

**WHITE COUNTY, ILLINOIS
COUNTY JAIL
COMMISSARY SYSTEM AUDIT REPORT
For the Year Ended November 30, 2022**

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
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November 30, 2022

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INDEPENDENT AUDITORS' REPORT

White County Sheriff
and Board of Commissioners of
White County, Illinois

We have audited, 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 of the United States, the financial statements of the Prisoners' Commissary Fund ("Commissary Fund") of White County, Illinois, as of and for the year ended November 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

We have also audited the Commissary Fund's compliance with provisions of the Illinois County Jail Standards 38 Ill. 19959, Section 701.250 for the year ended November 30, 2022. The management of the Commissary Fund is responsible for the compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements. The compliance requirements for Illinois County Jail Standards 38 Ill. 19959, Section 701.250 are detailed in Note A in the notes to the financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Commissary Fund complied in all material respects with the requirements referred to above. An audit includes examining, on a test basis, evidence about the Commissary Fund's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Commissary Fund did comply, in all material respects, with the requirements of the Illinois County Jail Standards 38 Ill. 19959, Section 701.250 for the year ended November 30, 2022. In connection with our audit, we noted no instances of noncompliance with net profit use requirements.

Du Quoin, Illinois
April 25, 2023

Swansea Location:
3121 N. Illinois St., Suite A
Swansea, IL 62226
618-233-0186

Altamont Location:
703 S. Main St.
Altamont, IL 62411
618-483-9137

Ellisville Location:
226 Clarkson Rd.
Ellisville, MO 63011
636-396-1040

DuQuoin Location:
105 E. Main St.
DuQuoin, IL 62832
618-542-4747

Nashville Location:
1191 W. St. Louis St.
Nashville, IL 62263
618-327-4375

FINANCIAL STATEMENTS

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Balance Sheet
November 30, 2022

Assets

Cash on Hand	\$	1,496
Restricted Cash		<u>172,553</u>
Total Assets	\$	<u>174,049</u>

Liabilities

Inmate Deposits - Commissary	\$	<u>8,288</u>
Total Liabilities		<u>8,288</u>

Fund Balance

Restricted		<u>165,761</u>
Total Fund Balance		<u>165,761</u>

Total Liabilities and Fund Balance	\$	<u>174,049</u>
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The accompanying notes to the financial statements are an integral part of this statement.

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Statement of Revenues, Expenditures, and Changes in Fund Balance
November 30, 2022

Revenues

Charges for Services	\$	230,980
Interest on Investments		81

Total Revenues		<u>231,061</u>
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Expenditures

Current:		
Corrections		183,885

Total Expenditures		<u>183,885</u>
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Excess (Deficiency) of Revenues Over Expenditures		47,176
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Other Financing Sources (Uses)

Operating Transfers In		-
Operating Transfers Out		(29,385)

Total Other Financing Sources (Uses)		<u>(29,385)</u>
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Net Change in Fund Balance		17,791
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Fund Balance - Beginning of Year		<u>147,970</u>
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Fund Balance - End of Year	\$	<u><u>165,761</u></u>
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The accompanying notes to the financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Notes to Financial Statements
November 30, 2022

NOTE A - Summary of Significant Accounting Policies

The following is a summary of the significant accounting principles and policies used in the preparation of these financial statements.

Reporting Entity

Pursuant to Illinois County Jail Standards 38 Ill. Reg 19959, Section 701.250, a county jail may establish and maintain a commissary system to provide detainees with items or access to services approved by the County Sheriff. Illinois County Jail Standards 38 Ill. Reg 19959, Section 701.250 has the following compliance requirements:

Compliance Requirement #1: No member of the county jail staff shall gain personal profit, directly or indirectly, as a result of the commissary system.

Compliance Requirement #2: Prices charged detainees shall not exceed those for the same articles if sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post offices.

Compliance Requirement #3: Commissary access shall be provided on a regularly scheduled basis and not less than once weekly.

Compliance Requirement #4: Net profits from the commissary system shall be used for education, recreation, or other purposes within the jail for the benefit of detainees, as deemed appropriate by the Sheriff, although profits may be used for record keeping expenses of the commissary fund.

Compliance Requirement #5: Accurate accounting records for all purchases, sales, and expenditures of the commissary system, including phone services and, if provided, email access, shall be maintained.

For financial reporting purposes, the Prisoners' Commissary Fund ("Commissary Fund") is a special revenue fund of the primary government of White County, Illinois, and therefore, is included as such in the White County, Illinois General Purpose Financial Report.

Financial Statements

These financial statements are presented for the purpose of complying with state law, specifically Illinois County Jail Standards 38 Ill. Reg 19959, Section 701.250, which requires an audit of the fiscal management of the Commissary Fund by a disinterested party on an annual basis. The audit must contain the following:

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Notes to Financial Statements - Continued
November 30, 2022

NOTE A - Summary of Significant Accounting Policies - Continued

Financial Statements-concluded

1. County Jail Inspection Checklist
2. A listing of all uses of the Commissary Fund's net profits by amounts, dates, and asserted benefit to the jail's detainees and a verification that each use was deemed appropriate by the Sheriff before the expenditures were made.
3. Verification that prices charged the jail's detainees for each commissary article did not exceed the prices for the same articles as may be sold in local community stores in the county.
4. Verification that prices charged the jail's detainees for postal supplies did not exceed the prices for the same postal supplies as sold at the nearest post office.
5. Assessment, and basis of assessment, of whether any members of the jail staff received personal gain, directly or indirectly, as a result of the Commissary Fund.

Because this special fund level-only report is prepared for statutory compliance purposes, it does not present entity-wide financial statements and management's discussion and analysis in accordance with Governmental Accounting Standards Board (GASB) Statement No. 34. All other relevant aspects of GASB Statement No. 34 have been incorporated into this report. Entity-wide financial statements are prepared at the County-wide level by the County and include the Commissary Special Revenue Fund. Copies of that report may be found online at <http://www.whitecounty-il.gov/financial-audits.aspx>, or by contacting the White County Clerk, P.O. Box 339, Carmi, IL 62821.

Basis of Presentation - Financial Statements

The Commissary Fund financial records and accounts are maintained in accordance with governmental funds accounting. Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. Governmental fund assets plus deferred outflows of resources less liabilities and deferred inflows of resources is reported as fund balance.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted for expenditures for specific purposes.

Restricted Fund Balance - Fund balance is classified as restricted when constraints are placed on the use of the resources such as by Illinois County Jail Standards 38 Ill. Reg 19959, Section 701.250.

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Notes to Financial Statements - Concluded
November 30, 2022

NOTE A - Summary of Significant Accounting Policies - Concluded

Measurement Focus and Basis of Accounting

The Commissary Fund is reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within thirty-one days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Funding

The primary revenues for the Commissary Fund are charges for service. Charges for service consist primarily of commissions on commissary sales and phone services.

Operating expenses for inmate welfare consist primarily of commissary purchases, educational classes, health and personal hygiene items, clothing, and utilities such as telephone/television/internet.

NOTE B - Cash and Deposits

As of November 30, 2022, the reported amount of deposits for the Prisoners' Trust Cash was \$172,553 and the bank balance was \$174,742. All such funds are considered insured through FDIC coverage or were insured with securities held by the counter party's trust department or agent in the County's name.

NOTE C - Interfund Operating Transfers

The Commissary Fund transferred out \$29,385 to the general fund for the purchase of capital assets.

NOTE D - Subsequent Events

The Management of the Commissary Fund has evaluated subsequent events through April, 25 2023, the date which the financial statements were available to be issued.

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
County Jail Inspection Checklist
November 30, 2022

1. Has a commissary system been established?

 X YES

 NO

2. Are prices charged detainees consistent with local community stores?

 X YES

 NO

3. Are prices for postal supplies sold at post office cost?

 X YES

 NO

4. Is commissary provided on a regular scheduled basis at least once a week?

 X YES

 NO

5. Are net profits of the commissary system used for only education, recreation, or other purposes within the jail for the benefit of the detainees as deemed appropriate by the Sheriff?

 X YES

 NO

6. Are net profits used for record keeping expenses of the commissary system?

 X YES

 NO

7. Is there accurate accounting maintained for all purchases, sales, and expenditures of the commissary system which includes telephone access services and electronic mail services provided to detainees?

 X YES

 NO

8. Has there been a completed timely annual audit of the commissary system arranged with the county auditor or county treasurer?

 X YES

 NO

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Compliance Requirements and Results
November 30, 2022

Compliance Requirement #1: In Compliance

Requirement

No member of jail staff shall gain personal profit, directly or indirectly, as a result of the commissary fund.

Results

We reviewed the general ledger for any payment made to jail staff. We found no payments made to any jail staff members. All commission profits were deposited to the commissary funds. No items were found that would directly or indirectly benefit any member of the jail staff.

Compliance Requirement #2: In Compliance

Requirement

Prices charged to detainees shall not exceed those for the same articles if sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post offices.

Results

We reviewed the commissary system's price sheets for all items for sale. A comparison of prices was conducted to local community store prices. All items reviewed were deemed comparable in price. All postal supply items reviewed matched the current USPS prices. A random selection of sales transactions were reviewed to ensure the commissary fund charged the prices listed on their price lists. The selection of sales transactions reviewed matched the commissary price list.

Compliance Requirement #3: In Compliance

Requirement

Commissary access shall be provided on a regularly scheduled basis and not less than once weekly.

Results

A review of all cash collection reports showed the commissary system was opened at least once a week.

PRISONERS' COMMISSARY FUND
WHITE COUNTY, ILLINOIS
Compliance Requirements and Results - Concluded
November 30, 2022

Compliance Requirement #4: In Compliance

Requirement

Net profits from the commissary system shall be used for education, recreation, or other purposes within the jail for the benefit of detainees, as deemed appropriate by the Sheriff, although profits may be used for record keeping expenses of the commissary system.

Results

A review of the commissary system's expenses revealed several payments for various items that the Sheriff has deemed appropriate for benefit of the detainees.

During the year, the commissary fund spent \$24,077 on various items for the benefits of the prisoners. All items were approved by the Sheriff.

The Commissary fund spent \$20,138 on a 2021 Ford Transit Van and \$9,247 on a 2022 Dodge Ram. Both items were approved by the Sheriff. These costs were transferred out to the General Fund as capital assets.

Compliance Requirement #5: In Compliance

Requirement

Accurate accounting for all purchases, sales, and expenditures of the commissary system, including phone services and, if provided, email access, shall be maintained.

Results

A review of the financial records of the commissary system found the jail staff keeps an accurate record of all transactions of the commissary system.