



from your Executive Director

By Bryan E. Smith

TOI Executive Director

WITH APRIL COMES the beginning (for most, not all) of a new fiscal year for townships and road districts. Every year, in April, we publish information about the required Annual Treasurer's Report that EVERY township must

prepare, possibly publish, and file. Please take time to read the important instructions for preparing the Annual Treasurer's Report. You have six months from the end of your fiscal year to get this done, so you have plenty of time, but it is important that this report is done. If not,

your township's/road district's tax dollars could be held from distribution until it is done and I am sure no one wants that.

If you have any questions, feel free to contact the TOI office.

Annual Treasurer's Report

(PUBLIC FUNDS STATEMENT PUBLICATION ACT) TOWNSHIPS & ROAD DISTRICTS

RESPONSIBILITIES

The treasurer (supervisor) in all townships and road districts is required each year to prepare a statement of receipts and disbursements. This statement is commonly known as the **Annual Treasurer's Report**. (30 ILCS 15/1 through 30 ILCS 15/6)

PUBLISHING AND FILING REQUIREMENTS

1. The report should be prepared by the treasurer and filed with the township clerk within 6 months after the end of the fiscal year.
2. The report must be sworn to by the treasurer and filed with the county clerk within 6 months after the end of the fiscal year.
3. The clerk must publish the report, within 6 months after the end of the fiscal year, in an English language newspaper published in the township. If no newspaper is published in the township, then it

must be published in an English language newspaper published in the county in which the treasurer resides. However, such publication requirement shall not apply when an audit of such funds has been made by a certified public accountant and a report of such audit has been filed with the county clerk and a notice of the availability of the audit report has been published one time in an English language newspaper published in the township, or if no newspaper is published in the township, then in a newspaper printed in the English language published in the county.

The notice of availability shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected. A "sample notice" that you may use as a guide follows:

SAMPLE NOTICE

NOTICE OF AVAILABILITY OF AUDIT REPORT OF [INSERT NAME] TOWNSHIP

[INSERT NAME] Township hereby provides public notice that an audit of its funds for the period [insert beginning date of fiscal year] through [insert ending date of fiscal year] has been made, and that a report of such audit dated [insert date of audit] performed by [name of firm conducting the audit] has been filed with the County Clerk of [insert county where report is filed], in accordance with 30 ILCS 15/0.01 *et seq.* The full report of the audit is available for public inspection at [insert location where audit is available] during regular business hours [insert hours] Monday through Friday except for holidays.

Please check with your township attorney if you have any questions concerning the Notice of Availability.

4. Within 10 days after publication, the publisher of the newspaper must file with the county clerk a printed copy of the report and a certificate of publication stating the publication dates and the number of times it was published. **Even though the law allows the publication of the Notice of Availability in some cases, every township must still prepare the Annual Treasurer's Report and file it with the County Clerk.**

INFORMATION REQUIRED

There is no statutory format for the **Annual Treasurer's Report**. Treasurers may design their own format. However, the report must contain the information listed below. The Illinois Department of Commerce and Economic Opportunity recommends combining all funds together.

1. Identify all moneys received by source and amount.
2. Identify all moneys paid out to individuals or vendors where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate. List by name and amount.
3. Combine all individuals or vendors paid less than \$2,500 in the aggregate and report as **all other disbursements less than \$2,500**.

List the name and compensation received by every elected/appointed official and employee. The treasurer may elect to report compensation by name, listing each person in one of the following categories. When determining the proper range, use the gross salary before any deductions are made from it.

- A. Under \$25,000.00
- B. \$25,000.00 to \$49,999.99
- C. \$50,000.00 to \$74,999.99
- D. \$75,000.00 to \$99,999.99

- E. \$100,000.00 to \$124,999.99
- F. \$125,000.00 and over

4. **The report must also contain a summary statement of operations for all funds and account groups.** Such information may be excerpted from the **Annual Financial Report** filed with the Office of the State Comptroller. In the AFR the total revenues and expenses of the township general fund should appear under the **general column**. All remaining revenues and expenses of the township and road district should appear under the **special revenue column**. The remaining funds include: General Assistance, Audit, Insurance, Social Security, IMRF, etc. and all road district funds. The road district is considered a **blended component unit** for reporting purposes only.
5. This report should not disclose the name or address of any person to whom child support or maintenance was paid in accordance with a court order requiring the withholding of child support or maintenance from an employee's wages.

ALTERNATIVE PUBLISHING PROCEDURE

The law provides an alternative to the above requirements. A local government may choose to publish and file its audit report prepared by a certified public accountant. However, publishing the audit report will be more expensive than publishing a report or the Notice of Availability or using the suggested format on the following pages.

VIOLATIONS

If this report is not filed or published properly, the county treasurer shall withhold any and all funds including property taxes until the taxing body is in compliance with the filing and publishing requirements.

Any treasurer, publisher or public official who fails, neglects or refuses to comply with the requirements is guilty of a class A misdemeanor, and upon conviction, may be fined not less than \$25 nor more than \$500.



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