

# QUICKBOOKS DESKTOP BASICS FOR TOWNSHIPS

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Redman Accounting Solutions LLC  
redman.cpa

Slides available for download here: <https://redman.cpa/toi-qb-2022-08>

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## ABOUT ME

- CPA
- Former auditor of Townships and other local government units
- Former Finance Director of multi-million dollar NonProfit with 400 employees
- Certified Quickbooks Desktop ProAdvisor
- Certified Quickbooks Online Advanced Proadvisor
- President of Redman Accounting Solutions LLC est. 2017

### Where to find me:

redman.cpa

 @redmanaccountingsolutions

 @katieredmancpa

 @katieredmancpa

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# AUDIENCE POLL

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# LIVE DEMO: Reports Menu

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# Requirements for Scheduled Reports

<https://bit.ly/qbdscheduled>

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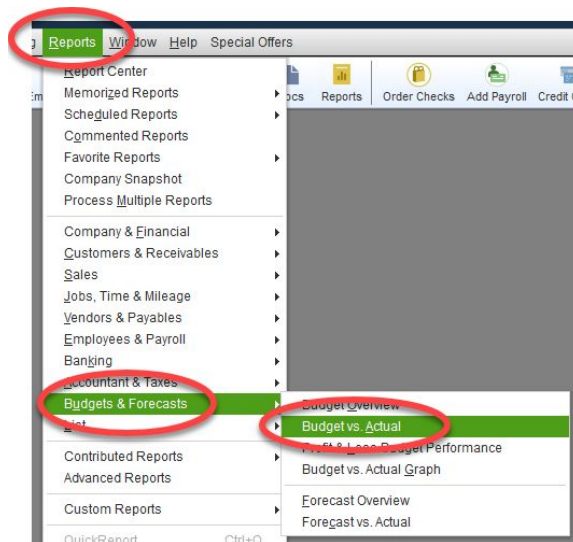
# LIVE DEMO: Customize Reports

6

# LIVE DEMO: Memorized Reports

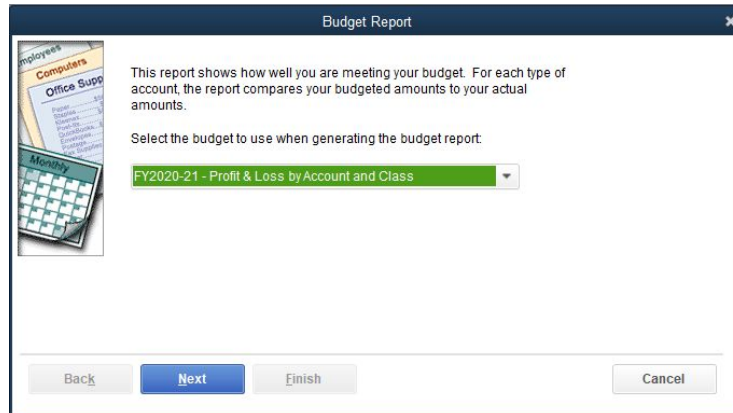
7

## Building a Budget vs Actual Report: Reports > Budgets & Forecasts > Budget vs Actual



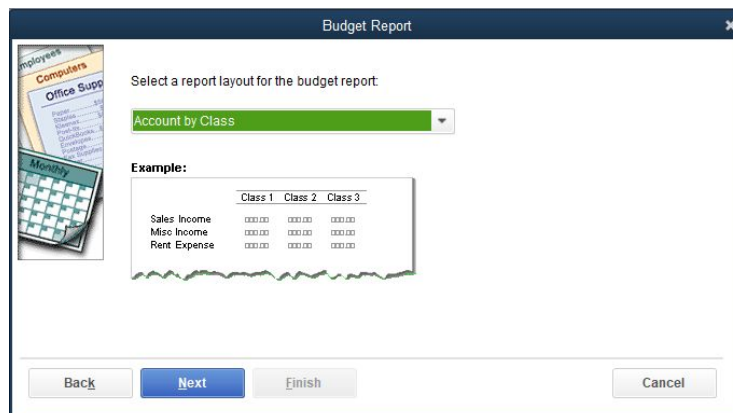
8

# Building a Budget vs Actual Report: Select the correct fiscal year budget



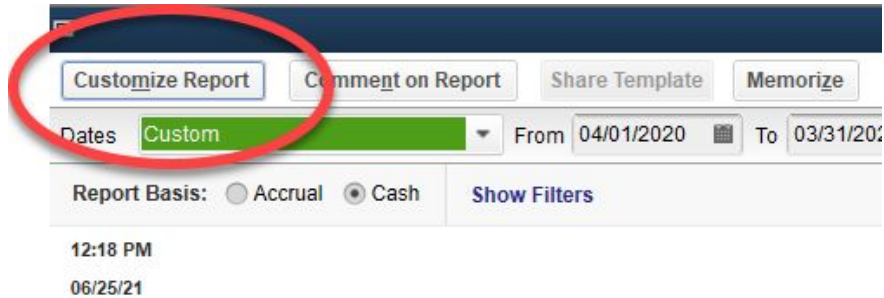
9

# Building a Budget vs Actual Report: Select Account by Class



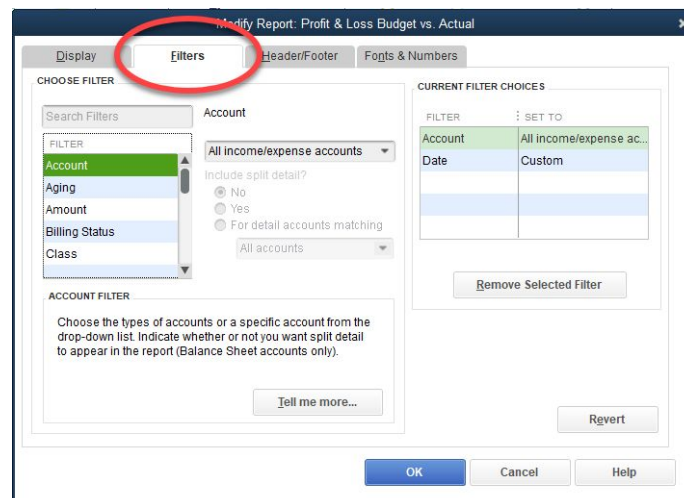
10

# Building a Budget vs Actual Report: Customize Report



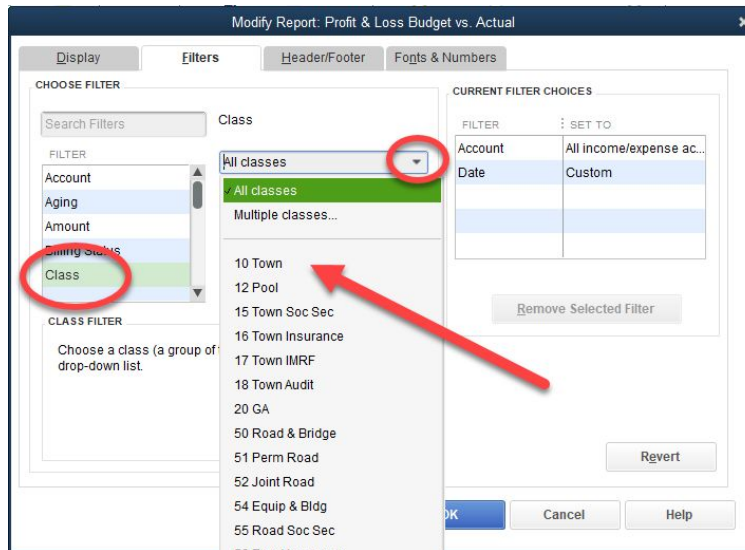
11

# Building a Budget vs Actual Report: Choose the Filters tab



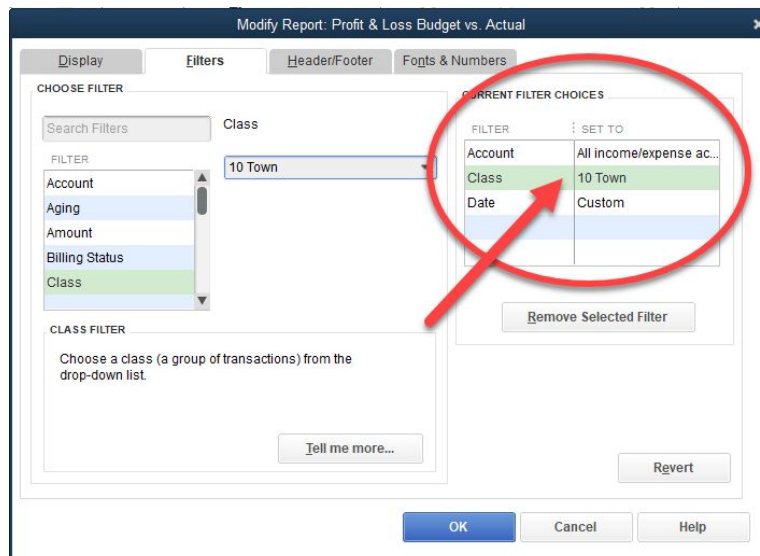
12

## Building a Budget vs Actual Report: Select Class Filter and choose fund



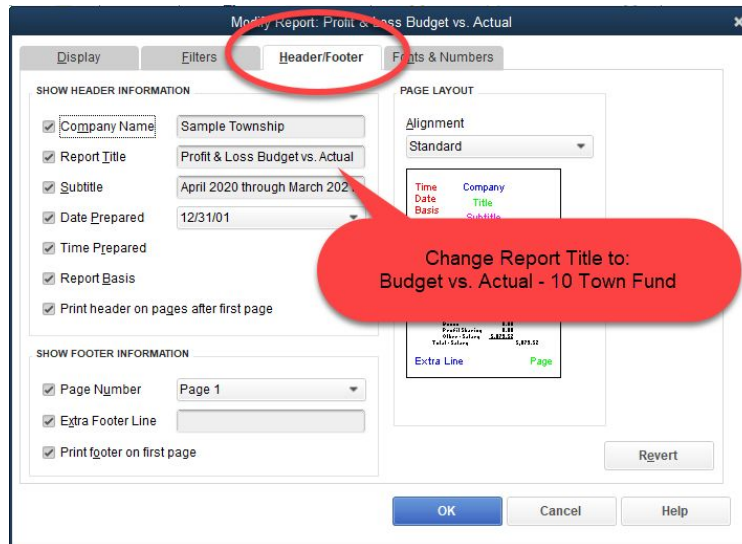
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## Building a Budget vs Actual Report: Applied filters shown on right



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## Building a Budget vs Actual Report: Edit Report Title on Header/Footer Tab



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## Building a Budget vs Actual Report: Check Print Layout

Print Preview

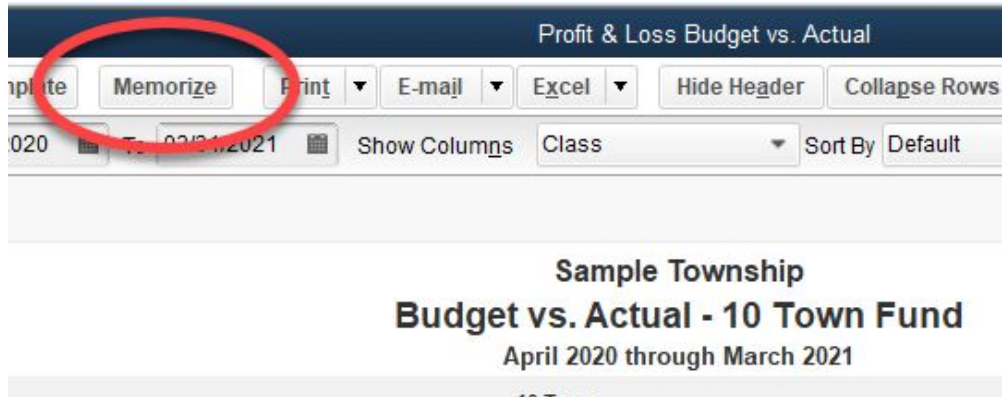
Make sure report is printing nice before memorizing.

Check page breaks & font size

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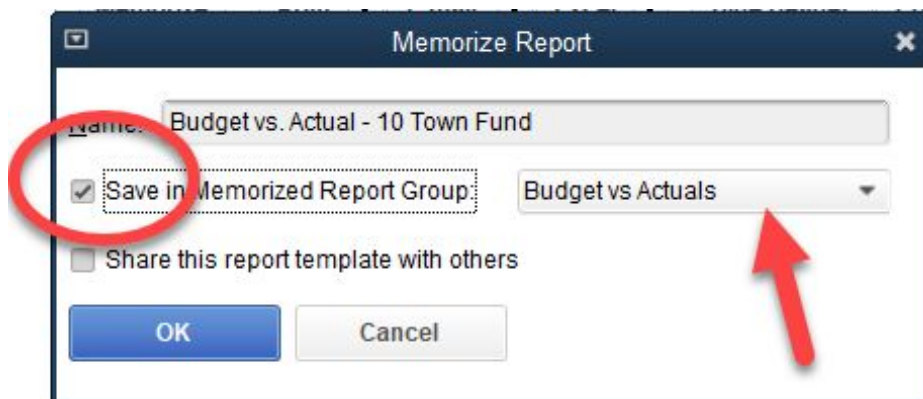


## Building a Budget vs Actual Report: Memorize Report



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## Building a Budget vs Actual Report: Memorize Report



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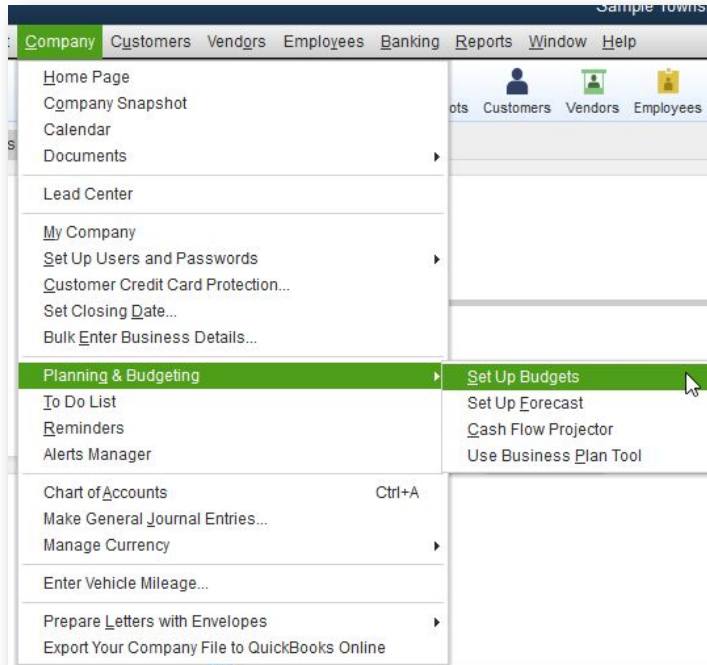
## **Building a Budget vs Actual Report: Create & Memorize Other Funds**

1. Open the first memorized report
2. Customize Report
3. Change Class filter to next Fund
4. Change Report Title
5. Memorize
6. NEW (Not Replace)

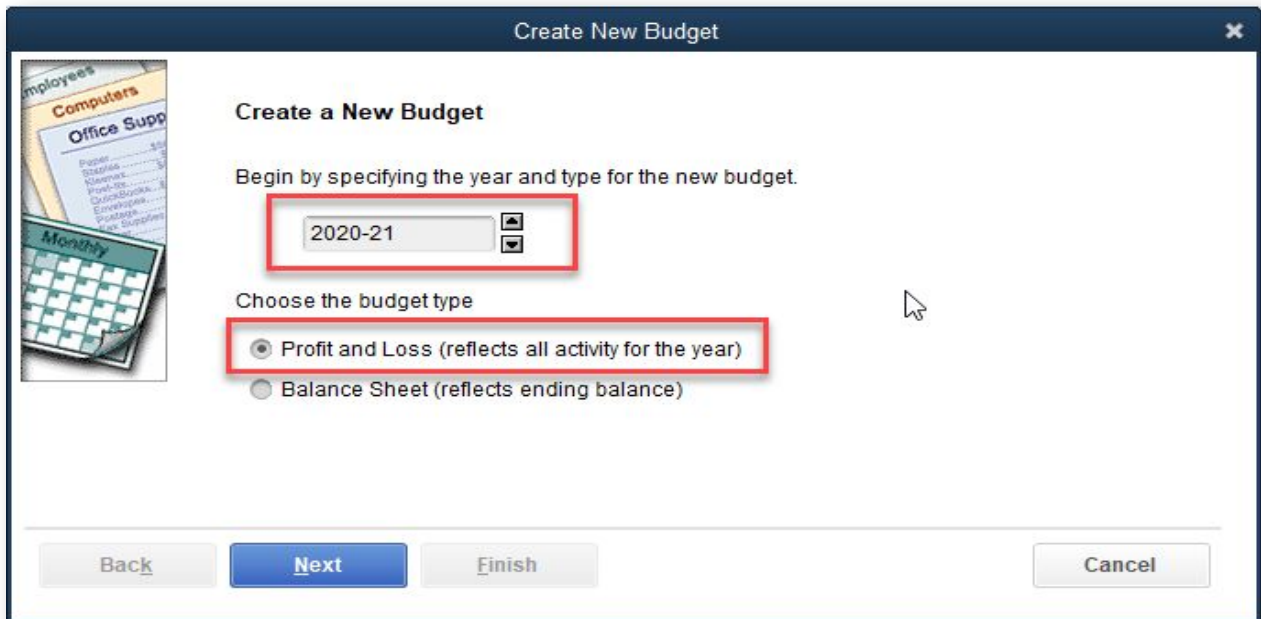
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# **LIVE DEMO: Entering Budget**

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### Create New Budget



#### Additional Profit and Loss Budget Criteria

No additional criteria  
 Customer.Job  
 **Class**

Back
Next
Finish
Cancel

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### Set Up Budgets

Budget: FY2020-21 - Profit & Loss by Account and Class

Current Class: 10 Town Fund

ACCOUNT	ANNUAL T...	APR20	MAY20	JUN20	JUL20	AUG20	SEP20	OCT20	NOV20	DEC20	JAN21	FEB21	MAR21
Property Taxes	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
10-Office Supplies	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
10-Utilities	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
10-Wages	5,000.00	5,000.00											
50-Road Supplies	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
50-Utilities													
50-Wages													
Payroll Expenses	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Copy Across
Adjust Row Amounts
Clear
Save
OK
Cancel
Help

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# PART 2: PAYROLL

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## Employee Documents

For every employee and elected official, you should have:

1. Federal W-4  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
2. IL-W-4  
<https://www2.illinois.gov/rev/forms/withholding/Documents/currentyear/il-w-4.pdf>
3. I-9 Employment Eligibility Verification  
<https://www.uscis.gov/i-9>
4. Direct Deposit Authorization (if using direct deposit)

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# Payroll Basics

## Employee's Paycheck & Taxes

## Employer's Taxes

Gross Pay	\$2,000		
Federal withholding (based on the employee's W-4)	\$300		
FICA: Social Security Tax (6.2%)	\$124	FICA: Social Security Tax (6.2%)	\$124
FICA: Medicare Tax (1.45%)	\$29	FICA: Medicare Tax (1.45%)	\$29
IL State withholding (based on the employee's IL-W-4)	\$99		
		IL Unemployment (rate varies)	\$152.50
Net Pay	\$1,448	Total Employer Taxes	\$305.50 <sup>27</sup>

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**Paid to IRS via EFTPS.gov (either semi-weekly or monthly)**

**Reported quarterly on form 941**

Net Pay

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Net Pay	\$1,448	Total	\$305.50

**Paid to IDOR via mytax.illinois.gov  
(either semi-weekly or monthly)**

**Reported quarterly on form IL-941**

# Payroll Basics

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**Paid to IDES Quarterly via  
mytax.illinois.gov**

**Reported quarterly or monthly on form  
UI-3/40**

**IL Unemployment (rate varies) \$152.50**

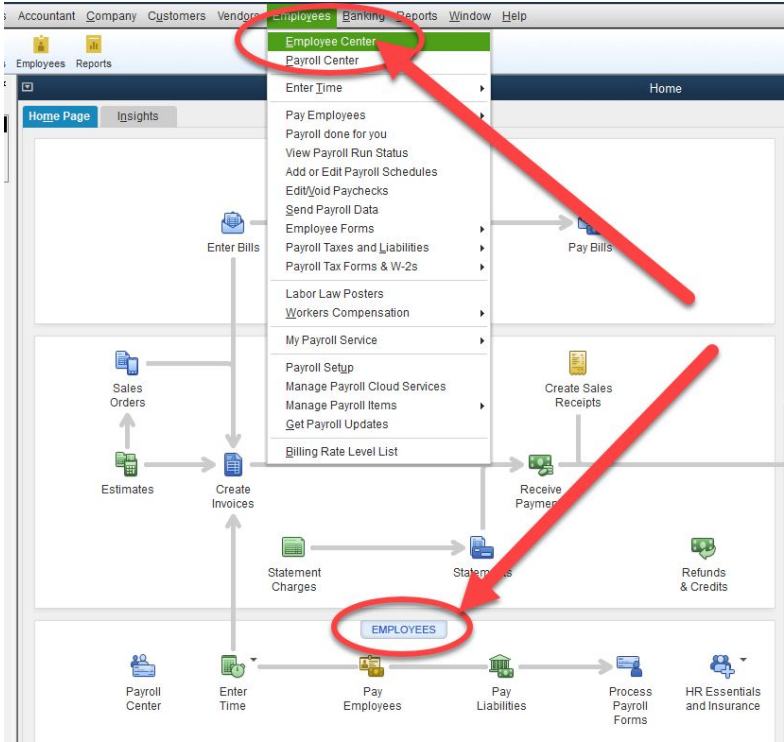
# LIVE DEMO: Payroll Item List

Payroll Item List						
ITEM NAME	TYPE	AMOUNT	TAX TRACKING	PAYABLE TO	EXPENSE ACCOUNT	LIABILITY ACCOUNT
Salary 10 Town	Yearly Salary		Compensation		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
OT 70 Perm	Hourly Wage		Compensation		ADMINISTRATION:PERSONNEL:700500 - 70-SALARIES	
Reg Hours 10 Town	Hourly Wage		Compensation		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
Reg Hours 102 Assessor	Hourly Wage		Compensation		ASSESSOR:PERSONNEL:102500 - 10-SALARIES - ASSES...	
Reg Hours 70 Perm	Hourly Wage		Compensation		ADMINISTRATION:PERSONNEL:700500 - 70-SALARIES	
101 Office Sal	Bonus	0.00	Compensation		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
102 Office Sal	Bonus	0.00	Compensation		ASSESSOR:PERSONNEL:102500 - 10-SALARIES - ASSES...	
700 Office Sal	Bonus	0.00	Compensation		ADMINISTRATION:PERSONNEL:700500 - 70-SALARIES	
Assessor Bonus	Bonus	0.00	Compensation		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
203 IMRF Pretax	Deduction	-4.5%	Fringe Benefits	ILL MUNICIPAL RETIR.		24000 - Payroll Liabilities:203 - IMRF Payable
IL Assessor Bonus FICA w/h	Deduction	0.00	None		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
IL Assessor Bonus Gross	Deduction	0.00	Fringe Benefits		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
IL Assessor Bonus IMRF w/h	Deduction	0.00	Compensation		ADMINISTRATION:PERSONNEL:101500 - 10-SALARIES	
Sec 125 Plan	Deduction	0.00	Prem Only 125		ADMINISTRATION:PERSONNEL:101510 - 10-HEALTH INSURANCE	
200 Federal Withholding	Federal Tax		Federal	INTERNAL REVEUE S...		24000 - Payroll Liabilities:EFTPS Liability:200 - Federal w/h
201.1 Social Security Company	Federal Tax	6.2%	Comp. Social Security	INTERNAL REVEUE S...	ADMINISTRATION:PERSONNEL:512 - SOC SEC/MEDICARE	24000 - Payroll Liabilities:EFTPS Liability:201.1 - Soc Sec - employer ...
201.2 Social Security Employee	Federal Tax	6.2%	SS Tax	INTERNAL REVEUE S...		24000 - Payroll Liabilities:EFTPS Liability:201.2 - Soc Sec - withheld
201.3 Medicare Company	Federal Tax	1.45%	Comp. Medicare	INTERNAL REVEUE S...	ADMINISTRATION:PERSONNEL:512 - SOC SEC/MEDICARE	24000 - Payroll Liabilities:EFTPS Liability:201.3 - Medicare employer ...
201.4 Medicare Employee	Federal Tax	1.45%	Medicare	INTERNAL REVEUE S...		24000 - Payroll Liabilities:EFTPS Liability:201.4 - Medicare withheld
202 IL - Withholding	State Withholding Tax		SWH	ILLINOIS DEPT OF RE...		24000 - Payroll Liabilities:202 - State w/h Payable
IL - Unemployment Company	State Unemployment Tax	0.0%	Comp. SUI	IL DIRECTOR OF EMP...	68000 - Payroll Expenses	24000 - Payroll Liabilities:212 - SUTA Payable
Direct Deposit	Direct Deposit		None			2110 - Direct Deposit Liabilities

Payroll Item | Activities | Reports |  Include Inactive



# LIVE DEMO: Employee Center



INFORMATION FOR **Bugs Bunny**

**Personal**

LEGAL NAME: Bugs M.I.: Bunny

PRINT ON CHECKS AS: Bugs Bunny

SOCIAL SECURITY NO.:

GENDER:

DATE OF BIRTH: 01/01/1945

MARITAL STATUS:

U.S. CITIZEN:

ETHNICITY:

DISABILITY: DISABLED

DISABILITY DESCRIPTION:

I-9 FORM: ON FILE

WORK AUTHORIZATION EXPIRES:

MILITARY: U.S. VETERAN

STATUS:

Employee is inactive

OK Cancel Help

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INFORMATION FOR **Bugs Bunny**

**Address & Contact**

HOME ADDRESS

ADDRESS: 123 Acme Ave

CITY: Looney Town

STATE: CA ZIP: 90210

MAIN PHONE: 217-867-5309 MAIN EMAIL: bugs.bunny@gmail.com

Work Phone: CC Email:

Mobile: Website:

Fax: Other 1:

EMERGENCY CONTACT INFO

CONTACT NAME	CONTACT PHONE	RELATION
Primary Contact		
Secondary Contact		

Employee is inactive

OK Cancel Help

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INFORMATION FOR **Bugs Bunny**

Personal  
 Address & Contact  
 Additional Info  
 **Payroll Info**  
 Employment Info

PAYROLL SCHEDULE: [Dropdown] ?  
 PAY FREQUENCY: **Biweekly**  
 CLASS: **10 Town**

EARNINGS		ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS		
ITEM NAME	HOURLY/ANNUAL RATE	ITEM NAME	AMOUNT	LIMIT

Employee is covered by a qualified pension plan

Employee is inactive

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Taxes for Bugs Bunny

Federal  
 State  
 Other

Form W-4: **2019 and Prior** ?  
 Filing Status: **Single**  
 Allowances: **0**  
 Extra Withholding: **0.00**

SUBJECT TO

- Medicare
- Social Security
- Advance Earned Income Credit
- Federal Unemployment Tax (Company Paid)

What if this employee is subject to Nonresident Alien Withholding?

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**Taxes for Bugs Bunny** ✕

**Federal** | **State** | **Other**

**STATE WORKED**

State:   SUI (Company Paid)

**STATE SUBJECT TO WITHHOLDING**

State:  Filing Status:

Allowances:  Extra Withholding:

**MISCELLANEOUS DATA (DEPENDS ON STATE SELECTED)**

Additional Allowances:

**PREVIOUS STATE DATA (FOR REFERENCE ONLY)**

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**Edit Employee** \_ □ ✕

INFORMATION FOR **Bugs Bunny**

| 
  | 
  | 
  |

**Employment** | Leave of Absence | Termination

**EMPLOYMENT DATES**

HIRE DATE:

ORIGINAL HIRE DATE:

ADJUSTED SERVICE DATE:

RELEASE DATE (LAST DATE ON PAYROLL):

**EMPLOYMENT DETAILS**

EMPLOYMENT TYPE:

FULL/PART TIME:

SEASONAL:

EXEMPT:

KEY EMPLOYEE:

**JOB DETAILS**

TITLE:

SUPERVISOR:

DEPARTMENT:

DESCRIPTION:

TARGET BONUS:

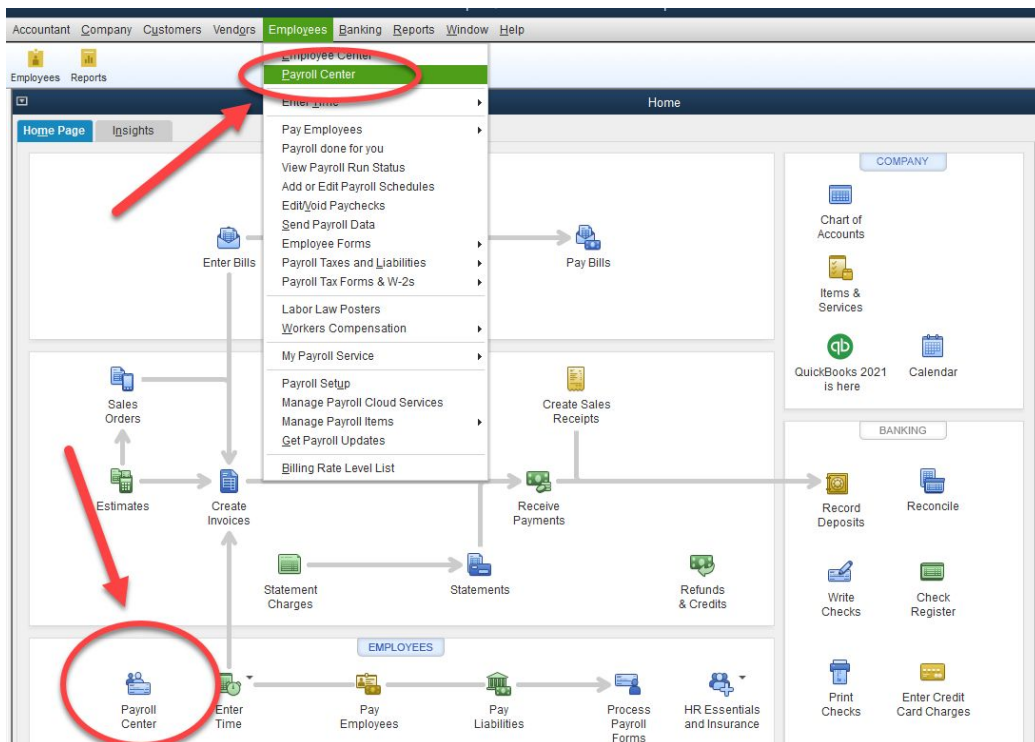
Employee is inactive

| 
  |

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# Payroll Center Overview

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Employee Center: Payroll Center (QuickBooks Enhanced Payroll)

My Payroll Center | Time Tracking | Payroll Updates | Payroll Items | Missing Forms | Payroll Setup | Preferences | Support | Help

Employees | Transactions | Payroll

Pay Employees | Pay Liabilities | File Forms

**Pay Taxes & Other Liabilities**

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
07/10/21	2 Weeks	204 IMRF Voluntary	Check	Jun 2021	1,612.45
07/10/21	2 Weeks	203 IMRF Pretax	Check	Jun 2021	1,170.40
07/29/21 9PM	4 Weeks	IL Unemployment Insurance	E-pay	Q2 2021	277.92

Set payment reminder | Total Selected Items: 0.00 | View/Pay

EMPLOYEES

Payroll Center | Enter Time | Pay Employees | Pay Liabilities | Process Payroll Forms | HR Essentials and Insurance

**Quick Guides**

- Payroll Tax Payments
- Electronic Payment
- Liability Management

**Other Activities**

- Manage Payment Methods
- Adjust Payroll Liabilities
- Change Payment Method
- Create Custom Payments
- Deposit a Tax Refund

**Reports**

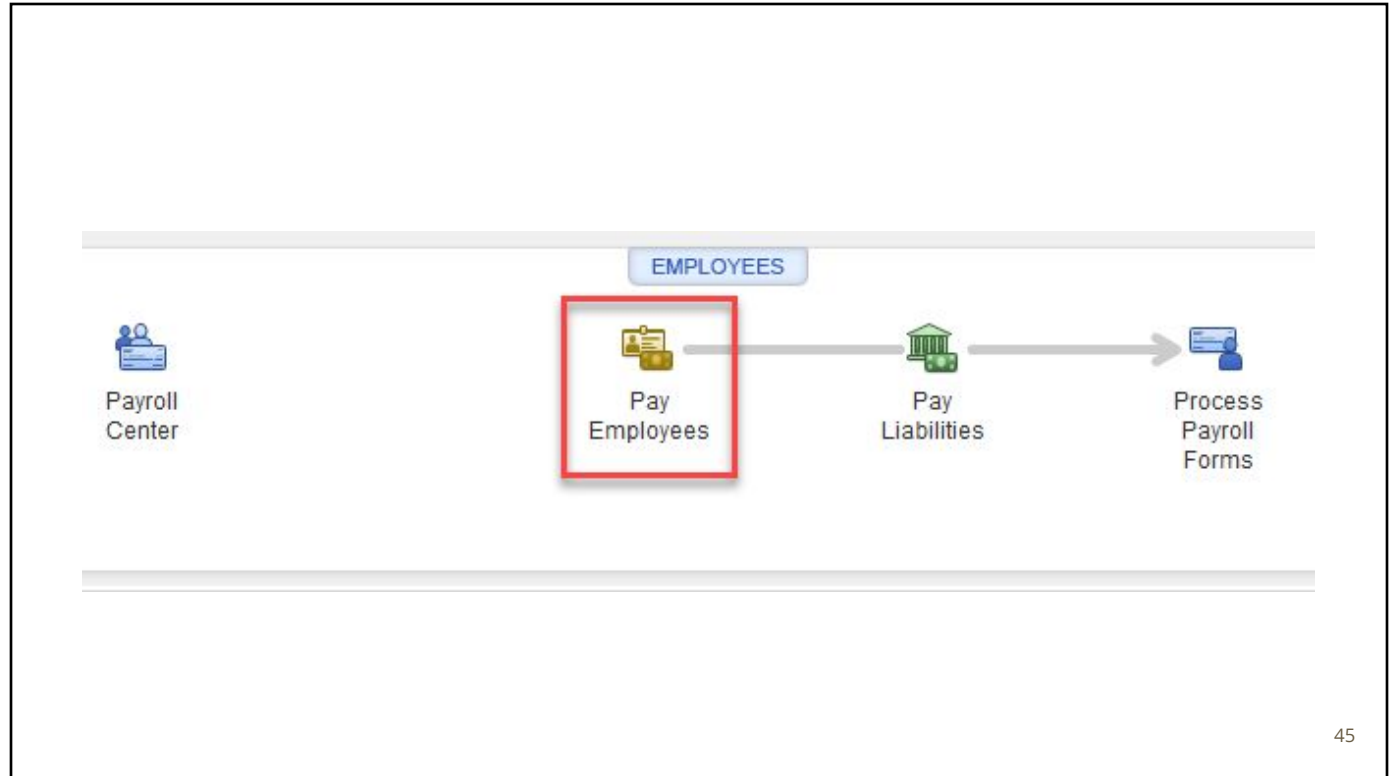
- Payroll Liability Balances
- Payroll Liability Accruals & Payments
- Report Center...

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# Creating Payroll Schedules

- Help you remember when to pay employees
- Reduce chances of dating errors
- Reduce chances of forgetting to pay someone

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The screenshot shows the "Create Paychecks" interface. At the top right, there is an information icon and the text: "Add a payroll schedule to same time. You'll see the". Below this is a table with three columns: "PROCESS PAYROLL BY", "STATUS", and "PAYRO". The table contains three empty rows. Below the table, there is a "Payroll Schedules" dropdown menu. The "New" option is selected and highlighted with a red box. Below the dropdown, there is a table with three columns: "ACTION", "STATUS", and "PAYRO". The first row in this table has the value "02/13/2020" under "ACTION", "Complete" under "STATUS", and "1" under "PAYRO".

Tell us how you'll be processing payroll using QuickBooks Desktop:

[How do I set up a payroll schedule?](#)

What do you want to name this payroll schedule? (e.g., "Weekly", "Biweekly", "Monthly", etc)

Biweekly

How often will you pay your employees on this schedule?

Biweekly (Every other week)

What is the pay period end date?

04/11/2020

What date should appear on paychecks for this pay period?

04/17/2020

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### Assign Payroll Schedule



Would you like QuickBooks Desktop to assign this payroll schedule to all of your employees with a Biweekly pay frequency?

Yes

No

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INFORMATION FOR [REDACTED]

**Personal**

**Address & Contact**

**Additional Info**

**Payroll Info**

**Employment Info**

**Workers' Comp**

PAYROLL\_SCHEDULE [REDACTED] ?

PAY FREQUENCY Monthly

CLASS 10 Town

**EARNINGS**

ITEM NAME	HOURLY/ANNUAL RATE	ADDITIONAL

# Pay Employees

Employee Center: Payroll Center (QuickBooks Enhanced Payroll)

My Payroll Service | Payroll Updates | Payroll Items | Hiring Forms | Payroll Setup | Preferences | Support | Help

Employees | Transactions | Payroll

SUBSCRIPTION STATUSES

- Enhanced Payroll Manage Account
- Direct Deposit Verify Bank Account
- Free Payroll Support

**Paycheck Protection Program loan applications ending soon**

New PPP rules offer flexibility for loan forgiveness. Apply for a PPP loan within QuickBooks Capital while you still can.

[Apply Now](#)

Apply by June 30 to increase your chances of getting a loan.

To apply on your own, view your PPP Average Monthly Payroll Cost Report [View Report](#)

Pay Employees | Pay Liabilities | File Forms

**Create Paychecks** ⓘ Add a payroll schedule to pay a group of employees at the same time. You'll see the schedule below to remind you.

PROCESS PAYROLL BY	STATUS	PAYROLL SCHEDULE	PAY PERIOD	CHECK DATE

Payroll Schedules | [Pay Employees](#) | [Start Scheduled Payroll](#)

**Recent Payrolls**

CHECK DATE	ACTION	PAYCHECK COUNT	GROSS PAY	NET PAY
06/18/2020	Complete	1	998.58	752.79
05/29/2020	Complete	14	17,231.42	12,429.02
05/15/2020	Complete	8	15,596.49	11,176.30
04/30/2020	Complete	14	17,557.24	12,626.91
04/15/2020	Complete	8	15,165.24	10,843.33
03/31/2020	Complete	10	18,313.24	13,264.77
03/16/2020	Complete	11	15,392.74	11,025.43
02/28/2020	Complete	11	19,073.49	13,872.97
02/24/2020	Complete	1	3,000.00	0.00
02/14/2020	Complete	10	15,985.24	11,388.08

**Quick Guides**

- Before You Hire
- Payroll Tips
- Direct Deposit

**Other Activities**

- Set Up Direct Deposit
- Add Employee
- Edit/Void Paycheck
- Print Paychecks
- Create Termination Check

**Reports**

- Payroll Summary
- Summarize Payroll Data
- Report Center...

**Supplies & Services**

- Order Checks
- Order Labor Law Posters
- Get Workers' Comp Quote

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PROCESS PAYROLL BY	STATUS	PAYROLL SCHEDULE	PAY PERIOD	CHECK DATE

Payroll Schedules | [Pay Employees](#) | [Start Scheduled Payroll](#)

**PAYROLL INFORMATION**

PAY EMPLOYEES	PAY PERIOD ENDS	02/27/2020	BANK ACCOUNT
EMPLOYEES SELECTED TO PAY: 0	CHECK DATE	04/13/2020	BANK ACCOUNT BALANCE

**PAYROLL INFORMATION**

How do I pay my employees?

PAY EMPLOYEES	PAY PERIOD ENDS	02/27/2020	BANK ACCOUNT:	<input type="text"/>
EMPLOYEES SELECTED TO PAY: 0	CHECK DATE	04/13/2020	BANK ACCOUNT BALANCE:	252,251.48

[Explain Printing Options](#)

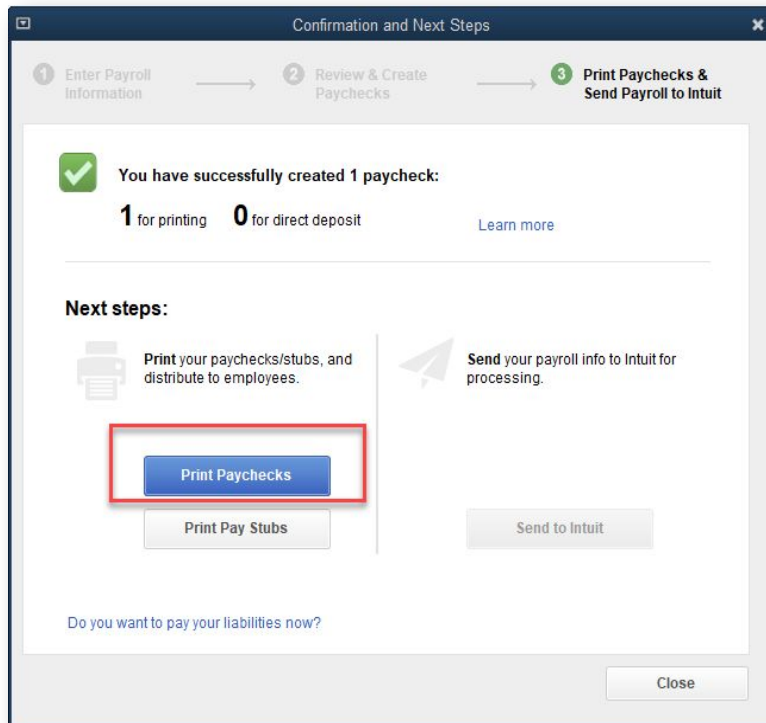
**CHECK OPTIONS**



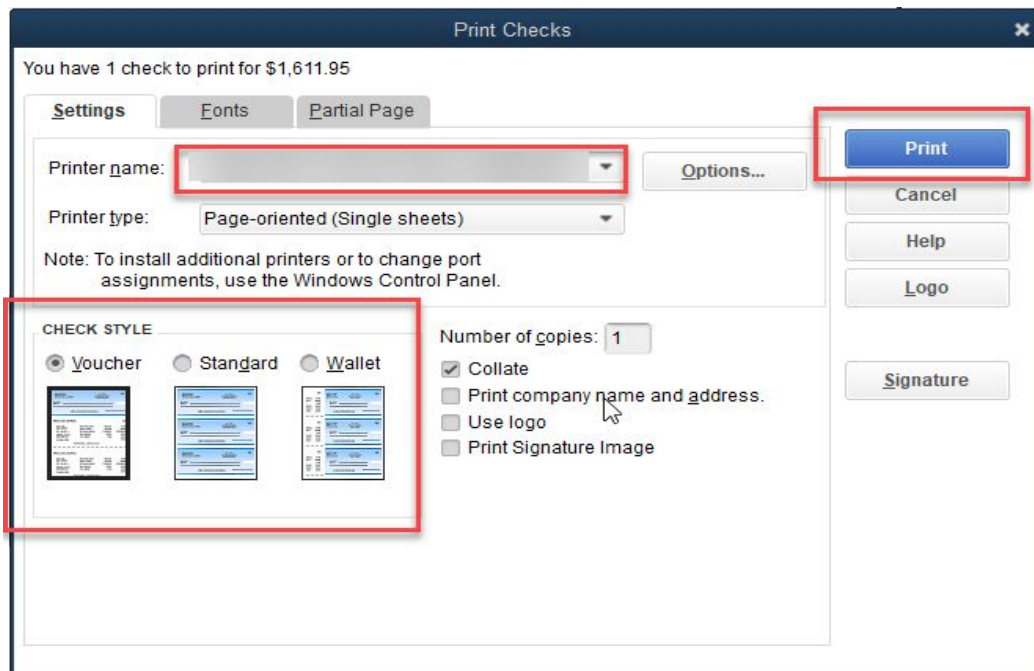






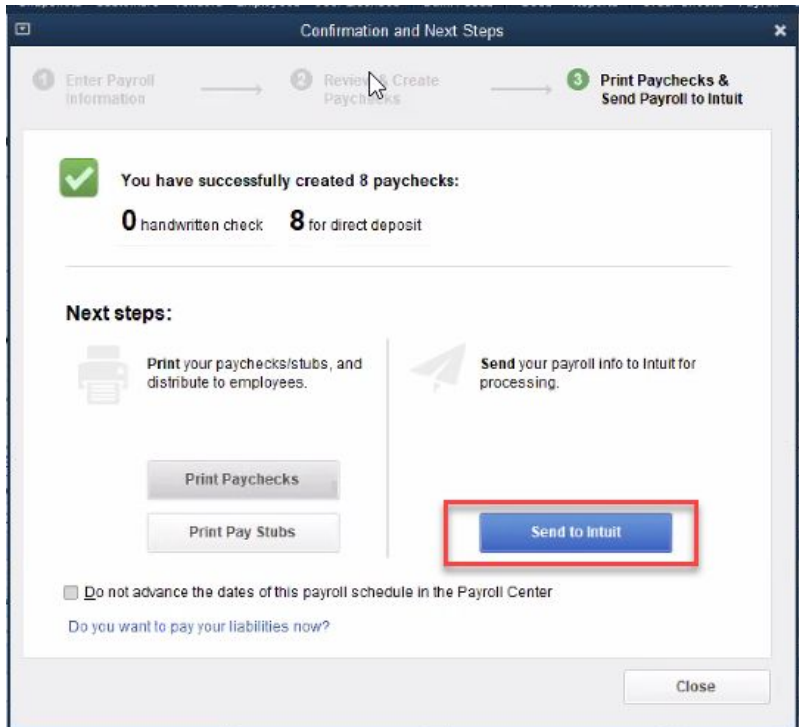


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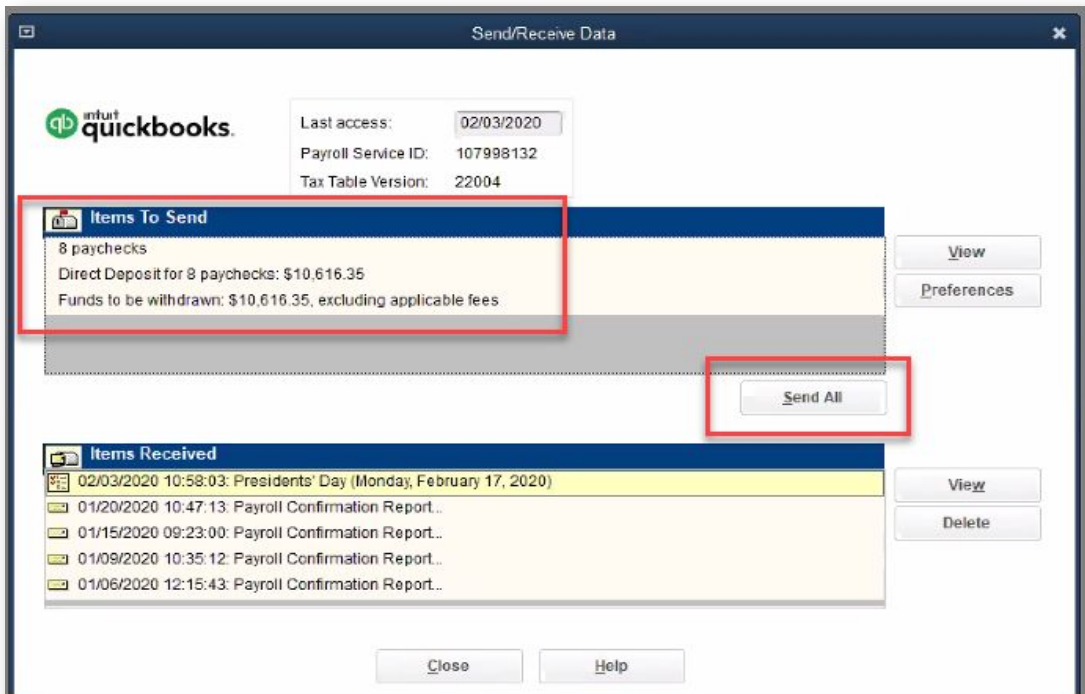


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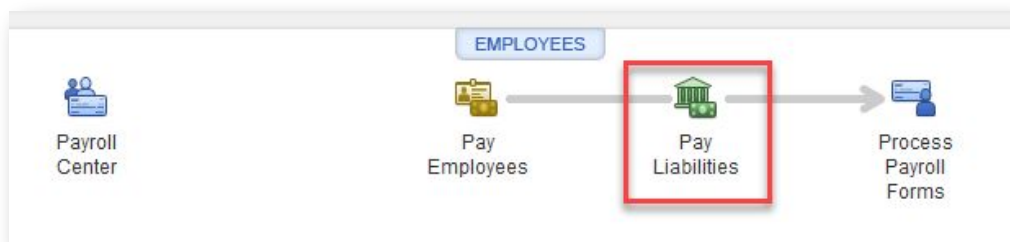
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# Pay Payroll Taxes

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Employee Center: Payroll Center (QuickBooks Enhanced Payroll)

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[Apply Now](#)

Apply by June 30 to increase your chances of getting a loan.

To apply on your own, view your PPP Average Monthly Payroll Cost Report

[View Report](#)

Pay Employees | Pay Liabilities | File Forms

### Pay Taxes & Other Liabilities

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
06/22/20 9PM	4 Days	IL Withholding	E-pay	6/17-6/19/20	49.43
06/22/20 9PM	4 Days	Federal 941/944/943	E-pay	6/17-6/19/20	272.72

Set payment reminder | Total Selected Items: 0.00 | [View/Pay](#)

### Payment History

All Payments | E-Payments

DATE	TYPE	STATUS	CHECK NUMBER	PERIOD END DATE	PAYEE	PAYMENT	ACCOUNT	AMOUNT
02/28/2020	Check	Complete	EFT	02/29/2020	ILL MUNICIPAL ...	200 Federal With...	10-DISBURSING...	4,979.73
02/28/2020	Check	Complete	EFT	02/29/2020	INTERNAL REVE...	200 Federal With...	10-DISBURSING...	5,567.55
02/15/2020	Check	Complete	EFT	02/15/2020	INTERNAL REVE...	200 Federal With...	10-DISBURSING...	4,355.65
02/15/2020	Check	Complete	EFT	02/15/2020	ILLINOIS DEPT ...	202 IL - Withhold...	10-DISBURSING...	748.07
01/31/2020	Check	Complete	EFT	01/31/2020	ILL MUNICIPAL ...	200 Federal With...	10-DISBURSING...	4,671.61
01/31/2020	Check	Complete	EFT	01/31/2020	INTERNAL REVE...	200 Federal With...	10-DISBURSING...	5,128.74
01/31/2020	Check	Complete	EFT	01/31/2020	ILLINOIS DEPT ...	202 IL - Withhold...	10-DISBURSING...	886.92
01/15/2020	Check	Complete	EFT	01/15/2020	INTERNAL REVE...	200 Federal With...	10-DISBURSING...	4,401.39
01/15/2020	Check	Complete	EFT	01/15/2020	ILLINOIS DEPT ...	202 IL - Withhold...	10-DISBURSING...	763.73

**Quick Guides**

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- Liability Management

**Other Activities**

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- Deposit a Tax Refund

**Reports**

- Payroll Liability Balances
- Payroll Liability Accruals & Payments
- Report Center...

Pay Employees | Pay Liabilities | File Forms

### Pay Taxes & Other Liabilities

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
06/22/20 9PM	4 Days	IL Withholding	E-pay	6/17-6/19/20	49.43
06/22/20 9PM	4 Days	Federal 941/944/943	E-pay	6/17-6/19/20	272.72

Set payment reminder | Total Selected Items: 49.43 | [View/Pay](#)

Liability Payment - 10-DISBURSING ACCT - MCE

Payment 1 of 1

Bank Account: 100103 - 10-DISBURSING ACC... Ending Balance: 4,248.03

**Payroll Tax E-payment**

No. E-pay  
Date: 06/18/2020  
\$ 49.43

Pay to the Order of: ILLINOIS DEPT OF REVENUE  
Forty-nine and 43/100\*\*\*\*\* Dollars

Address: ILLINOIS DEPT OF REVENUE

Memo:

Period: 06/17/20 - 06/19/20 Which option should I choose?  E-payment  Check

Expenses: \$0.00 Payroll Liabilities: \$49.43  To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
202 IL - Withholding	24.20		10 Town
202 IL - Withholding	25.23		60 Road & Bridge

Withdraw On: 06/22/2020

Buttons: Recalculate, E-pay, Skip, Cancel

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Liability Payment - 10-DISBURSING

Payment 1 of 1

Bank Account: Ending Balance:

**Payroll Tax E-payment**

No. E-pay  
Date: 09/04/2020  
\$ 555.92

Pay to the Order of: ILLINOIS DEPT OF REVENUE  
Five hundred fifty-five and 92/100\*\*\*\*\* Dollars

Address: P.O. BOX 19447  
SPRINGFIELD, IL 62794-4470

Memo:

Period: 09/02/20 - 09/04/20 Which option should I choose?  E-payment  Check

Expenses: \$0.00 Payroll Liabilities: \$555.92  To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
202 IL - Withholding	555.92		

Withdraw On: 09/04/2020

Buttons: Recalculate, E-pay, Skip, Cancel

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# If you have Social Security Fund(s)

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# Paying IMRF

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### Payroll Summary - IMRF Participants

August 2020

	10 Town	70 Special Perm Road	TOTAL
<b>Employee Wages, Taxes and Adjustm.</b>			
<b>Gross Pay</b>			
Salary 10 Town	16,858.66	0.00	16,858.66
OT 70 Perm	0.00	188.00	188.00
Reg Hours 102 Assessor	2,040.00	0.00	2,040.00
Reg Hours 70 Perm	0.00	0.00	0.00
<b>Total Gross Pay</b>	<b>18,898.66</b>	<b>11,809.70</b>	<b>30,708.36</b>
<b>Deductions from Gross Pay</b>			
203 IMRF Pretax	0.45	31.43	31.89
<b>Total Deductions from Gross Pay</b>	<b>0.45</b>	<b>31.43</b>	<b>31.89</b>
<b>Adjusted Gross Pay</b>	<b>18,048.30</b>	<b>11,778.27</b>	<b>29,826.47</b>
<b>Taxes Withheld</b>			
200 Federal Withholding			
201.2 Social Security Employee			
201.4 Medicare Employee			
202 IL - Withholding			
Medicare Employee Adtl Tax	0.00	0.00	0.00
<b>Total Taxes Withheld</b>	<b>-5,075.00</b>	<b>-2,747.73</b>	<b>-7,822.73</b>
<b>Net Pay</b>	<b>12,973.30</b>	<b>8,030.54</b>	<b>21,003.84</b>
<b>Employer Taxes and Contributions</b>			
201.1 Social Security Company	1,177.22	32.20	1,909.42
201.3 Medicare Company	27.04	71.25	448.29
IL - Unemployment Company	0.00	0.00	0.00
<b>Total Employer Taxes and Contribut...</b>	<b>1,404.26</b>	<b>103.45</b>	<b>2,349.21</b>

Total Gross Pay  
x IMRF Rate  
= Employer Contribution

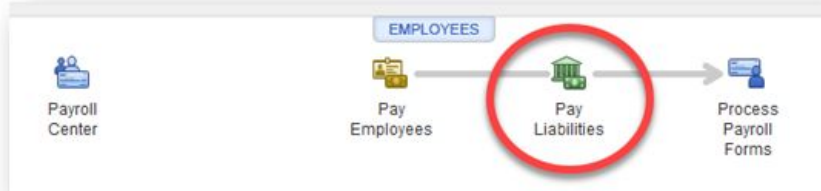
Employer Contrib = \$1,931.44    \$1,206.95    \$3,138.39

### IMRF WAGE REPORT SUMMARY

IMRF Form e3.10 (Rev. 12/10)

PAYMENT SUMMARY					
EMPLOYER NAME					
PAYMENT DUE DATE	TOTAL CONTRIBUTIONS DUE		PAYMENT METHOD		
09/10/2020	4,520.28		EFT		
PLAN SUMMARY					
REPORTING PERIOD: 08/2020					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	22,404.90	1,008.24	2,289.78
Regular Tier 2	RG03	4	8,303.46	373.65	848.61
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	0	0.00	0.00	0.00
<b>TOTAL</b>		<b>8*</b>	<b>30,708.36</b>	<b>1,381.89</b>	<b>3,138.39</b>

\* count of unique members reported for all plans



Pay Employees **Pay Liabilities** File Formg

### Pay Taxes & Other Liabilities

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
07/01/20 9PM	Overdue	IL Withholding	E-pay	6/27-6/30/20	949.99
07/01/20 9PM	Overdue	Federal 941/944/943	E-pay	6/27-6/30/20	5,079.30
✓ 07/10/20	3 Days	203 IMRF Pretax	Check	Jun 2020	1,416.28

Set payment reminder ▼ Total Selected Items: 1,416.28 ViewPay



Liability Payment - 10-DISBURSING ACCT - MCB#

Payment 1 of 1

Bank Account: 100103 - 10-DISBURSING ACC... Ending Balance: 1,338,999.78

No. EFT: 08/01/2020

Pay to the Order of: ILL MUNICIPAL RETIREMENT FUND \$ 1,381.89

One thousand three hundred eighty-one and 89/100\* .....Dollars

Address: ILL MUNICIPAL RETIREMENT FUND, SUITE 500, 2211 YORK ROAD, OAK BROOK, IL 60523

Memo:

Period: 08/01/20 - 08/31/20

Expenses: \$0.00 Payroll Liabilities: \$1,381.89

To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
203 IMRF Pretax	1722.94		

Buttons: Recalculate, Save & Close, Save & Next, Cancel

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Liability Check - 10-DISBURSING-ASSOCIATED

Main Reports

Find, New, Save, Delete, Memorize, Print, Print Later, Attach File, Clear Splits, Recalculate, Batch Transaction

BANK ACCOUNT: Checking Account: 100100 - 10-... ENDING BALANCE: -7,160.05

NO. EFT DATE: 07/31/2020

PAY TO THE ORDER OF: ILL MUNICIPAL RETIREMENT FUND \$ 5,480.81

Five thousand four hundred eighty and 81/100\* .....DOLLARS

ADDRESS: ILL MUNICIPAL RETIREMENT FU, P.O. BOX 4627, OAK BROOK, IL 60522-6270

PERIOD: 07/01/2020 - 07/31/2020

Memo:

Expenses: \$3,479.06 Payroll Liabilities: \$2,001.75

CLEARED

ACCOUNT	AMOUNT	M.	C.	BI.	CLASS
ADMINISTRATION PERSONNEL 101510 - 10-RETIREMENT	1,321.30				10 Town Fund
ADMINISTRATION PERSONNEL 201510 - 20-RETIREMENT	120.90				20 General Assist..
PERSONNEL 350500 - 35-IMRF EMPLOYERS CONTRIBUTION	2,036.86				35 R&B IMRF

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Liability Check - 10-DISBURSING-ASSOCIATED

Main Reports

Find New Save Delete Memorize Create a Copy Print Print Later Attach File Clear Splits Recalculate Batch Transaction

BANK ACCOUNT: Checking Account 100100 - 10-... ENDING BALANCE: -7,160.05

NO: EFT DATE: 07/31/2020

PAY TO THE ORDER OF: IL MUNICIPAL RETIREMENT FUND \$ 5,480.81

Five thousand four hundred eighty and 81/100\* ..... DOLLARS

ADDRESS: IL MUNICIPAL RETIREMENT FU, P.O. BOX 4627, OAK BROOK, IL 60522-6270

CLEARED

PERIOD: 07/01/2020 - 07/31/2020

MEMO:

Expenses \$3,479.06 Payroll Liabilities \$2,001.75

ACCOUNT	AMOUNT	M...	C...	BI...	CLASS
ADMINISTRATION:PERSONNEL:101510 · 10-RETIREMENT	1,321.30				10 Town Fund
ADMINISTRATION:PERSONNEL:201510 · 20-RETIREMENT	120.90				20 General Assist..
PERSONNEL:350500 · 35-IMRF EMPLOYERS CONTRIBUTION	2,036.86				35 R&B IMRF

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NO: EFT DATE: 07/31/2020

PAY TO THE ORDER OF: IL MUNICIPAL RETIREMENT FUND \$ 5,480.81

Five thousand four hundred eighty and 81/100\* ..... DOLLARS

ADDRESS: IL MUNICIPAL RETIREMENT FU, P.O. BOX 4627, OAK BROOK, IL 60522-6270

CLEARED

PERIOD: 07/01/2020 - 07/31/2020

MEMO:

Expenses \$3,479.06 Payroll Liabilities \$2,001.75

ACCOUNT	AMOUNT	M...	C...	BI...	CLASS
ADMINISTRATION:PERSONNEL:101510 · 10-RETIREMENT	1,321.30				10 Town Fund
ADMINISTRATION:PERSONNEL:201510 · 20-RETIREMENT	120.90				20 General Assist..
PERSONNEL:350500 · 35-IMRF EMPLOYERS CONTRIBUTION	2,036.86				35 R&B IMRF

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MEMO

<b>Expenses</b>	<b>\$3,479.06</b>	<b>Payroll Liabilities</b>	<b>\$2,001.75</b>
ACCOUNT			AMOUNT
ADMINISTRATION:PERSONNEL:101510 - 10-RETIREMENT			1,321.30
ADMINISTRATION:PERSONNEL:201510 - 20-RETIREMENT			120.90
PERSONNEL:350500 - 35-IMRF EMPLOYERS CONTRIBUTION			2,036.86

Liability Payment - 10-DISBURSING ACCT -

Payment 1 of 1

Bank Account: 11 Ending Balance

No. To Print  
Date: 07/07/2020  
\$ 4,632.77

Pay to the Order of: ILL MUNICIPAL RETIREMENT FUND  
Four thousand six hundred thirty-two and 77/100\* Dollars

Address: ILL MUNICIPAL RETIREMENT FUND, SUITE 500, 2211 YORK ROAD, OAK BROOK, IL 60523

Period: 06/01/20 - 06/30/20

Expenses: \$3,216.49 Payroll Liabilities: \$1,416.28 To be printed

ACCOUNT	AMOUNT	MEMO	C	B	CLASS
ADMINISTRATION:PERSONNEL:101514 - 10-...	1,437.60				10 Town
ASSESSOR:PERSONNEL:102514 - 10-IMRF ...	394.64				10 Town
PERSONNEL:700514 - 70-IMRF CONTRIBUT...	1,384.25				70 Special Perm Road

Buttons: Recalculate, Save & Close, Save & Next, Cancel

# Payroll Reports

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# QUESTIONS?

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