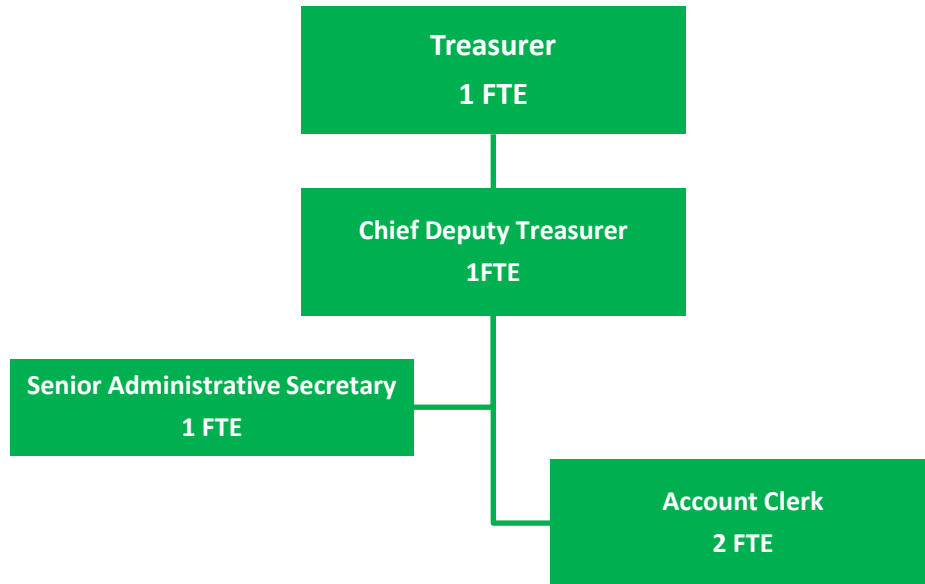


TREASURER
Fund 080-026



Treasurer positions: 5 FTE

The Treasurer, one of the earliest county officials established in Illinois, is required for all counties by the Illinois Constitution. Article VII, Section 4(c), “Each County shall elect a sheriff, county clerk and treasurer.”

The duties of the treasurer are defined by state law in the Illinois Counties Code (55 ILCS 5/3-10):

“In all counties there shall be an elected treasurer who shall hold office until his successor shall be qualified. He shall receive and safely keep the revenues and other public moneys of the county, and all money and funds authorized by law to be paid to him and disburse the same pursuant to law.”

MISSION STATEMENT

The mission of the Treasurer is to serve the taxpayers and taxing districts of Champaign County by managing an efficient and accurate billing, collecting, investing, and disbursing system for tax moneys; to ensure the safety, liquidity, and yield of County funds by developing and implementing a sound, written investment policy in accordance with Illinois law.

BUDGET HIGHLIGHTS

In FY 2020 the County Board authorized funds to hire temporary staff to work on bank reconciliations the last two months for 2018 and all 2019, and an additional funds to pay for services rendered by Firstech, Mail Service, and Tax Sale (Joseph Meyer). These three items are ordinary expenses that we incur every year during the Tax Cycle and are historically paid from Fund 619. Due to a depleted fund balance in Fund 619, these expenditures will be paid from the General Fund in FY2020 and FY2021, with an expected increase in the cost of payment processing services provided by Firstech due to additional assistance with the collector banks.

FINANCIAL

Fund 080 Dept 026			2019	2020	2020	2021
			Actual	Original	Projected	Budget
319	10	INTEREST-DELINQUENT TAXES	\$708,929	\$660,000	\$700,000	\$700,000
319	11	COSTS - DELINQUENT TAXES	\$1,400	\$21,000	\$25,000	\$25,000
		PROPERTY TAXES	\$710,329	\$681,000	\$725,000	\$725,000
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
337	21	LOCAL GOVT REIMBURSEMENT	\$6,182	\$15,000	\$10,000	\$10,000
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$12,682	\$21,500	\$16,500	\$16,500
361	10	INVESTMENT INTEREST	\$13,852	\$20,000	\$10,000	\$10,000
		MISCELLANEOUS	\$13,852	\$20,000	\$10,000	\$10,000
REVENUE TOTALS			\$736,863	\$722,500	\$751,500	\$751,500
511	1	ELECTED OFFICIAL SALARY	\$93,781	\$93,938	\$93,938	\$95,816
511	3	REG. FULL-TIME EMPLOYEES	\$165,075	\$170,602	\$164,727	\$172,691
511	5	TEMP. SALARIES & WAGES	\$13,485	\$0	\$12,175	\$0
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$278,841	\$271,040	\$277,340	\$275,007
522	1	STATIONERY & PRINTING	\$6,184	\$6,182	\$6,182	\$6,182
522	2	OFFICE SUPPLIES	\$2,258	\$1,278	\$1,278	\$1,278
522	6	POSTAGE, UPS, FED EXPRESS	\$356	\$420	\$420	\$420
		COMMODITIES	\$8,798	\$7,880	\$7,880	\$7,880
533	7	PROFESSIONAL SERVICES	\$0	\$0	\$40,000	\$40,000
533	70	LEGAL NOTICES,ADVERTISING	\$1,789	\$3,500	\$3,500	\$3,500
533	93	DUES AND LICENSES	\$500	\$800	\$800	\$800
534	37	FINANCE CHARGES,BANK FEES	\$95	\$1,500	\$1,500	\$1,500
		SERVICES	\$2,384	\$5,800	\$45,800	\$45,800
EXPENDITURE TOTALS			\$290,023	\$284,720	\$331,020	\$328,687

ALIGNMENT to STRATEGIC PLAN

County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization

- The Treasurer’s primary goal is to provide excellent public service including financial management as well as easy access to public information.
- The Treasurer’s office includes an area for public access to our records.

County Board Goal 2 – Champaign County maintains high quality public facilities and highways and provides a safe rural transportation system and infrastructure

- The Treasurer’s office is accessible for all citizens of Champaign County.

INVESTMENT OF FUNDS

All funds brought to the Treasurer’s office will be receipted into the accounting system and deposited into the bank in a timely manner. Idle cash will be invested for county departments in bank accounts, term investments, and state investment pools. Bond proceeds will be invested with allowance for payments of scheduled liabilities. All investments will be made following the objectives of Safety, Liquidity and Yield, in that order.

OBJECTIVES

1. Receipt all money into the accounting system
2. Deposit all receipted money in the bank
3. Invest funds according to safety, liquidity and yield principles
4. Maintain enough liquid assets to pay obligations

PERFORMANCE INDICATORS

Indicator	FY2019 Actual	FY2020 Projected	FY2021 Budgeted
Investment interest, all funds	\$13,851	\$10,000	\$10,000
Number of cash receipts entered	7,200	7,440	7680
Number of annual debt service payments	10	8	8
Number of Treasurer’s bank accounts	22	31	31
Number of County funds	60	62	62

DESCRIPTION – REAL ESTATE TAX COLLECTION

The Treasurer’s office will bill, collect, and invest real estate tax payments and distribute collections plus interest earnings, to the 125 taxing districts in Champaign County according to statute. All forms of payment will be reconciled. Accurate records of collections and disbursements will be maintained. All distributions will be reconciled monthly prior to disbursement during tax season.

OBJECTIVES

1. Distribute tax money
2. Reconcile and post all payments
3. Collect all late interest due
4. Reconcile all collector bank statements

PERFORMANCE INDICATORS

Indicator	FY2019 Actual	FY2020 Projected	FY2021 Budgeted
Amount of tax money distributed	\$372,505,388.76	\$387,792,540.95	\$397,000,000
Overall collection percentage	99.92%	99.95%	99.95%
Amount of late charges collected	\$708,928	\$700,000	\$700,000
Number of bills sent	77,442	78,949	80,456
Number of tax distributions	8	8	8
Number of bank reconciliations per month	30	30	30
Number of automatic withdrawal transactions	3,328	3,523	3,723

TREASURER WORKING CASH

Fund 610-026

The Working Cash Fund was established by statute (55 ILCS 5/6-29004). It provides real estate tax supported county funds a borrowing opportunity under specific statutory conditions.

BUDGET HIGHLIGHTS

The Working Cash Fund has not been used in many years. The total dollar amount could help the General Fund or a real estate tax supported Special Tax Fund deal with a small cash flow problem but is not big enough to have a major impact.

FINANCIAL

Fund 610 Dept 026			2019 Actual	2020 Original	2020 Projected	2021 Budget
361	10	INVESTMENT INTEREST	\$6,627	\$10,000	\$4,000	\$10,000
		MISCELLANEOUS	\$6,627	\$10,000	\$4,000	\$10,000
		REVENUE TOTALS	\$6,627	\$10,000	\$4,000	\$10,000
571	80	TO GENERAL CORP FUND 080	\$6,627	\$10,000	\$4,000	\$10,000
		INTERFUND EXPENDITURE	\$6,627	\$10,000	\$4,000	\$10,000
		EXPENDITURE TOTALS	\$6,627	\$10,000	\$4,000	\$10,000

FUND BALANCE

FY2019 Actual	FY2020 Projected	FY2021 Budgeted
\$377,714	377,714	\$377,714

The Fund Balance Goal of \$377,714 remains constant. Interest earnings, the only revenue, is transferred annually to the General Fund.

DESCRIPTION

The Working Cash Fund is a borrowing source for tax supported County funds. It must be reimbursed through property tax collections. It requires a county board resolution to borrow.

OBJECTIVES

The most important objective is to keep the fund liquid for possible use by a qualifying fund.

TREASURER TAX SALE AUTOMATION

Fund 619-026

The Tax Sale Automation Fund was established by statute (35 ILCS 200/21-245) to provide for the tax automation needs of the County Treasurer in the operation and development of the tax collection system. The main source of revenue is a \$10 fee for every tax sale item.

BUDGET HIGHLIGHTS

Fund used to purchase office technology. Computer replacement is scheduled for FY2023. In FY2020 and FY2021, expenditures for the real estate tax billing process, tax sale, mail service and the lock box collection expenses were moved to the General Fund due to the Treasurer Tax Sale Automation fund balance being depleted in FY2019.

FINANCIAL

Fund 619 Dept 026			2019	2020	2020	2021
			Actual	Original	Projected	Budget
341	34	TAX SEARCH & TAX LISTS	\$1,100	\$1,700	\$1,600	\$1,600
341	45	ADMINISTRATIVE FEES	\$2,275	\$6,500	\$5,000	\$5,000
341	52	TAX SALE FEE	\$12,398	\$18,500	\$19,000	\$19,000
		FEES AND FINES	\$15,773	\$26,700	\$25,600	\$25,600
361	10	INVESTMENT INTEREST	\$430	\$600	\$10	\$100
		MISCELLANEOUS	\$430	\$600	\$10	\$100
REVENUE TOTALS			\$16,203	\$27,300	\$25,610	\$25,700
511	5	TEMP. SALARIES & WAGES	\$21,767	\$8,500	\$8,500	\$8,500
513	1	SOCIAL SECURITY-EMPLOYER	\$1,665	\$651	\$651	\$651
513	4	WORKERS' COMPENSATION INS	\$141	\$36	\$36	\$36
513	5	UNEMPLOYMENT INSURANCE	\$384	\$233	\$233	\$233
		PERSONNEL	\$23,957	\$9,420	\$9,420	\$9,420
522	2	OFFICE SUPPLIES	\$1,023	\$3,000	\$3,000	\$3,000
522	44	EQUIPMENT LESS THAN \$5000	\$2,099	\$5,000	\$5,000	\$5,000
		COMMODITIES	\$3,122	\$8,000	\$8,000	\$8,000
533	7	PROFESSIONAL SERVICES	\$22,776	\$20,000	\$0	\$0
533	12	JOB-REQUIRED TRAVEL EXP	\$94	\$300	\$300	\$300
533	95	CONFERENCES & TRAINING	\$1,179	\$1,000	\$1,000	\$1,000
		SERVICES	\$24,049	\$21,300	\$1,300	\$1,300
544	33	OFFICE EQUIPMENT & FURNIS	\$0	\$5,000	\$0	\$0
		CAPITAL	\$0	\$5,000	\$0	\$0
EXPENDITURE TOTALS			\$51,128	\$43,720	\$18,720	\$18,720

FUND BALANCE

FY2019 Actual	FY2020 Projected	FY2021 Budgeted
(\$693)	\$6,197	\$13,177

Expenditures are budgeted on a sufficient level to provide flexibility during the fiscal year.

DESCRIPTION

The revenues collected in this fund are used to reduce demands on the Treasurer’s General Corporate Fund budget. All commodities and services that are allowed by law, are purchased from this fund. Purchases from this fund include computer and technology needs for the office; hiring part-time staffing during the collection season; paying for the Lock Box bank contract; and costs of the real estate tax billing system.

OBJECTIVES

The goal every year is to conduct the annual tax sale in a legal, fair, efficient, and transparent manner. The fund’s resources are to be used to offset as much of the burden on the General Corporate Fund as possible.

PERFORMANCE INDICATORS

Indicator	FY2019 Actual	FY2020 Projected	FY2021 Budgeted
Number of Parcels Sold at Tax Sale	938	1,000	1,000
Number of Registered Tax Buyers	40	30	30
Tax Sale Winning Bid Rate (Weighted Average)	4.91%	4.00%	4.00%

TREASURER PROPERTY TAX INTEREST FEE

Fund 627-026

The Property Tax Interest Fee Fund was established by statute (35 ILCS 200/21-330) to allow for interest to be paid pursuant to a court ordered refund of a tax sale item sold in error. The law allows for any accumulated funds above \$100,000 to be deposited into the General Corporate Fund annually.

BUDGET HIGHLIGHTS

This fund has been stable source of income to the General Corporate Fund. Its annual revenues depend on the number of tax sale items (\$60 per tax sale property).

FINANCIAL

Fund 627 Dept 026			2019 Actual	2020 Original	2020 Projected	2021 Budget
341	52	TAX SALE FEE	\$44,880	\$105,000	\$55,000	\$55,000
		FEES AND FINES	\$44,880	\$105,000	\$55,000	\$55,000
361	10	INVESTMENT INTEREST	\$1,687	\$2,000	\$1,000	\$1,000
		MISCELLANEOUS	\$1,687	\$2,000	\$1,000	\$1,000
REVENUE TOTALS			\$46,567	\$107,000	\$56,000	\$56,000
571	80	TO GENERAL CORP FUND 080	\$47,167	\$107,000	\$56,000	\$56,000
		INTERFUND EXPENDITURE	\$47,167	\$107,000	\$56,000	\$56,000
EXPENDITURE TOTALS			\$47,167	\$107,000	\$56,000	\$56,000

FUND BALANCE

FY2019 Actual	FY2020 Projected	FY2021 Budgeted
\$100,000	\$100,000	\$100,000

The Fund Balance Goal is \$100,000.

DESCRIPTION

The fee of \$60 per tax sale item is deposited in this fund. By state law when the fund achieves a balance in excess of \$100,000, any money above that is transferred annually to the General Corporate Fund.

OBJECTIVES

To provide a stable revenue source for the General Corp fund.