

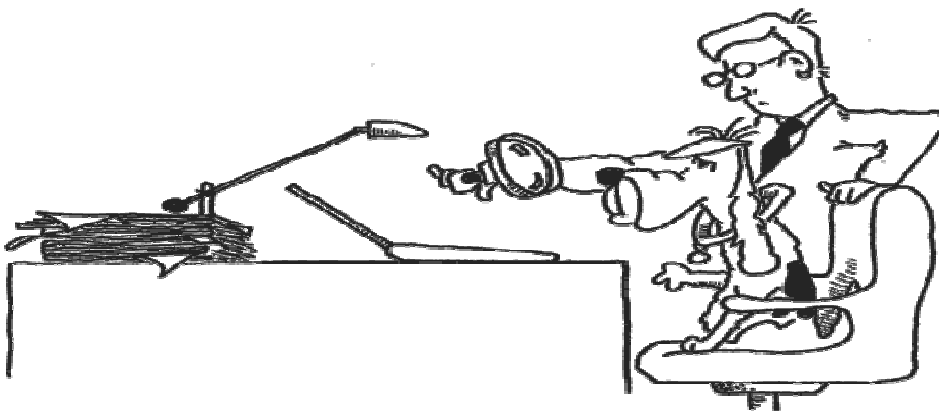


### MAY 2011 ISSUE

Audit Watch is a report issued by the Auditor's Office which contains information of interest to county officials and board members. This issue for the fifth month of the Fiscal Year 2011 is a supplement to the April 30, 2011 financial information prepared and issued by the Finance Department. As of April 30, 2011 county offices and departments would be at 42% of their budgeted expenditures. Allowing for a 3% threshold, the offices and departments listed on the second page of this newsletter are at or over 45% of budget expenditures.

- \* Budget overages are based upon actual expenditures plus encumbrances in relation to the budget. Encumbrances in the Transportation Division represent commitments for future projects.
- \* Debt Service expenditures are comparable with the prior year.
- \* Details pertaining to other significant expenditures can be obtained from the Finance Department.

SEE PAGE TWO FOR COMPLETE LIST



#### SPECIAL POINTS OF INTEREST:

- *Next AP payment cycle date is June 1, 2011*
- *Next Payroll Date is May 27, 2011*
- *Remember to print **Master Card** statements the Monday before the next AP payment cycle.*
- *Please put a note on PEV's for **address change**.*
- *PEV's are for employees only and not Contract workers.*
- ***All payables**, including PEVs are due at 12:00 pm on the Tuesday before the AP payment cycle due date.*



**EXPENDITURES:** 04-30-11 04-30-10

BUILDING MANAGEMENT	55%	35%
ELECTIONS	60%	40%
REG. OFFICE OF EDUCATION	51%	47%
CIRCUIT CLERK	47%	42%
JUDICIARY & COURTS	46%	46%
JUVENILE CUSTODY	52%	50%
ELECTRONIC MONITORING	49%	32%
ADULT JUSTICE FACILITY DEBT SERV	73%	71%
OPERATIONAL SUPPORT	64%	80%
RIVERBOAT	53%	45%
CHILDREN'S WAITING ROOM	47%	34%
COURT DOCUMENT STORAGE	50%	24%
DRUG PROSECUTION	46%	35%
WEED & SEED	57%	47%
ADULT DRUG COURT	100% (1)	100%
COUNTY HIGHWAY	56%	54%
COUNTY BRIDGE	60%	47%
MOTOR FUEL TAX	83%	72%
COUNTY HIGHWAY MATCHING	98%	50%
MOTOR FUEL LOCAL OPTION	50%	52%
TRANSPORTATION SALES TAX	89%	89%
HOMELESS MGMT INFO SYSTEMS	52%	66%

( cont'd)

THE ABOVE FINANCIAL INFORMATION IS **UNAUDITED**

**EXPENDITURES:**04-30-201104-30-2010

RECOVERY ACT PROGRAMS	173% (2)	14%
CAPITAL IMPROVE. BOND CONST.	149% (2)	16%
RECOVERY ZONE BOND CONST.	55%	—
TRANSPORTATION CAPITAL	71%	81%
AURORA IMPACT FEES	140% (2)	2%
CAMPTON HILLS IMPACT FEES	97% (3)	66%
SOUTHWEST IMPACT FEES	139% (3)	0%
TRANSIT SALES TAX BOND CONST	87%	76%
TRI CITIES IMPACT FEES	103% (3)	115%
WEST CENTRAL IMPACT FEES	100% (3)	101%
NORTH IMPACT FEES	316% (3)	97%
GREATER ELGIN IMPACT FEES	296% (3)	133%
NORTHWEST IMPACT FEES	45%	4%
JUVENILE JUSTICE BOND DEBT SERV	91%	89%
CAPITAL IMPROVE. BOND DEBT SERV.	96%	95%
MFT DEBT SERVICE	94%	77%
ENTERPRISE SURCHARGE	70%	68%
TRANSIT SALES TAX DEBT SERV	54%	0%
ADMINISTRATIVE ADJUDICATION	51%	25%
COMMUNICATION TECHNOLOGY	55%	36%

- (1) Entire expenditure is a transfer
- (2) Primarily encumbrances, no other expenditures at this time
- (3) Entirely due to encumbrances

The Above Financial Information is **UNAUDITED**

### FEATURE OF THE MONTH — BUDGETS



The Finance Department has submitted their proposed FY 2012 budget calendar with the requirement that all budgets must be entered into the Finance system by June 27, 2011. All forms are due in the Finance Department on that date. The forms include many recommendations by the Budget Advisory Panel. The most noteworthy are:

- \* Distinction between union and non-union employees in granting of salary increases.
- \* Cost increase is a result of state or federal mandate.
- \* Funding of personnel positions by a specific revenue source.
- \* Justification for special revenue funds that have salary and benefit expenses and any cost allocation method.
- \* Job description, revenue funding source, result of a mandate and any other justification for the position.



- \* Documentation in support of a cost increase in contractual/ and commodity services which would include the result of a mandate requirement and utilization of the Purchasing Department.
- \* Documentation in support of capital projects which would include justification, prioritization and revenue source.
- \* Mandate questionnaire for services performed.

Many of the forms require information which has not been requested in previous budget cycles.

The Finance Department should be contacted with any questions regarding completion of the forms.

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## OTHER REMINDERS

stamps). Travel reimbursement will only be available when submitted within **90** days of the travel date.

**Invoice batches must** have department approval before being submitted to the Auditor's office. Invoices must be in the order as they appear in the batch on NWS.

### Travel Policy

The new version of the travel policy may be found on the Finance web page.

### Detailed itemized receipts

must be submitted for any purchase with a credit card (personal or County issued). A **summary receipt** will not be accepted as supporting documentation.

**Receipts must be taped** to a 8 x11 piece of paper. They need to go through the scanner.

**Personal Expense** Vouchers must be personally approved by the department supervisor or designee (no facsimile

*The Watch Dogs:*

*Bill Keck*

*John Harahan*

*Michele Matuszak*



## CRYSTAL BALL ROOM

### **Our crystal ball is broken!!!**

There can be great fortune in your future but you must tell the tale!!!!

Do you want to tell your tale of woe?? The crystal ball needs your documents to be able to read your story!!!Your fortune will then be easily reimbursed.

