

LIVINGSTON COUNTY, ILLINOIS

SINGLE AUDIT

November 30, 2010



**Clifton
Gunderson LLP**
Certified Public Accountants & Consultants

LIVINGSTON COUNTY, ILLINOIS

SINGLE AUDIT REPORT

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**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance With *Government Auditing Standards***

Chairman and Members of the County Board
Livingston County, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Livingston County, Illinois (County) as of and for the year ended November 30, 2010, which collectively comprise Livingston County, Illinois' basic financial statements and have issued our report thereon dated October 19, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Livingston County, Illinois is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Livingston County, Illinois' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

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 misstatements 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 misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs and responses to be material weaknesses in internal control over financial reporting as items 2010-1, 2010-2, and 2010-3.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Livingston County, Illinois' basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Livingston County, Illinois in a separate letter dated October 19, 2011.

Livingston County, Illinois' responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the County's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the County Board, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Clifton Gunderson LLP

Peoria, Illinois
October 19, 2011

**Independent Auditor's Report on Compliance With Requirements
That Could Have a Direct and Material Effect on Each Major
Program and on Internal Control Over Compliance
and Schedule of Expenditures of Federal Awards
in Accordance With OMB Circular A-133**

Chairman and Members of the County Board
Livingston County, Illinois

Compliance

We have audited the compliance of Livingston County, Illinois (County) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended November 30, 2010. Livingston County, Illinois' major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Livingston County, Illinois' management. Our responsibility is to express an opinion on Livingston County, Illinois' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Livingston County, Illinois' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Livingston County, Illinois' compliance with those requirements.

In our opinion, Livingston County, Illinois complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended November 30, 2010. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questions costs as items 2010-4 and 2010-5.

Internal Control Over Compliance

The management of Livingston County, Illinois is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the County's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in the entity's internal control over compliance that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2010-1, 2010-2, 2010-3, 2010-4, and 2010-5 to be material weaknesses.

Livingston County, Illinois' responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the County's responses and, accordingly, we express no opinion on them.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Livingston County, Illinois as of and for the year ended November 30, 2010, and have issued our report thereon dated October 19, 2011. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise Livingston County, Illinois' basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the County Board, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Clifton Gundersen LLP

Peoria, Illinois
October 19, 2011

LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended November 30, 2010

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed Through to Subrecipients</u>
U.S. Department of Agriculture				
Passed through Illinois Department of Human Services:				
Special Supplemental Nutrition Program for Woman, Infants, and Children (Major)	10.557	11GL312000 11GM312000	\$ 78,879 54,000	\$ - -
Non-Cash Food Instruments (Major)		N/A	<u>414,968</u>	<u>-</u>
Total U.S. Department of Agriculture			<u>547,847</u>	<u>-</u>
U.S. Department of Health and Human Services				
Passed through Central Illinois Agency on Aging:				
Special Programs for the Aging Respite Demonstration	93.052	FY-10 FY-11	1,705 <u>1,023</u>	- <u>-</u>
Total passed through Central Illinois Agency on Aging			<u>2,728</u>	<u>-</u>
Passed through Illinois Department of Public Health:				
Breast & Cervical Cancer Screening	93.283	06180017 16180018	17,049 <u>14,012</u> <u>31,061</u>	- <u>-</u> <u>-</u>
Bioterrorism Preparedness	93.069	07181051	<u>40,191</u>	<u>-</u>
H1N1 Emergency Preparedness	93.069	07181173 07181268	18,804 <u>57,169</u> <u>75,973</u>	- <u>-</u> <u>-</u>
Donated Vaccines	93.268	N/A	50,166	-
ARRA Immunization	93.712	05180359	<u>17,000</u>	<u>-</u>
			<u>67,166</u>	<u>-</u>
Total passed through Illinois Department of Public Health			<u>214,391</u>	<u>-</u>

LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended November 30, 2010

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed Through to Subrecipients</u>
U.S. Department of Health and Human Services (Continued)				
Passed through Illinois Department of Human Services:				
Family Planning	93.217	11GM312000 11GL312000	\$ 19,400 22,463 <u>41,863</u>	\$ - - <u>-</u>
Temporary Assistance for Needy Families (Major)	93.558	11GM312000 11GL312000	46,478 90,045 <u>136,523</u>	- - <u>-</u>
Family Case Management (Major)	93.667	11GL312000	25,600	-
Family Case Management (Major)	93.667	11GM312000	4,716	-
Emergency Disaster Flood Relief (Major)	93.667	DR00000002	125,470 <u>155,786</u>	- <u>-</u>
Maternal and Child Health Service Block Grant:				
School Based Health	93.994	11GL312000 11GM312000	25,300 4,300 <u>29,600</u>	- - <u>-</u>
Total passed through Illinois Department of Human Services			<u>363,772</u>	<u>-</u>
Passed through Illinois Department of Healthcare and Family Services:				
Medical Assistance Program	93.778	376001248	204,297	-
Medical Assistance Program-ARRA	93.778	376001248	11,468	-
Medical Assistance Program	93.767	376001248	6,461	-
Child Support Enforcement Title IV-D	93.563	376001248	10,059 <u>10,059</u>	- <u>-</u>
Total passed through Illinois Department of Healthcare and Family Services			<u>232,285</u>	<u>-</u>
Total U.S. Department of Health and Human Services			<u>813,176</u>	<u>-</u>

LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended November 30, 2010

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Grantor's Number</u>	<u>Expenditures</u>	<u>Passed Through to Subrecipients</u>
U.S. Environmental Protection Agency				
Passed through Illinois Department of Public Health:				
Performance Partnership Grants:				
Non-Community Water Grant	66.605	FY10	\$ 325	\$ -
		FY11	<u>338</u>	<u>-</u>
Total U.S. Environmental Protection Agency			<u>663</u>	<u>-</u>
U.S. Department of Homeland Security				
Passed through Illinois Emergency Management Agency:				
Emergency Management Assistance	97.042	N/A	<u>30,698</u>	<u>-</u>
U.S. Election Assistance Commission				
Passed through Illinois State Elections Board:				
Help America Vote Act	90.401	FY10	<u>20,640</u>	<u>-</u>
TOTAL EXPENDITURES			<u>\$ 1,413,024</u>	<u>\$ -</u>

SUMMARY OF FEDERAL AWARDS BY FEDERAL CFDA NUMBER

<u>CFDA Number</u>	<u>Amount</u>	<u>Total Cluster</u>
10.557	\$ 547,847	\$ -
66.605	663	-
90.401	20,640	-
93.052	2,728	-
93.069	116,164	-
93.217	41,863	-
93.268	50,166)	-
93.712	17,000)	67,166
93.283	31,061	-
93.558	136,523	-
93.563	10,059	-
93.667	155,786	-
93.767	6,461	-
93.778	215,765	-
93.994	29,600	-
97.042	<u>30,698</u>	<u>-</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS	<u>\$ 1,413,024</u>	<u>\$ 67,166</u>

See accompanying notes to the schedule of expenditures of federal awards.

**LIVINGSTON COUNTY, ILLINOIS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2010**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

The accompanying Schedule of Expenditures of Federal Awards includes the activity of all federal grants of Livingston County, Illinois. The Livingston County reporting entity is defined in the Summary of Significant Accounting Policies section of the County's basic financial statements. Federal awards received directly from federal agencies as well as federal awards passed through to other government agencies are included on the schedule.

Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting.

Nonmonetary Assistance

Nonmonetary assistance is reported in the schedule at the fair market value of the nonmonetary assistance received and disbursed.

NOTE 2 - NONCASH FOOD INSTRUMENTS

The County participates in the Supplemental Food Program for Women, Infants, and Children and issues food instruments to eligible participants. The food instruments can be exchanged for authorized supplemental foods at retail stores. The State of Illinois processes and tracks the food instruments redeemed. The federal portion of food instruments distributed by Livingston County and redeemed during the period July 1, 2009 to June 30, 2010 was \$414,968 and is reported in the Schedule of Expenditures of Federal Awards. Information is not available from the State to report this information on the County's fiscal year.

NOTE 3 - COMMODITIES - VACCINES

The County receives vaccines at no charge from the Illinois Department of Public Health through federally assisted programs (Immunization Grants - Commodities - 93.268). The value of vaccines activity during fiscal year 2010 was as follows:

<u>Beginning Inventory</u> <u>November 30, 2009</u>	<u>Acquisitions</u>	<u>Usage</u>	<u>Ending Inventory</u> <u>November 30, 2010</u>
<u>\$ 48,047</u>	<u>\$ 50,166</u>	<u>\$ 82,745</u>	<u>\$ 15,468</u>

LIVINGSTON COUNTY, ILLINOIS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended November 30, 2010

NOTE 4 - OTHER NONCASH ASSISTANCE

The County did not receive any federal awards in the form of noncash assistance for insurance in effect during the year, loans, or loan guarantees.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified? x Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes x None reported

Noncompliance material to financial statements noted? Yes x No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? x Yes No
- Significant deficiencies identified that are not considered to be material weakness(es)? Yes x None reported

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? x Yes No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children
93.558	Temporary Assistance for Needy Families
93.667	Social Services Block Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes x No

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION II - FINANCIAL STATEMENT FINDINGS AND RESPONSES

Financial Statement Findings

Finding No. 2010-1 - Segregation of Duties

Condition:

Due to the limited number of personnel performing functions in various offices of the County, there is a lack of segregation of duties over accounting transactions in those offices.

Criteria or specific requirement:

An effective system of internal control is based on a good segregation of duties. In order to have a system of segregation of duties, there must be a number of personnel available to whom responsibilities can be assigned to provide the appropriate checks and balances of any system.

Effect:

As a result of the lack of segregation of duties and due to the limited number of personnel involved in accounting transactions, there is a higher risk that errors or misappropriation could occur and not be detected within a timely period.

Cause:

There are a limited number of personnel involved in accounting transactions within the County offices.

Recommendation:

When this condition exists, management's close supervision and review of accounting information is the best means of preventing or detecting errors and irregularities.

Views of responsible officials and planned corrective action:

Management will continue monitoring of financial results to the extent possible.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION II - FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

Financial Statement Findings (Continued)

Finding No. 2010-2 - Financial Statement Preparation

Condition:

Currently, the County's personnel do not prepare or perform a detailed review of the County's financial statements and related disclosures, and schedule of expenditures of federal awards to provide a high level of assurance that any potential material omissions or other errors would be identified and corrected prior to assistance from the external auditors. The County Board and management share the ultimate responsibility for the County's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced to the external auditors. The County engages the external auditors to assist in preparing its financial statements, accompanying disclosures, and schedule of expenditures of federal awards. However, as independent auditors, external auditors cannot be considered part of the County's internal control system.

Criteria or specific requirement:

In an ideal control setting, the County would have personnel possessing a thorough understanding of applicable generally accepted accounting principles staying abreast of recent accounting developments. Such personnel would perform a comprehensive review procedure to ensure that in the preparation of its annual financial statements and schedule of expenditures of federal awards that such statements, including disclosures and schedules, are complete and accurate.

Effect:

It is possible that a misstatement of the County's financial statements or schedule of expenditures of federal awards could occur and not be prevented or detected by the County's internal control.

Cause:

The County has not made it a practice to have County officials or other personnel prepare the financial statements prior to assistance from the external auditors.

LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010

SECTION II - FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

Financial Statement Findings (Continued)

Finding No. 2010-2 - Financial Statement Preparation (Continued)

Recommendation:

To establish proper internal control over the preparation of its financial statements, including disclosures and schedule of expenditures of federal awards, the County would need to design and implement a comprehensive review procedure to ensure that the financial statements and schedule of expenditures of federal awards, including disclosures, are complete and accurate. Such review procedures would need to be performed by an individual possessing a thorough understanding of applicable generally accepted accounting principles and knowledge of the County's activities and operations.

Views of responsible officials and planned corrective action:

Management will attend training classes as deemed appropriate and as they are available, to ensure that financial statements are prepared in accordance with all applicable standards/requirements. Livingston County does not have a county auditor office/position.

Finding No. 2010-3 - Significant Audit Adjustments

Condition:

During the course of our audit, we posted adjustments that had a material effect on the County's financial statements. A significant portion of the adjustments related to adjusting to the modified accrual basis or accrual basis of accounting from the cash basis, and recording capital assets for the government-wide financial statements.

Criteria or specific requirement:

A control deficiency 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 misstatements on a timely basis.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION II - FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

Financial Statement Findings (Continued)

Finding No. 2010-3 - Significant Audit Adjustments (Continued)

Effect:

The County's lack of effective internal controls over its accounting system constitutes a material weakness, which is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Cause:

Significant audit adjustments were a result of County officials preparing accounting records and reports on the cash basis of accounting. As indicated in the County's audited basic financial statements, the accounting for all funds has been converted to the modified accrual basis or accrual basis, as required by accounting principles generally accepted in the United States of America.

Recommendation:

To establish proper internal control over its accounting system, the County should design and implement accounting policies and procedures which will allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. Such procedures should be performed by an individual possessing a thorough understanding of applicable generally accepted accounting principles and knowledge of the County's activities and operations.

Views of responsible officials and planned corrective action:

The County maintains a cash basis accounting system which is then converted to a modified accrual basis. As changes are made in the County's software system, changing to an accrual system will be considered.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding No. 2010-1 - Segregation of Duties

See Section II - Financial Statement Findings

Federal Agency Program:

U.S. Department of Agriculture - CFDA #10.557 - Special Supplemental Nutrition Program for Women, Infants, and Children Except for Non-Cash Food Instruments

U.S. Department of Health and Human Services - CFDA #93.558 - Temporary Assistance for Needy Families

U.S. Department of Health and Human Services - CFDA #93.667 - Social Services Block Grant

Other programs except non-cash programs

Questioned costs: None

Finding No. 2010-2 - Financial Statement Preparation

See Section II - Financial Statement Findings

Federal Agency/Program:

U.S. Department of Agriculture - CFDA #10.557 - Special Supplemental Nutrition Program for Women, Infants, and Children

U.S. Department of Health and Human Services - CFDA #93.558 - Temporary Assistance for Needy Families

U.S. Department of Health and Human Services - CFDA #93.667 - Social Services Block Grant

All other programs

Questioned costs: None

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding No. 2010-3 - Significant Audit Adjustments

See Section II - Financial Statement Findings

Federal Agency/Program:

U.S. Department of Agriculture - CFDA #10.557 - Special Supplemental
Nutrition Program for Women, Infants, and Children

U.S. Department of Health and Human Services - CFDA #93.558 -
Temporary Assistance for Needy Families

U.S. Department of Health and Human Services - CFDA #93.667 -
Social Services Block Grant

All other programs

Questioned costs: None

Finding 2010-4 - Allocation of Payroll Expenses

Federal Agency/Program:

U.S. Department of Health and Human Services - CFDA #93.667 -
Emergency Disaster Flood Relief

Questioned Costs: None

Condition:

We noted that the method of reporting employees' hours to the Title XX Block Grant under the Emergency Disaster Flood Relief program was based on a general allocation used by the Administrator. This allocation was based on an estimation of the amount of hours that the Administrator believed each employee worked in the program.

Criteria or Specific Requirement:

The payroll expenses charged to the grant should be based on actual hours spent in the program.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2010-4 - Allocation of Payroll Expenses (Continued)

Effect:

Because the allocation percentages are based on reasonable estimates and do not reflect actual circumstances, the County's allocation methodology could result in an inequitable allocation of payroll costs charged to Federal awards.

Cause:

The County did not have a compliant process in place for allocating payroll costs to grant programs and other cost objectives.

Recommendation:

The County should design and implement a process for allocating payroll costs to grant programs and other cost objectives which is based on actual hours spent in the grant program.

Views of responsible officials and planned corrective action:

It was difficult to track time due to project and office responsibilities being worked on at the same time. In the future, we will develop a process for allocating payroll costs to grant programs and other cost objectives, which will be based on actual hours spent in the grant program.

Finding 2010-5 - Accumulation of Excess Funding

Federal Agency/Program:

U.S. Department of Health and Human Services - CFDA #93.667 -
Emergency Disaster Flood Relief

Questioned Costs: None

Condition:

We noted that funding related to the Title XX Block Grant - Emergency Disaster Flood Relief was received on an advance basis. Based on documentation obtained related to receipts and expenditures, the County was not expending funds prior to the date of reimbursement requests. The funds were not expended until approximately four months after they were received. In addition, we noted that the County did not return unspent funds in the allotted timeframe of 45 days as stated in the grant agreement. The unspent funds were returned approximately 60 days late.

**LIVINGSTON COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended November 30, 2010**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2010-5 - Accumulation of Excess Funding (Continued)

Criteria or Specific Requirement:

Part III of the OMB A-133 Compliance Supplement - Cash Management Section states that when awards are advanced, the recipient should minimize the time elapsing between the transfer of funds from the pass-through entity, and their disbursement. The grant agreement states that any unspent funds are to be returned within 45 days of the termination of the grant.

Effect:

Due to the accumulation of funds, the County earned interest on cash held in the bank and did not reimburse clients in a timely manner. The County was then required to reimburse the State for excess funding as well as any interest earned.

Cause:

The County did not have a compliant process in place regarding the accumulation of excess funds.

Recommendation:

The County should design and implement a process so that grant funds are requested on a reimbursement basis, or if grant funds are advanced, the related expenditures should be incurred within a timely manner. Any unspent grant funds should be returned timely.

Views of responsible officials and planned corrective action:

In grants of this kind, the County and the grant provider or State administrator of the grant need to work in a more collaborative manner in order to administrate and implement such grant programs more effectively. If any such program is offered again, the entities working towards providing, administering, and implementing such a grant program will strive to have the program parameters definitively agreed upon early in the program. Any changes in the program parameters will be communicated in an efficient manner to allow for a more efficient implementation of the program.

LIVINGSTON COUNTY, ILLINOIS
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
Year Ended November 30, 2010

Financial Statement Findings

Finding No. 2009-01 - Segregation of Duties

Finding:

Due to the limited number of personnel performing accounting functions in the various offices of the County, the County does not have adequate segregation of duties over accounting transactions in those offices. As a result of this condition, there is a higher risk that errors or misappropriation could occur and not be detected within a timely period. This finding was repeated as finding 2010-1.

Finding No. 2009-02 - Financial Statement Preparation

This condition continues to exist due to a limited number of personnel possessing a thorough understanding of applicable generally accepted accounting principles. This finding has been repeated in the current year as finding 2010-2.

Finding No. 2009-03 - Significant Audit Adjustments

This condition continues to exist due to County officials preparing accounting records and reports on a cash basis of accounting, whereas the County's audited basic financial statements have been converted to a modified accrual basis or accrual basis of accounting, as required by accounting principles generally accepted in the United States of America. This finding has been repeated in the current year as finding 2010-3.

Finding No. 2009-04 - Allocation of Vacation and Sick Pay

This condition was corrected as of June 1, 2009 in the prior year. The Health Department corrected percentage allocations by reconciling percentages on a monthly basis rather than a quarterly basis, therefore reflecting current activity percentages. As a result of this condition, the allocation of fringe benefits to all programs and grants is now consistent with OMB Circular A-87. This finding was not repeated in the current year.

Finding No. 2009-05 - Allocation of Employees' Health Insurance

This condition was corrected as of June 1, 2009 in the prior year. The Health Department corrected percentage allocations by reconciling percentages on a monthly basis rather than a quarterly basis, therefore reflecting current activity percentages. As a result of this condition, the allocation of fringe benefits to all programs and grants is now consistent with OMB Circular A-87. This finding was not repeated in the current year.