



STATE OF ILLINOIS  
EXECUTIVE OFFICE OF THE GOVERNOR  
**GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET**  
SPRINGFIELD 62706

PAT QUINN  
GOVERNOR

Administrative Order #4

WHEREAS, the State of Illinois is confronted with an unprecedented fiscal crisis;

WHEREAS, Executive Order 10 (2010) (hereinafter "Executive Order 10") assigns the Director of the Governor's Office of Management and Budget ("GOMB") the authority to issue Administrative Orders to implement reductions that are not specified in Executive Order 10;

WHEREAS, the Governor has instructed the Director of GOMB to implement specific reductions that would make a meaningful contribution to the State's effort to relieve budgetary pressures in Fiscal Year 2011;

THEREFORE, I hereby order:

1. Initial Report of Spending Reductions by Agencies to GOMB
  - a. All agencies to which Executive Order 10 applies will report to GOMB the amount of reductions they have implemented or realized or which they will be able to implement or realize, on a quarterly basis, for the entirety of Fiscal Year 2011, in accordance with the provisions of this administrative order.
  - b. On October 8, 2010, each agency shall report to GOMB the total amounts of spending reductions they realized in the first quarter of Fiscal Year 2011 (July 1, 2010 through September 30, 2010), by reduction category. For purposes of this Administrative Order, "reductions" shall have the same meaning as provided in Executive Order 10.
  - c. GOMB will make an intranet/SharePoint site available to all agency Chief Financial Officers (CFOs) on or before October 8 to serve as an interface into which all data required by this Administrative Order may be entered.
  - d. For purposes of the reporting required in this Administrative Order, "reduction" is the amount of money equal to the difference between the amount appropriated within a reduction category for the reporting period and the amount spent within the reduction category for the reporting period.
  - e. GOMB shall assemble all data reported by agencies as required by this Administrative Order and by Executive Order 10. GOMB will make the following information available publicly on the website <http://accountability.illinois.gov> not later than noon on October 18, 2010:

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- i. All agency-specific spending reductions for the first quarter of Fiscal Year 2011, as set forth below, by reduction category;
  - ii. All agency non-specific spending reductions for the first quarter of Fiscal Year 2011, as required below, by reduction category;
  - iii. All unique spending reductions, as required below; and
  - iv. One or more succinct narratives summarizing in plain language the reductions and amounts saved. Agencies should report savings in narrative form in the case where the Agency wants to specifically highlight a reduction of particular significance or magnitude, where the true reductions are not readily apparent from raw numerical data, or where the achievement is more readily described as an operational or functional innovation that enhances efficiency. When applicable, agencies shall post, in the "Cost Savings Suggestions" field, practical ideas for reducing spending that have been implemented successfully or which are being implemented.
- f. For the Second, Third, and Fourth Quarters of Fiscal Year 2011, agencies shall report the amount of actual savings, by reduction category, to GOMB, on the following dates:
  - i. For the Second Quarter of Fiscal Year 2011—January 10, 2011
  - ii. For the Third Quarter of Fiscal Year 2011—April 11, 2011
  - iii. For the Fourth Quarter of Fiscal Year 2011—July 11, 2011
- g. For the Second, Third, and Fourth Quarters of Fiscal Year 2011, GOMB shall publish the total amount of reductions for each agency, by reduction category, for the relevant quarter, publicly at <http://accountability.illinois.gov>, on the following dates:
  - i. For the Second Quarter of Fiscal Year 2011—January 17, 2011
  - ii. For the Third Quarter of Fiscal Year 2011—April 18, 2011
  - iii. For the Fourth Quarter of Fiscal Year 2011—July 18, 2011
- h. Agencies shall, to the best of their ability, provide their original estimates for the amounts they had expected to save, by reduction category, for the first quarter of Fiscal Year 2011, to enable GOMB and the agency to jointly analyze the progress the agency made in meeting its spending reduction goals.
- i. For the Second, Third, and Fourth Quarters of Fiscal Year 2011, agencies shall report, on the following days, the amounts by which they expect to reduce spending in each reduction category:
  - i. For the Second Quarter of Fiscal Year 2011, agencies shall report to GOMB estimated savings in each reduction category by November 1, 2010.
  - ii. For the Third Quarter of Fiscal Year 2011, agencies shall report to GOMB estimated savings in each reduction category by December 31, 2010.

- iii. For the Fourth Quarter of Fiscal Year 2011, agencies shall report to GOMB estimated savings in each reduction category by March 31, 2011.

2. Agency Reduction Input, Certification and Denial

Agency CFOs will input, in the SharePoint field provided, or certify the following savings amounts in the reporting interface at <https://gov.partner.illinois.gov/gomb/reporting>.

In order to access the website, agency CFOs will need an ILLINOIS.GOV network account. [OMB.HelpDesk@illinois.gov](mailto:OMB.HelpDesk@illinois.gov) may be contacted for help with questions or problems entering any information. In each of the reduction categories set forth below, the agency CFO is asked to certify or deny the data that has been automatically imported from the object codes set forth below. If the agency CFO denies that the data reflected for the agency is accurate, the agency CFO shall notify GOMB and shall provide GOMB a written notice of the basis for the denial.

I. Non-Agency-Specific Reporting (Cannot Attribute Savings on an Agency-Specific Basis)

- a. Sales of Surplus State Property—For each agency for which the data is available, Central Management Services will enter the inventory dollar amount from the Central Inventory System for both real and personal/tangible property.
- b. Energy Efficiency—The Central Management Services Energy Manager shall issue a quarterly report indicating both statewide expenditures and usage levels in detail.
- c. Reductions in Leasing Costs—Central Management Services shall report the savings associated with:
  - i. consolidating office space;
  - ii. transferring from rented to State-owned space; and
  - iii. sharing office space.

II. Agency-Specific Reporting (Each Agency is Able to Report Savings)

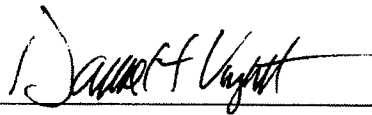
- a. Travel—Each agency will certify or dispute all travel-related Comptroller object detail lines, including but not limited to the following:
  - i. 1263—Travel and Other Expenses, Contractual Payroll Employee, Payments to Vendors;
  - ii. 1272—Travel and Other Expenses, Non-State Employees, Payments to Vendors;
  - iii. 1286—Travel and Expense Reimbursements, Reimbursements to Non-State Employees, Including Vendors Performing Contractual Services;
  - iv. 1291—In-State Travel, Reimbursements to Employees;
  - v. 1292—Out-of-State Travel, Reimbursements to Employees;
  - vi. 1293—In-State Travel, Payments to Vendors; and
  - vii. 1294—Out-of-State Travel, Payments to Vendors.

- b. Motor Vehicles—Each agency will certify or dispute all motor vehicle-related Comptroller object detail lines, including but not limited to the following:
  - i. 1521—Passenger Automobiles;
  - ii. 1522—Motor Vehicles
  - iii. 1892—Bulk Tires;
  - iv. 1893—Repair and Maintenance;
  - v. 1894—Parts and Fittings, Automotive Equipment;
  - vi. 1895—Bulk Fuel;
  - vii. 1896—Gasoline, Oil and Antifreeze;
  - viii. 1898—Automotive Services, Not Elsewhere Classified; and
  - ix. 1899—Automotive Expenses, Not Elsewhere Classified.
  
- c. Telecommunications—Each agency will report, as of June 30, 2010, its total units of telecommunications-related equipment, including but not limited to the following:
  - i. 1702—Telecommunications Expense Reimbursement to State Employees;
  - ii. 1710—Repair and Maintenance, Telephone, Data, Radio and Other Communication Equipment;
  - iii. 1721—Rental, Telephone Services and Equipment;
  - iv. 1722—Rental, Data Communication Services and Equipment;
  - v. 1723—Rental, Radio Communication Services and Equipment;
  - vi. 1725—Communications Services Provided Under Tariff;
  - vii. 1728—Video Conferencing;
  - viii. 1729—Rental, Other Communication Services and Equipment;
  - ix. 1730—Parts and Supplies for Telephone, Data and Radio Equipment;
  - x. 1740—Answering and Paging Communication Services and Equipment;
  - xi. 1750—Telephone, Data, Radio and Other Communication Equipment; and
  - xii. 1799—Telecommunication Services, Not Elsewhere Classified.
  
- d. Information Technology—Each agency will certify or dispute all information technology-related Comptroller detail lines, including but not limited to the following:
  - i. 1225—Repair and Maintenance, EDP Equipment;
  - ii. 1235—Rental, EDP Equipment;

- iii. 1284—Computer Software;
  - iv. 1515—EDP Equipment;
  - v. 1681—Rental, Data Processing Equipment;
  - vi. 1683—Rental, Data Processing Facilities;
  - vii. 1685—EDP Supplies; and
  - viii. 1687—EDP Equipment.
- e. Memberships & Subscriptions—Each agency will certify or dispute all Comptroller detail lines related to memberships and subscriptions, including but not limited to the following:
- i. 1275—Subscriptions; and
  - ii. 1277—Association Dues.
- f. Printing—Each agency will certify or dispute all printing-related Comptroller detail lines, including but not limited to the following:
- i. 1280—Copying, Photographic and Printing Services; and
  - ii. 1302—Printing.
- g. Personnel Costs/Overtime
- i. Each agency will list the quarterly amount(s) it spends on overtime to merit compensation employees.

### III. Unique Savings

- a. Medicaid Managed Care—The Department of Healthcare and Family Services, and any agency that participates in administering Medicaid programs, will report savings associated with the Medicaid Managed Care program.
  - b. Other Savings—Agencies shall report any savings not specifically categorized above.
3. Nothing in this Administrative Order shall be construed to contravene any State or federal law, or any collective bargaining agreement.
4. If any part of this Administrative Order is found invalid by a court of competent jurisdiction, the remaining provisions shall have full force and effect.
5. This Administrative Order shall be effective immediately.



David H. Vaught, Director

Governor's Office of Management and Budget

Issued by the Director: September 30, 2010