

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. Funds collected are restricted by statute to purchase items that directly benefit the inmates of our correctional centers.

FINANCIAL

Fund 658 Dept 140			2020 Actual	2021 Original	2021 Projected	2022 Budget
361	10	INVESTMENT INTEREST	\$1,382	\$6,100	\$356	\$1,000
369	11	JAIL COMMISSARY	\$83,198	\$60,000	\$115,000	\$100,000
369	90	OTHER MISC. REVENUE	\$0	\$800	\$980	\$800
		MISCELLANEOUS	\$84,580	\$66,900	\$116,336	\$101,800
REVENUE TOTALS			\$84,580	\$66,900	\$116,336	\$101,800
522	1	STATIONERY & PRINTING	\$163	\$350	\$0	\$350
522	2	OFFICE SUPPLIES	\$0	\$250	\$0	\$250
522	3	BOOKS,PERIODICALS & MAN.	\$1,371	\$800	\$0	\$800
522	44	EQUIPMENT LESS THAN \$5000	\$380	\$7,600	\$5,700	\$7,600
522	93	OPERATIONAL SUPPLIES	\$1,495	\$38,000	\$2,000	\$38,000
		COMMODITIES	\$3,409	\$47,000	\$7,700	\$47,000
533	72	DEPARTMENT OPERAT EXP	\$20,863	\$207,350	\$66,700	\$207,350
534	37	FINANCE CHARGES,BANK FEES	\$624	\$650	\$259	\$650
		SERVICES	\$21,487	\$208,000	\$66,959	\$208,000
544	30	AUTOMOBILES, VEHICLES	\$0	\$0	\$29,917	\$0
544	33	OFFICE EQUIPMENT & FURNIS	\$0	\$45,000	\$0	\$45,000
544	74	KITCHEN/LAUNDRY EQUIPMENT	\$0	\$0	\$8,120	\$0
		CAPITAL	\$0	\$45,000	\$38,037	\$45,000
EXPENDITURE TOTALS			\$24,896	\$300,000	\$112,696	\$300,000

FUND BALANCE

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$484,828	\$488,468	\$290,268

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 drop in fund balance is FY2022 is due to appropriating for authorized expenditures.

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	FY2020 Actual	FY2021 Projected	FY2022 Budgeted
Total number of commissary transactions	5,712	6,700	6,700
Total dollars received by Commissary	\$83,198	\$92,402	\$94,000