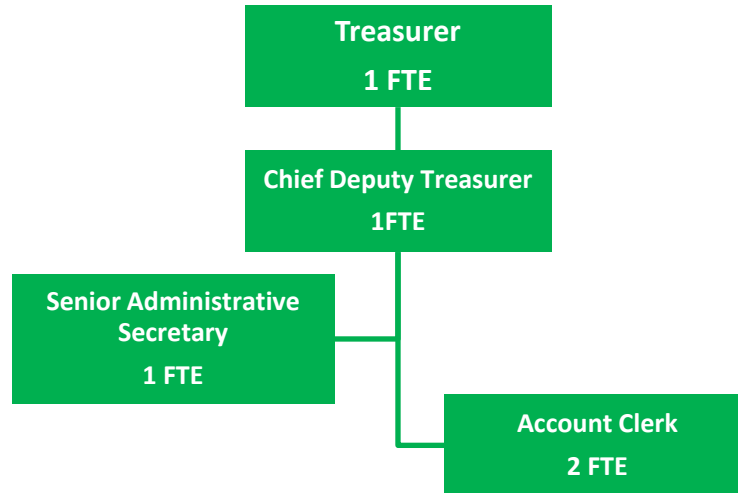


**TREASURER**  
**Fund 080-026**



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***

Due to a depleted fund balance in Fund 619, automation expenditures will be paid from the General Fund in FY2020, FY2021 and FY2022, with an expected increase in the cost of payment processing services provided by Firstech due to additional assistance with the collector banks. Additionally, outdated and undermaintained equipment within the Treasurer’s office warrant purchase prior to the IT refresh in FY2023. The four units used for customer transaction processing are recycled equipment running software up to ten years old. As a result, the slow speeds create backlogs in providing adequate customer service. Additionally, the decades-old sealer and money counter are no longer able to be repaired to assist with processing mobile home tax bills and expediting money counting, respectively. Finally, the training gaps for the personnel within the office warrant increased funding for travel to conferences and training geared to improving processes and modeling of exceptional offices. The requested funding is \$2000 which is requested separately from the conference and training costs requested annually in 619.

**FINANCIAL**

Fund 080 Dept 026			2020	2021	2021	2022
			Actual	Original	Projected	Budget
319	10	INTEREST-DELINQUENT TAXES	\$934,860	\$700,000	\$600,000	\$650,000
319	11	COSTS - DELINQUENT TAXES	\$1,290	\$25,000	\$20,000	\$20,000
		PROPERTY TAXES	\$936,150	\$725,000	\$620,000	\$670,000
332	38	CURE PROGRAM	\$227	\$0	\$0	\$0
335	71	STATE REV-SALARY STIPENDS	\$5,825	\$6,500	\$6,500	\$6,500
337	21	LOCAL GOVT REIMBURSEMENT	\$2,149	\$10,000	\$6,442	\$7,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$8,201	\$16,500	\$12,942	\$14,000
361	10	INVESTMENT INTEREST	\$720	\$10,000	\$3,900	\$7,000
		MISCELLANEOUS	\$720	\$10,000	\$3,900	\$7,000
<b>REVENUE TOTALS</b>			<b>\$945,071</b>	<b>\$751,500</b>	<b>\$636,842</b>	<b>\$691,000</b>
511	1	ELECTED OFFICIAL SALARY	\$88,261	\$95,816	\$95,877	\$97,569
511	3	REG. FULL-TIME EMPLOYEES	\$167,595	\$172,691	\$178,880	\$179,873
511	5	TEMP. SALARIES & WAGES	\$11,767	\$0	\$0	\$0
511	40	STATE-PAID SALARY STIPEND	\$5,825	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$273,448	\$275,007	\$281,257	\$283,942
522	1	STATIONERY & PRINTING	\$5,825	\$6,182	\$5,200	\$5,200
522	2	OFFICE SUPPLIES	\$3,286	\$1,278	\$500	\$500
522	6	POSTAGE, UPS, FED EXPRESS	\$364	\$420	\$560	\$560
		COMMODITIES	\$9,475	\$7,880	\$6,260	\$6,260
533	7	PROFESSIONAL SERVICES	\$29,127	\$40,000	\$0	\$41,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$0	\$0	\$2,000
533	29	COMPUTER/INF TCH SERVICES	\$281	\$0	\$337	\$0
533	70	LEGAL NOTICES,ADVERTISING	\$1,750	\$3,500	\$3,500	\$3,500
533	93	DUES AND LICENSES	\$500	\$800	\$550	\$750
534	37	FINANCE CHARGES,BANK FEES	\$7	\$1,500	\$750	\$1,500
		SERVICES	\$31,665	\$45,800	\$5,137	\$48,750
<b>EXPENDITURE TOTALS</b>			<b>\$314,588</b>	<b>\$328,687</b>	<b>\$292,654</b>	<b>\$338,952</b>

**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**

<b>Indicator</b>	<b>FY2020 Actual</b>	<b>FY2021 Projected</b>	<b>FY2022 Budgeted</b>
Investment interest, all funds	\$719	\$10,000	\$10,000
Number of cash receipts entered	6,210	7,440	7680
Number of annual debt service payments	8	8	8
Number of Treasurer’s bank accounts	31	31	31
Number of County funds	62	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**

<b>Indicator</b>	<b>FY2020 Actual</b>	<b>FY2021 Projected</b>	<b>FY2022 Budgeted</b>
Amount of tax money distributed	\$372,525,832.03	\$402,730,136.68	\$407,000,000
Overall collection percentage	99.95%	99.95%	99.95%
Amount of late charges collected	\$875,397.67	\$600,000	\$650,000
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	3,120	3,823	4,223

# 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			2020 Actual	2021 Original	2021 Projected	2022 Budget
361	10	INVESTMENT INTEREST	\$1,016	\$10,000	\$1,000	\$7,000
		MISCELLANEOUS	\$1,016	\$10,000	\$1,000	\$7,000
		<b>REVENUE TOTALS</b>	<b>\$1,016</b>	<b>\$10,000</b>	<b>\$1,000</b>	<b>\$7,000</b>
571	80	TO GENERAL CORP FUND 080	\$1,016	\$10,000	\$314	\$7,000
		INTERFUND EXPENDITURE	\$1,016	\$10,000	\$314	\$7,000
		<b>EXPENDITURE TOTALS</b>	<b>\$1,016</b>	<b>\$10,000</b>	<b>\$314</b>	<b>\$7,000</b>

### **FUND BALANCE**

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$377,028	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, but outdated processing units and maintenance issues led a request to expedite the refresh. A refresh of the employee terminals took place in 2018, however the customer service terminals are all recycled units which are over a decade old. Administrative Services is budgeting for the replacement equipment (sealer, money counter, and processing units) in the General Fund to avoid further work processing delays. 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			2020	2021	2021	2022
			Actual	Original	Projected	Budget
341	34	TAX SEARCH & TAX LISTS	\$800	\$1,600	\$0	\$1,000
341	45	ADMINISTRATIVE FEES	\$2,305	\$5,000	\$2,500	\$4,000
341	52	TAX SALE FEE	\$13,129	\$19,000	\$14,000	\$15,000
		FEES AND FINES	\$16,234	\$25,600	\$16,500	\$20,000
361	10	INVESTMENT INTEREST	\$5	\$100	\$200	\$200
369	90	OTHER MISC. REVENUE	\$0	\$0	\$100	\$0
		MISCELLANEOUS	\$5	\$100	\$300	\$200
<b>REVENUE TOTALS</b>			<b>\$16,239</b>	<b>\$25,700</b>	<b>\$16,800</b>	<b>\$20,200</b>
511	5	TEMP. SALARIES & WAGES	\$7,252	\$8,500	\$5,000	\$7,500
513	1	SOCIAL SECURITY-EMPLOYER	\$555	\$651	\$500	\$574
513	4	WORKERS' COMPENSATION INS	\$46	\$36	\$50	\$50
513	5	UNEMPLOYMENT INSURANCE	\$138	\$233	\$200	\$200
		PERSONNEL	\$7,991	\$9,420	\$5,750	\$8,324
522	2	OFFICE SUPPLIES	\$0	\$3,000	\$1,100	\$1,100
522	44	EQUIPMENT LESS THAN \$5000	\$0	\$5,000	\$0	\$0
		COMMODITIES	\$0	\$8,000	\$1,100	\$1,100
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$300	\$0	\$0
533	95	CONFERENCES & TRAINING	\$397	\$1,000	\$2,000	\$2,000
		SERVICES	\$397	\$1,300	\$2,000	\$2,000
<b>EXPENDITURE TOTALS</b>			<b>\$8,388</b>	<b>\$18,720</b>	<b>\$8,850</b>	<b>\$11,424</b>

**FUND BALANCE**

<b>FY2020 Actual</b>	<b>FY2021 Projected</b>	<b>FY2022 Budgeted</b>
\$7,095	\$15,045	\$23,821

The fund balance needs restored to allow for department computer purchases scheduled in FY2023, and ultimately payment for services that have been temporarily moved to the General Fund. Increases in fund balance are attributed to the temporary shifting of costs to the General Fund in order to allow the reserve in this fund to grow.

**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**

<b>Indicator</b>	<b>FY2020Actual</b>	<b>FY2021Projected</b>	<b>FY2022Budgeted</b>
Number of Parcels Sold at Tax Sale	870	950	1,000
Number of Registered Tax Buyers	29	35	40
Tax Sale Winning Bid Rate (Weighted Average)	3.24%	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			2020 Actual	2021 Original	2021 Projected	2022 Budget
341	52	TAX SALE FEE	\$51,840	\$55,000	\$55,000	\$55,000
		FEES AND FINES	\$51,840	\$55,000	\$55,000	\$55,000
361	10	INVESTMENT INTEREST	\$2,185	\$1,000	\$2,000	\$2,000
		MISCELLANEOUS	\$2,185	\$1,000	\$2,000	\$2,000
<b>REVENUE TOTALS</b>			<b>\$54,025</b>	<b>\$56,000</b>	<b>\$57,000</b>	<b>\$57,000</b>
571	80	TO GENERAL CORP FUND 080	\$51,938	\$56,000	\$57,000	\$57,000
		INTERFUND EXPENDITURE	\$51,938	\$56,000	\$57,000	\$57,000
<b>EXPENDITURE TOTALS</b>			<b>\$51,938</b>	<b>\$56,000</b>	<b>\$57,000</b>	<b>\$57,000</b>

### FUND BALANCE

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$103,590	\$103,590	\$103,590

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.