

Tuesday, August 11,2020

Chairman Rosales and members of the County Board:

As I mentioned to you at your June meeting, the Treasurer's Office has been extremely busy with the Tax Cycle, posting a large volume of payments, and addressing other difficult issues. Posting payments is very time-consuming. We must use three different systems (Collector banks, DEVNET, Govtech) to import tax payments into our system. I am creating an easy way to process the collector payments using electronic files which will create efficiencies and reduce errors. We attend to other daily finance activities in addition to the Tax Cycle, which is made difficult by the fact that we are short-staffed. I am interviewing applicants for an Account Clerk position, but the union requires that we only pay \$15/hour, which is less than the unemployment supplement being paid by the federal government, As the County Treasurer, I need to train my staff, take care of my daily correspondence, and attend meetings. Every day, I correct errors left by the previous administration and work to solve the issues I inherited. The focus of my office is to finish processing payments to be ready for the next distribution, since the first, second and third have been completed. Additionally, we handle a large volume of phone calls every day.

We cannot concentrate solely on bank reconciliations since our principal focus is on the collector side. We are processing payments from the second installment and fixing errors attributable to duplicate ACH payments. The demands of this situation have made it impossible for us to devote the necessary resources to bank reconciliations. The new hire will work exclusively in this area. In addition, I have hired a full-time temporary employee who is devoted to 2019 bank reconciliations with the assistance of a member of the Auditing Department staff. The status of the 2019 bank reconciliations is as follows:

Completed:

- RPC Account No. 12084 at Busey bank
- RPC USDA Loan Fund 4000462248, at Busey bank
- CC Treasurer - RPC PIPP
- Combined Highway Account No. 8623739, at Prospect Bank
- Flexible Spending Acct 11520370
- Workers comp #2 400406641
- CD 8025860
- COD 8024786
- COD 80205017
- COD 80205053

In process

- Payroll Account 9945189 at Busey Bank
- General Corporate Account 70608385 at First Financial Bank

We have finished 40% of the 2019 bank reconciliations on the Treasurer side (12 out of 31 accounts). All 34 accounts on the collector side remain to be completed. We have spent \$4,468.08 of the extra staffing appropriation; only \$1,042.35 remains. We estimate that we will complete the 2019 bank reconciliations within the next two months.

I have been working with Bill Simmering, who has created an option in AS400 for bank reconciliations. This new feature gives us the information we need to work faster and more efficiently, and to provide accurate information. This will also greatly enhance the speed and accuracy of bank reconciliations.

Over the last four months working as the treasurer has been challenging. I am facing many fundamental issues while trying to improve efficiency, productivity, and to develop faster procedures. My staff and I don't have the time to concentrate on 2020 bank reconciliations since our priority must be the collector side. I need an additional appropriation to hire a new person to work on 2020 bank reconciliations.