO COUNTY BOARD 404 ELM ST STE 504 ROCKFORD, IL 61101-1239 Shipping Method: NiteMoves IL | Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 | | |

SBJ 7/20/20

Stephanie Bahling

From: Best Buy <BestBuyInfo@emailinfo.bestbuy.com>
Sent: Wednesday, March 04, 2020 2:52 PM
To: Stephanie Bahling
Subject: We've received your order, but it's not quite ready! Order #BBY01-805694146866.

We'll keep you posted on the status of your order.
View: Web



Stephanie , thanks for your order on 03/04/20.

**Order #
BBY01-805694146866**

Below is a summary of your purchase. Please be sure to review the **What You Need to Know** section for important details about your order.

View Order Status

Thank you for shopping at Best Buy®. We appreciate your business and look forward to seeing you soon.

Sincerely,

Your Customer Care Team

*M. it - Ross
MACBOOK*

Store Pickup Items



Apple - MacBook Pro - 16" Display with Touch Bar - Intel Core i7 - 16GB Memory - AMD Radeon Pro 5300M - 512GB SSD (Latest Model) - Silver
Model: MVVL2LL/A
SKU: 6366575

Qty Price
1 \$2,199.99

OK

Estimated Pickup Date:

Wed 3/4

Rockford
281 Deane Dr
Rockford, 61107-5897

SB 4/20/20

Off Boarding Checklist for Department

After decision has been made (On Behalf of Department or Employee)

Department: State's Attorney's Office Supervisor: Stephanie Bahling, Chief of Operations

Employee: Marilyn Hite Ross Date: 12/16/2020

Notify:

- Human Resources (Via Email of termination and any items that need to be returned)
 - Human Resources will assist with termination if requested
- Treasures office to release last check to Human Resources
- Conduct Exit Interview with employee
 - Inform Employee last paycheck will be a live check to be picked up in Human Resources
 - Employee must return all corresponding items
 - Items to be returned

- | | |
|---|---|
| <input checked="" type="checkbox"/> Photo ID Badge or Name Tag | <input type="checkbox"/> Uniform |
| <input checked="" type="checkbox"/> Official Identification (Badge) | <input type="checkbox"/> Passwords |
| <input checked="" type="checkbox"/> Building Keys | <input checked="" type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Other Keys | <input checked="" type="checkbox"/> Computer/Laptop |
| <input type="checkbox"/> Weapons | <input type="checkbox"/> P Card |
| <input checked="" type="checkbox"/> Access Badge/Key Card/ Parking Card | <input type="checkbox"/> Vehicle |
| <input type="checkbox"/> Documents | <input type="checkbox"/> Other _____ |

Miscellaneous

- Process timesheet with employees earned and unpaid accruals
- Redirect Email and Voicemail
- Complete Munis change form and submit to Human Resources
- Allow employee to pick up personal belongings at time of termination or schedule a later time
 - Human Resources will assist if requested

****Return this completed form to Human Resources with Munis Termination Form and any other Termination paperwork*****

Human Resources

- Received Change Form and Supporting Documentation
- Notify Departments
- Remove from DMV List
- Update Parking Log
- Notify Insurance Vendors

Human Resources Processor: Maggie Jemin Date: 12/17/2020

Attachment # 3



COUNTY OF WINNEBAGO

WINNEBAGO COUNTY AUDITOR

William D. Crowley, C.F.E.

Winnebago County Administration Building
404 Elm Street, Room 201
Rockford, Illinois 61101

(815) 319-4200
Fax: (815) 319-4201

Winnebago County State's Attorney Elected Official Transition Audit

Effective: December 3rd, 2018

Recommendations: 4

The mission of the Winnebago County Auditor's Office is to safeguard Winnebago County assets and provide objective, accurate and meaningful information about County operations so that the County Board can make informed decisions to better serve County citizens.

AUDIT TEAM MEMBER(S):

Bryan M. Cutler, Chief Deputy Auditor
David Lorenzen, Part-Time Staff

Office of the County Auditor
404 Elm St., Suite 201 ♦ Rockford, IL 61101 ♦ (815) 319-4200

<http://wincoil.us/departments/auditor/>

February 22, 2019

Marilyn Hite Ross, Winnebago County States Attorney
Members of the County Board

The Winnebago County Auditor's Office is required to perform several duties under Illinois Compiled Statute 55 ILCS 5/Div. 3.1. Sec. 3-1005. The Compiled Statute states that the County Auditor is required to "Maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the County. The County Auditor shall have access to all records, documents, and resources necessary for the discharge of this responsibility".

The Winnebago County Board appointed a new State's Attorney effective on December 3rd, 2018. It is standard protocol for the Winnebago County Auditor's Office to perform a transition audit when a newly elected official assumes office. The primary intent of such an audit is to provide assurance that monies and assets pertaining to the department are present and accounted for properly.

The scope of this audit included the following areas:

- Review historical purchases and physically verify existence
- Review of recent purchasing card activity
- Review of departmental expenditures
- Review of departmental revenues
- Review of decentralized bank accounts, if any
- Confirmation and review of Human Resources standard departure procedures documents
- Follow-up on previous recommendations
- Miscellaneous

Our comments, findings and recommendations are below:

Review historical purchases and physically verify existence:

The County Auditor's Office used the following reports to identify historical assets purchases:

- Munis list of disbursements originating in the State's Attorney's Office \$500 and above for the period 10-1-13 to 12-03-18 within the following funds:
 - State's Attorney General Fund
 - State's Attorney 1% Public Safety Sales Tax
 - State's Attorney Automation Fund

- State's Attorney State Forfeiture Fund
- State's Attorney Federal Forfeiture Fund
- Check Offender Fund

For the State's Attorney State Forfeiture Fund, State's Attorney Federal Forfeiture Fund and Check Offender Fund expenditures from 10-1-13 to 4-26-2018 we used the departmental spreadsheet of expenditures as these accounts were maintained by the State's Attorney during that period.

The County Auditor's Office manually selected 32 assets to physically verify. Our selections consisted of assets we felt were the most susceptible to theft or misuse.

In all 32 cases, the State's Attorney's Office was able to physically identify each asset.

Recommendation 1:

Consistent with other offices of the County, there is no departmental listing maintained for assets with historical cost of less than \$12,000. We recommend that the State's Attorney's Office maintain a departmental asset list and complete periodic inventories in an effort to decrease the risk of theft or misuse.

Review of recent purchasing card activity:

The County Auditor's Office reviews all departmental purchasing card activity in detail on a monthly basis. For the purpose of this test we would ordinarily do a second review of the purchasing card activity of the departing official. However, in this case the departing official did not maintain a purchasing card. Additionally, only one employee maintains a purchasing card in the State's Attorney's Office with a \$3,000 limit. In our assessment, the historical departmental purchasing card transactions have generally been well documented and have always been within the ordinary course of business of the State's Attorney's Office.

Review of departmental expenditures:

The County Auditor's Office reviews and recommends for payment all departmental expenses originating in the State's Attorney's Office. We completed a secondary review of departmental expenditure transactions 10-1-17 to current for all funds and noted no unusual items in the context of our transition audit and a departing elected official.

Review of departmental revenues:

The State's Attorney's Office generates significant revenues. However, the vast majority of these revenues are either fees that are collected by the Circuit Clerk's Office or payments from

the State of Illinois. We believe both these revenue streams have very low risk of misappropriation by an employee of the State's Attorney's Office.

There does exist an inherent risk of misappropriation in the approximately \$45,000 of annual revenues associated with the Deferred Prosecution Program. These revenues are collected directly from defendants and funds are often times held in the custody of employees of the State's Attorney's Office prior to being deposited with the County Treasurer.

We made inquiries with departmental staff and determined that a control process exists that requires dual signatures for receipts. However, with the very limited staff involved in the Deferred Prosecution Program, proper segregation of duties is unable to be achieved.

Recommendation 2:

We recommend two options to mitigate the aforementioned inherent risk:

- Prohibit staff from taking any payments relating to the Deferred Prosecution Program and instead direct all defendants to pay the County Treasurer directly.
- Reconcile expected revenues from case histories to actual revenues in the Deferred Prosecution Fund every 6 months or possibly a year.

Review of decentralized bank accounts, if any:

A decentralized bank account is one held outside the custody of the County Treasurer's Office. Furthermore, the accounts are not reconciled by the Treasurer's Office, transactions are not processed through the County's general ledger accounting system in the Finance Office and the County Auditor is unable to perform monthly claim audits.

The State's Attorney's Office closed all decentralized accounts in 2018 and turned the funds over to the County Treasurer.

Review departure procedures and documents:

During the course of employment with Winnebago County, many employees are trusted to maintain custody of County assets such as keys, badges, phones, credit cards, etc. A standard document is used by the Human Resources department to track the return of these items and request discontinued access of County systems such as the accounting system.

The standard procedure is that the aforementioned form be completed and all County property be returned prior to the departing employee receiving his or her final paycheck. Final paychecks are generated in paper form and are picked up in the Human Resources Office.

The State's Attorney's Office does not participate in the Human Resources standard departure procedures. However, staff with the State's Attorney's Office verbally indicated that all County property formerly in the custody of the previous State's Attorney had been returned. No documentation was able to be provided.

Recommendation 3:

To protect County assets and other resources we recommend that all County Elected Officials participate in the standard Human Resources departure procedures.

Follow-up on previous recommendations:

An internal audit involving the State's Attorney's Office was issued in November 2017 (attached). In this audit we reviewed authoritative guidance, individual transactions and internal controls associated with three checking accounts formerly controlled exclusively by the State's Attorney's Office. For several reasons we recommended that these accounts be closed and the funds be deposited with the County Treasurer.

The State's Attorney's Office agreed with our audit recommendations which were implemented in 2018 by the previous State's Attorney.

Miscellaneous:

The former State's Attorney instituted what is referred to as the Deferred Prosecution Program. The revenue and expenses associated with this program are accounted for in the Deferred Prosecution Fund. This fund had a negative fund balance of approximately \$130,000 as of December 3rd, 2018.

Recommendation 4:

This negative balance will need to be addressed from future revenues in excess of expenditures or from a transfer from the General Fund. In reviewing the history of the Deferred Prosecution Fund it appears unlikely that future revenues in excess of expenditures will be able to resolve the negative fund balance of \$130,000.

We recommend that the newly appointed State's Attorney request a transfer from the General Fund to resolve the negative fund balance.



FUND: 0120 DEFERRED PROSECUTION PROGRAM

| ASSETS | | EQUITY IN POOLED CASH | NET CHANGE FOR PERIOD | ACCOUNT BALANCE |
|----------------------------------|------|-----------------------|-----------------------|-----------------|
| | 0120 | 10400 | .00 | -140,499.12 |
| | | TOTAL ASSETS | .00 | -140,499.12 |
| FUND BALANCE | | | | |
| | 0120 | 29100 | .00 | 133,420.72 |
| | 0120 | 29970 | .00 | -16,552.00 |
| | 0120 | 29980 | .00 | 23,630.40 |
| | | TOTAL FUND BALANCE | .00 | 140,499.12 |
| TOTAL LIABILITIES + FUND BALANCE | | | .00 | 140,499.12 |

- This figure indicates a negative fund balance.

** END OF REPORT - Generated by Bryan Cutler **

Attachment # 4