Freedom of Information/Public Records Act Listing of Available Documents for Champaign County Treasurer’s Office

Billing/Collection:
1. Real Estate
   (a) Stubs
   (b) Prior Years’ Tax
   (c) Bank/Mortgage Company Tapes
   (d) Mortgage Companies/Tax Services
   (e) Internet/Phone Payments
2. Mobile Homes
   (a) Stubs
   (b) Prior Years’ Tax
   (c) Secretary of State Tax Certification
3. Real Estate Advance Payment
   (a) Records – By Permanent Number or Alphabetically
   (b) Refund of Overpayment
   (c) Stubs/Outstanding Amount Due
4. Special Drainage
   (a) Stubs
   (b) Records of Payments Made
   (c) Attorney/Commissioner Contact Information
5. Certified Notices
   (a) Registered Numbers
   (b) Returned Notices

Tax Sale:
1. Registration
   (a) Forms
   (b) Letters of Credit
   (c) Buyer Numbers
2. Lists
   (a) Real Estate
   (b) Mobile Home
3. Trustee
   (a) Name, Phone Number, & Address
4. Sales in Error

Daily Deposits:
1. Reports
   (a) In-House Real Estate Collections
   (b) Bank Tape Real Estate Collections
   (c) Mobile Home Collections
   (d) Interest/Penalties
   (e) Collector Receipts
   (f) Treasurer Receipts
   (g) Real Estate Abbreviated Township Totals
   (h) Real Estate Daily Totals
   (i) Payments Made By Credit Card
2. Cash Receipts
   (a) Treasurer
   (b) Collector

Certificate of Error/Omitted:
1. Property Tax Appeal Board
   (a) Current
2. Prior Years
   (a) Copies of Checks
   (b) Refund Records with Interest Breakdown
3. Refunds
   (a) Copies of Checks
   (b) Records
4. Mobile Homes
   (a) Records

Duplicate Payments:
1. Records
   (a) Refunds
   (b) Copies of Checks
Transfers of Overpayment:
1. Real Estate
   (a) Copies of Checks
   (b) Copies of Cash Receipts
2. Mobile Home
   (a) Copies of Checks
   (b) Copies of Cash Receipts

Real Estate Tax Deferrals:
1. Registration
   (a) Copy of Insurance Form
2. Billing/Payoff

Bankruptcy:
1. Notices from State
2. Payments Receipts

Drainage Districts:
1. Accounts
   (a) Balances
   (b) Vouchers
   (c) Certificate of Deposits
2. Information
   (a) Commissioners’ Phone Numbers
   (b) Commissioners’ Addresses
   (c) Attorneys’ Phone Numbers
   (d) Attorneys’ Addresses
   (e) Court Orders for Special Assessments
   (f) Annual Treasurer’s Billing
   (g) Annual Account Summary

Condemnations:
1. Court Orders
   (a) Order for Deposit
   (b) Order for Withdrawal
2. Records
   (a) Copies of Checks
   (b) Copies of Cash Receipts

Hotel/Motel Tax:
1. Monthly Tax Return Computation
   (a) Copies of Checks
   (b) Monthly Report

Bank Reconciliations:
1. Collector Statements
   (a) Copies of Collector Checks
   (b) Copies of Collector Interest Cash Receipts
   (c) Copies of Reconciliation Reports
   (d) Copies of Letters for Stale Dated Checks
2. Treasurer’s Statements
   (a) Investments
   (b) Copies of Treasurer Checks
3. Drainage District Statements
   (a) Copies of Reconciliation Reports
4. Certificates of Deposit
5. Drainage District Certificates of Deposit

Publications:
1. Real Estate Delinquencies

Treasurer & Collector Reports:
1. Annual Reports
2. Monthly Reports
   (a) Portfolio Management Summary
   (b) Outstanding Investments
   (c) General Corporate Revenue Report
   (d) Investments Monthly Activity
   (e) Revenue Records
   (f) Motor Fuels Funds
   (g) Office Budget
   (h) Collateral Reports
   (i) Bond Proceeds
   (j) Bank Reconciliations
3. Weekly Reports
4. Daily Reports
   (a) Excess Fund Worksheets
   (b) Investments Bid Worksheets
   (c) Daily Checkout
   (d) Daily Cash Count

Investment Policy