



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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MEMORANDUM

To: Authority Members
From: Ted Miller
Fiscal Manager
Date: August 17, 2004
Re: Summary of Office of Fiscal Management Activities

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

Reports

The following reports were prepared and submitted by the OFM staff:

- FY04 4th Quarter Accounts Receivable Reports.
- Quarterly Federal Financial Status Reports for direct and formula grant awards.
- Cost center reports for agency operations and federal grant cost centers.
- Monthly Variance Reports preparation and Analysis for the OMB.

Accounts Receivable

- New Accounts Receivable System is performing well and producing the expected results.
- Continued to follow-up on and reduce outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately 243 interagency agreements.
- Processed 269 contract obligation documents (\$9,800,596) and 477 vouchers (\$14,363,108) for federal grants to state and local governments and not-for-profit agencies.

General Agency Obligation

- Completed obligation, expenditure and cash reconciliations for six funds.
- Appropriations are in place for FY05 and we have begun spending accordingly.

Agency Budget

- The legislature has approved the FY05 budget and the Authority has begun spending Accordingly.

Audit

- Completed the Annual FCCIA Certification analysis of the internal controls of the Authority.
- Begun performing the FY of GAAP packages for the Comptroller.