

JAIL COMMISSARY

Fund 658-140

The Inmate Commissary Fund is established and maintained based upon authority given to the Illinois Department of Corrections (Section 3-15-2 of the Unified Code of Corrections 730 ILCS 125/20).

BUDGET HIGHLIGHTS

These services are currently provided through a contract vendor. The commission earned on a sale goes into the Commissary Fund and, ultimately, these monies need to be expended for the use and benefit of the prisoners.

FINANCIAL

Fund 658 Dept 140			2017 Actual	2018 Original	2018 Projected	2019 Budget
361	10	INVESTMENT INTEREST	\$2,463	\$400	\$4,400	\$400
369	11	JAIL COMMISSARY	\$54,690	\$52,000	\$42,000	\$52,000
369	90	OTHER MISC. REVENUE	\$910	\$0	\$0	\$0
		MISCELLANEOUS	\$58,063	\$52,400	\$46,400	\$52,400
		REVENUE TOTALS	\$58,063	\$52,400	\$46,400	\$52,400
522	1	STATIONERY & PRINTING	\$283	\$1,000	\$500	\$1,000
522	2	OFFICE SUPPLIES	\$0	\$200	\$200	\$200
522	3	BOOKS, PERIODICALS & MAN.	\$169	\$799	\$799	\$799
522	44	EQUIPMENT LESS THAN \$5000	\$12,222	\$7,000	\$7,000	\$7,000
522	93	OPERATIONAL SUPPLIES	\$3,808	\$38,000	\$20,000	\$38,000
		COMMODITIES	\$16,482	\$46,999	\$28,499	\$46,999
533	72	DEPARTMENT OPERAT EXP	\$15,043	\$208,000	\$17,000	\$207,350
534	37	FINANCE CHARGES,BANK FEES	\$640	\$1	\$523	\$651
534	72	SATELLITE JAIL REPAIR-MNT	\$4,993	\$0	\$0	\$0
		SERVICES	\$20,676	\$208,001	\$17,523	\$208,001
544	30	AUTOMOBILES, VEHICLES	\$4,215	\$0	\$0	\$0
544	33	OFFICE EQUIPMENT & FURNIS	\$0	\$45,000	\$0	\$45,000
544	85	POLICE EQUIPMENT	\$12,177	\$0	\$0	\$0
		CAPITAL	\$16,392	\$45,000	\$0	\$45,000
		EXPENDITURE TOTALS	\$53,550	\$300,000	\$46,022	\$300,000

FUND BALANCE

FY2017 Actual	FY2018 Projected	FY2019 Budgeted
\$389,780	\$390,158	\$142,558

The goal is to maintain a fund balance equal to one year of average expenditure – or approximately \$40,000. Any amount over the fund balance can be appropriated – but only for expenditures authorized by statute. The decrease in the FY2019 fund balance is the result of aggressive budgeting to allow the Sheriff to expend funds if necessary.

DESCRIPTION

According to Illinois County Jail Standards Section 701.250, the Commissary operates as follows:

1. Each jail shall establish and maintain a commissary system to provide detainees with approved items that are not supplied by the jail.
2. No member of the staff shall gain personal profit, directly or indirectly, because of the commissary system.
3. Prices charged detainees shall not exceed those for the same articles sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post offices.
4. Commissary shall be provided on a regularly scheduled basis and not less than once weekly.
5. Commissary purchases must be reflected by a debit entry on the detainee's cash account. Entry must be initiated by the detainee or a receipt must be issued.
6. All profits from the commissary shall be used for detainee welfare and such monies shall be subject to audit.

OBJECTIVES

1. To operate the Correctional Division's Inmate Commissary Fund within Illinois County Jail Standards and all pertinent state statutes
2. Review all inmate commissary items for cost comparisons

PERFORMANCE INDICATORS

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Total number of commissary transactions	9,704	8,800	9,000
Total dollars received by Commissary	\$54,690	42,000	52,000