



STATE OF ILLINOIS • OFFICE OF THE COMPTROLLER  
JUDY BAAR TOPINKA

November 5, 2012

Ms. Michelle Saddler  
Director  
Department of Human Services  
100 S. Grand Ave E  
Springfield, IL 62762

Dear Ms. Saddler:

Pursuant to 15 ILCS 405/19.5, State agencies are required to report to the Comptroller, on or before October 31, 2012, all financial information deemed necessary to compile and publish the State of Illinois Comprehensive Annual Financial Report (CAFR). The following information for your State agency has been requested and has not been received as of October 31, 2012:

- Draft financial statements and footnotes as of June 30, 2012
- Responses to review comments relating to the GAAP package submission of the General Revenue Fund
- Revisions to the SCO-538, Capital Asset Summary Form, relating to net transfers

Please be aware these delays are detrimental to the ability of the Office of the Comptroller to prepare financial reporting information in a timely manner for the Office of the Auditor General's audit and subsequently to publish the CAFR by December 31, 2012. Accordingly, the above referenced statute requires you to report your agency's delinquency and provide an action plan to bring your State agency into compliance with these reporting requirements. This report and action plan must be submitted to the Comptroller, the Auditor General, the Office of the Governor, the Speaker and Minority Leader of the House of Representatives, and the President and Minority Leader of the Senate. Upon receipt of the report and action plan by the Comptroller, the Comptroller is required to post that report with the action plan on the Comptroller's website. We respectfully request submission of your State agency's report and action plan no later than November 15, 2012.

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100 WEST RANDOLPH, SUITE 15-500  
CHICAGO, ILLINOIS 60601-3252  
312/814-2451

STATE CAPITOL  
SPRINGFIELD, ILLINOIS 62706-0001  
217/782-6000

LAND OF LINCOLN BUILDING  
325 WEST ADAMS  
SPRINGFIELD, ILLINOIS 62704-1871  
217/782-6084

If you have any questions, or concerns about this request, please contact me at 217-782-5198. Thank you for assistance in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Katie Madonia".

Katie Madonia, CPA  
Director of Financial Reporting

cc: Pat Quinn, Governor  
Michael J. Madigan, Speaker of the House  
Tom Cross, House Minority Leader  
John J. Cullerton, Senate President  
Christine Radogno – Senate Minority Leader  
William G. Holland, Auditor General  
Steven L. Valasek, Assistant Comptroller - Operations  
Internal Audit