

LOCKPORT TOWNSHIP TOWN FUND BUDGET SHEET 2018 - 2019

PAGE 3

MONTH December 11, 2018

ACC'T #	CATEGORY	APPROP.	EXPENDED	BALANCE	TO BE	
					APPROVED	BALANCE
4-4311	Supervisor	73,217.00	(54,803.08)	18,413.92	(6,137.92)	12,276.00
4-4312	Town Clerk	56,520.00	(42,305.10)	14,214.90	(4,738.17)	9,476.73
4-4313	Assessor	66,362.00	(49,523.22)	16,838.78	(5,502.58)	11,336.20
4-4314	Highway Commissioner	67,387.00	(50,439.15)	16,947.85	(5,649.17)	11,298.68
4-4315	R & B Treasurer	1,000.00	(750.01)	249.99	(83.33)	166.66
4-4316	Board of Trustees	36,000.00	(27,000.00)	9,000.00	(3,000.00)	6,000.00
4-4317	Collector	600.00	(450.00)	150.00	(50.00)	100.00
4-4320	M. Carlascio - Payroll Clerk	26,394.00	(10,151.55)	16,242.45	(6,090.93)	10,151.52
4-4510	Hospitalization	200,000.00	(121,440.10)	78,559.90	(15,514.02)	63,045.88
4-5310	Accounting Service	27,000.00	(25,500.00)	1,500.00	0.00	1,500.00
4-5320	Engineering	5,000.00	0.00	5,000.00	0.00	5,000.00
4-5330	Legal Service	15,000.00	(10,496.00)	4,504.00	(962.00)	3,542.00
4-5490	Consulting-Quickbooks/Payroll	10,000.00	(2,125.00)	7,875.00	0.00	7,875.00
4-5520	Data Communications	10,000.00	(5,546.65)	4,453.35	(678.08)	3,775.27
4-5660	Seminars / Workshops	4,000.00	(495.00)	3,505.00	(1,378.44)	2,126.56
4-5710	Utilities	10,000.00	(10,166.05)	(166.05)	0.00	(166.05)
4-5740	Pace Bus	6,000.00	(3,631.11)	2,368.89	(1,097.32)	1,271.57
4-5745	Cable TV - Lockport	500.00	0.00	500.00	0.00	500.00
4-5746	Cable TV - Crest Hill	500.00	(500.00)	0.00	0.00	0.00
4-5750	State of the City	1,000.00	(380.00)	620.00	0.00	620.00
4-5950	Mosquito Control	40,000.00	(39,348.00)	652.00	0.00	652.00
4-5960	Township Cleanup	5,000.00	0.00	5,000.00	0.00	5,000.00
4-5980	E.M.A. Formerly ESDA	2,500.00	(2,220.00)	280.00	0.00	280.00
4-6900	Miscellaneous	3,000.00	(1,983.40)	1,016.60	(78.99)	937.61
4-6990	Contingency	20,000.00	0.00	20,000.00	0.00	20,000.00
4-8900	Building Maint.-F.T.	14,000.00	(3,872.37)	10,127.63	(2,319.43)	7,808.20
4-8910	Building Maint.-P.T.	12,000.00	(2,142.00)	9,858.00	(1,242.00)	8,616.00
4-8920	Elevator Maint.	1,500.00	(1,181.38)	318.62	0.00	318.62
4-8921	Alarm Maint.	3,000.00	(2,617.95)	382.05	0.00	382.05
4-8922	Yard Maint.	3,000.00	(2,463.96)	536.04	0.00	536.04
4-8925	Custodial Supplies	5,000.00	(2,105.23)	2,894.77	0.00	2,894.77
4-8930	Capital Improvements	100,000.00	(25,916.01)	74,083.99	(1,006.27)	73,077.72
4-8935	Projects	150,000.00	(54,531.25)	95,468.75	(3,412.87)	92,055.88
		975,480.00	(554,083.57)	421,396.43	(58,941.52)	362,454.91

Add back:

LOCKPORT TOWNSHIP TOWN FUND BUDGET SHEET 2018 - 2019

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MONTH December 11, 2018

ACC'T #	CATEGORY	APPROP.	EXPENDED	BALANCE	TO BE	
					APPROVED	BALANCE
04-5982	Guardian Angel Home	500.00	0.00	500.00	0.00	500.00
04-5984	Community Service Council	500.00	0.00	500.00	0.00	500.00
04-5986	Historical Society	500.00	0.00	500.00	0.00	500.00
04-5992	Child Advocacy	1,000.00	0.00	1,000.00	0.00	1,000.00
04-5993	Habitat For Humanity	6,400.00	0.00	6,400.00	0.00	6,400.00
04-5995	Joyful Again	250.00	0.00	250.00	0.00	250.00
04-5996	Circle of Love	500.00	0.00	500.00	0.00	500.00
04-5997	Hospice	2,000.00	(2,000.00)	0.00	0.00	0.00
04-5998	Misc. Community Programs	1,500.00	(100.00)	1,400.00	(750.00)	650.00
04-5999	Scholarship Program	4,000.00	(4,000.00)	0.00	0.00	0.00
04-6000	United Way	500.00	0.00	500.00	0.00	500.00
04-6001	Crisis Line	500.00	0.00	500.00	0.00	500.00
04-6002	WILCO	250.00	0.00	250.00	0.00	250.00
04-6004	Care Trak	1,000.00	0.00	1,000.00	0.00	1,000.00
04-6005	Bridges to a New Day	100.00	(100.00)	0.00	0.00	0.00
04-6006	Fairmont Food Pantry	3,500.00	(3,000.00)	500.00	0.00	500.00
04-6007	Lockport FISH Pantry	19,200.00	(14,400.00)	4,800.00	(1,600.00)	3,200.00
04-6008	Youth Music Program	3,000.00	(860.79)	2,139.21	0.00	2,139.21
04-6010	CASA	2,000.00	0.00	2,000.00	(2,000.00)	0.00
		47,200.00	(24,460.79)	22,739.21	(4,350.00)	18,389.21
	add back:					
04-4530	Unemployment Ins.	3,000.00	(1,039.18)	1,960.82	0.00	1,960.82
04-4610	FICA	44,600.00	(29,005.06)	15,594.94	(4,578.32)	11,016.62
04-4615	MEDICARE	10,600.00	(6,791.13)	3,808.87	(1,070.76)	2,738.11
04-4620	IMRF	45,000.00	(23,492.01)	21,507.99	(3,255.25)	18,252.74
04-5910	Liability Insurance	42,000.00	(26,597.24)	15,402.76	0.00	15,402.76
		145,200.00	(86,924.62)	58,275.38	(8,904.33)	49,371.05
	add back:					
	TOTAL PAGE FOUR	192,400.00	(111,385.41)	81,014.59	(13,254.33)	67,760.26
	TOTAL PAGE 1	302,779.00	(185,061.85)	117,717.15	(25,886.72)	91,830.43
	TOTAL PAGE 2	152,157.00	(92,528.09)	59,628.91	(17,597.39)	42,031.52
	TOTAL PAGE 3	975,480.00	(554,083.57)	421,396.43	(58,941.52)	362,454.91
	TOTAL PAGE 4	192,400.00	(111,385.41)	81,014.59	(13,254.33)	67,760.26
		1,622,816.00	(943,058.92)	679,757.08	(115,679.96)	564,077.12

RECAPITULATION

Beginning of month balance as of: 10/1/18

Certificates of Deposit		\$ 500,000.00
Savings Account		2,144,796.01
Checking Account		10,447.60
		<hr/>
		\$ 2,655,243.61
Revenue		83,544.94
Expenditures		(144,706.53)
		<hr/>
		\$ 2,594,082.02
Non-Revenue		
Sale of Warrant		0.00
Payment of Warrant		0.00
		<hr/>
End of month balance as of:	10/31/18	*\$ 2,594,082.02

		500,000.00
Certificate of Deposit/Money Market		2,083,340.95
Saving Account		10,741.07
Checking Account		<hr/>
		*\$ 2,594,082.02
Non-Revenue;Outstanding		
Bond		0.00
Tax Warrant		0.00

REVENUE:

10/5/18	Midland State Bank;Interest CD#5198 6/23/18 thru 9/22/18		63.02
10/11/18	Will Cty Treasurer;2017 R.E.Tax		8,710.84
10/16/18	Citizens to Elect John Connor;Donation Trunk & Treat		350.00
10/16/18	IL Comptroller;PPR Tax-October	Town	40,706.43
		Library	33,676.51
10/31/18	First Midwest Bank:Interest on Savings		38.14
			<hr/>
			83,544.94

Checking Book Balance	10/31/18	10,741.07
Outstanding Checks		18,983.40
Checking Bank Balance	10/31/18	<hr/>
		29,724.47

OUTSTANDING CHECKS

<u>Number</u>	<u>Amount</u>
19799	10.00
19803	330.60
19804	825.00
19805	14,924.16
19806	760.79
19807	968.91
19808	63.46
19809	1,100.48
	<hr/>
	18,983.40



TOWNSHIP OF LOCKPORT

1463 S. Farrell Road • Suite 102 • Lockport, Illinois 60441

Phone 815-838-1031 • FAX 815-838-4272 • Email denise@lockporttownship.com



DENISE MUSHRO RUMCHAK

Lockport Township Clerk

ALL REGULARLY SCHEDULED MONTHLY MEETINGS FOR LOCKPORT TOWNSHIP FOR THE YEAR 2019 WILL BE HELD ON THE SECOND TUESDAY OF THE MONTH UNLESS NOTED OTHERWISE AT 6:30 PM AT 1463 S. FARRELL ROAD, LOCKPORT, IL IN THE LOCKPORT TOWNSHIP COMMUNITY CENTER.

JANUARY 8, 2019

***FEBRUARY 5, 2019 (First Tuesday of the Month)**

MARCH 12, 2019

***APRIL 8, 2019 (Second Monday of the Month)**

APRIL 9, 2019- ANNUAL TOWN MEETING (at 6:30 p.m.)

MAY 14, 2019

JUNE 11, 2019

JULY 9, 2019

AUGUST 13, 2019

SEPTEMBER 10, 2019

OCTOBER 8, 2019

***NOVEMBER 5, 2019 (First Tuesday if the Month)**

DECEMBER 10, 2019

**DENISE MUSHRO RUMCHAK
LOCKPORT TOWNSHIP CLERK**



Township Officials of Illinois

3217 Northfield Drive • Springfield, Illinois 62702

BRYAN E. SMITH
Executive Director

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DANNY HANNING
President

Memorandum

To: Township Supervisors & Township Clerks
From: Bryan E. Smith, Executive Director
Date: October 1, 2018
Re: New Law (Public Act 100-0983)

Enclosed please find an informational sheet about Public Act 100-0983 which goes into effect on January 1, 2019. The law requires the township clerk to “Attest” to the signature of the supervisor on ALL checks written. The law is very straightforward, and this informational sheet has been prepared to help answer any questions you might have. We hope you find this useful.

If you have any questions, please feel free to contact TOI in Springfield.

NEW LAW REQUIRES CLERKS TO “ATTEST” ALL TOWNSHIP PAYMENTS

On August 19, 2018, Governor Rauner signed Senate Bill 2923 into law (now Public Act 100-0983). Starting January 1, 2019, this new law requires Township Clerks to “attest” the signatures of Supervisors on **all** payouts from the Township and Road District treasury (including payments for cemetery purposes). The law is straight forward and provides a great opportunity for Township government to demonstrate a continued commitment to transparency, as every payment made will now have the Clerk verifying its authenticity. The Illinois General Assembly clearly supports this opportunity, as it passed the law unanimously in both chambers.

Compliance will be simple, but here are some key questions (and answers) on how to best practice and implement its requirements.

1) What does “attest” mean?

By definition, attesting a document means you witness or formally certify its content by signing your name. Township Clerks already do this, when they “attest” ordinances, annual levies, and other important documents as official Township records.

2) How do I “attest” a signature on payouts?

Clerks will now sign their name along with the authorized signature (the Supervisor/Road District Treasurer) on all checks or other financial documents which reflect a payout from Township or Road District funds. The role of the Clerk remains the same as it does on any other official documents – they are simply witnessing or attesting to the authenticity of that authorized signature. From a practical standpoint, before January 2019, we encourage Supervisors to reach out to their banks to notify them of this change in the law and ask their preference on whether (or not) to add the Clerk’s signature to account signature cards. In conversations with various bankers, it is quite possible your bank will not require the Clerk’s signature to be added. This is particularly true in light of question #3.

From a practical standpoint, the check can look like this:

The image shows a sample check form with the following fields and text:

- Top right corner: 1936
- DATE: _____
- PAY TO THE ORDER OF: _____
- Amount field: \$ _____
- DOLLARS: _____
- FOR: _____
- Signatures: *Sally T. Supervisor* and *James T. Clerk, Attest*
- Bottom left: ⑆000000186⑆
- Bottom middle: 000000529 ⑆
- Bottom right: 1.000

Absent a specific request from your bank, there should be no reason to have specialized checks printed with an “attestation line.” The authorized signature should appear on the actual signature line, and whether the attestation appears above or below the line is simply a matter of what is practical (i.e., wherever there is room to attest the signature).

3) Can the Clerk now write checks on their own?

NO. Again, the Clerk is still simply serving as a “witness” to the payment. The Clerk has NO authority to write a check, and they will have NO legal (or “fiduciary”) responsibility related to the payment of funds. In fact, this may be the reason why some banks will NOT want to add Clerks to a signature card(s). Obviously, the Supervisor and Clerk will have to coordinate their schedules to make sure they are both available to sign all checks in a timely fashion to avoid any late penalties associated with Illinois’ Local Government Prompt Payment Act.

4) Rather than coordinate schedules, can we have a rubber stamp with the Clerk’s signature?

There is no question that pre-printed signatures and rubber stamps are almost universally considered a permissible way to endorse a check. Accordingly, a rubber stamp for an attestation would also be permissible, assuming the Clerk agrees to have one made. HOWEVER, you will still require proof that the Clerk attested the expenditure. Do you have something in your meeting minutes where the Clerk authorizes the use of the rubber stamp on the bills as presented? Do you have a separate note/email from the Clerk granting permission? Again, we are looking for something that documents the Clerk’s consent to the stamp, and do not forget that any notes/emails received authorizing the use of the stamp become records under both Illinois’ Freedom of Information Act and the Local Records Act and cannot be destroyed.

In addition to this evidence of attestation, we recommend you keep the stamp secure at all times.

5) Does the Clerk really need to attest every payment or just the overall warrant packet presented at the meeting?

Based on the language of the law, we recommend the Clerk attest every payout, and not a summary sheet. This is even true when you are using a rubber stamp (i.e., the stamp needs to appear on every check).

6) What about those payments we make without a check?

“E-checks” and other electronic payments are being used on an ever-growing basis. Clearly, there should be protocols in place for the “authorized signature” already. Much like a bank, you should notify and work with the vendor(s) that handle your electronic payments to make sure they understand the new law and ask for their input on if they require any changes on their end. If the software or provider does not allow for the Clerk to attest, a similar plan for documenting the use of a rubber stamp makes sense here, too.

7) Will the Clerk need to be bonded?

NO. They will not actually handle any money or funds. That remains the statutory responsibility of the Supervisor/Road District Treasurer.

8) Will the Clerk have access to confidential information?

Possibly. Some Townships still issue direct payments to General Assistance recipients, so their name and the amount(s) of payment will be known to the Clerk. However, the Clerk is already under a responsibility to keep private information from being shared with the public (e.g., as the keeper of confidential closed session minutes until they are released by the Board). In any event, the amount being paid on any check is **not** confidential, as the expenditure of public funds is subject to any Freedom of Information Act request.

As with any new law, TOI encourages you to contact your legal counsel with any questions. You may also want to contact your auditor and insurance carrier/bonding company (if you are not a member of TOIRMA) on this new law to discuss any further practical considerations.

Quote 364604 Detail Scope of Work: Main entrance – add auto operators

Scope: provide and install ADA auto operators at the main entrance / vestibule doors.

An operator will be installed on one leaf of the exterior doors. The operator may be activated by pressing on the actuator that would be mounted on a bollard outside the door or by pressing on an actuator within the vestibule that would be mounted on the wall.

There would also be an auto operator installed on one leaf of the interior vestibule door. This operator may be activated by pressing on the actuator that would be mounted on the door mullion or by pressing on an actuator within the vestibule that would be mounted on the wall.

Customer manually "Dogs" (unlatches) the doors each day, no electrification of latching devices are required or included in this scope.

LaForce Inc. will provide and install:

- (2) Motion Access MAC-LL1C-36-R auto operators
- (1) BEA Pkg900 vestibule actuator package, 900 MHz wireless
- (1) BEA 10BOLLARDBZ Bollard / Bronze finish
- (1) BEA 50.5320 Bollard hardware package
- (1) BEA 70.5022 Bollard Mount
- (1) BEA 70.0195 Cap

Note: LaForce would provide installation of the auto operators and wireless actuator programming
Customer to provide 120V power source to each operator

Total Cost: \$ 6,385.00

Quote 364605 Detail Scope of Work: Side entrance – replace existing auto operator

Scope: provide and install ADA auto operator at the side entrance / interior door.

Remove existing non-working operator and install new operator on one leaf of the interior door door.

Existing actuators to be reused and connected to the new auto operator

The operator will be activated by pressing on these existing actuators

Customer manually "Dogs" (unlatches) the doors each day, no electrification of latching devices are required or included in this scope.

LaForce Inc. will provide and install:

- (1) Motion Access MAC-LL1C-36-R auto operators

Note: LaForce would provide installation of the auto operators and wireless actuator programming
Existing 120V power source to be reconnected to the auto operator.

Total Cost: \$ 2,413.00

Quote 364606 Detail Scope of Work: 2nd floor new door opening

Scope: provide and install new 3070 door frame, new borrowed lite and install existing door into new door frame.

The existing door to include having a larger like kit cut / installed into the door. Door to receive a new rim style exit device. The exit device to be fitted with a key pad trim to permit entry by entering a numerical code, lock would have a key override, (customer to advise what key door should be keyed to). Exit device trim to be equipped with a wireless remote door release.

Door to be hung on new ball bearing hinges. Customer to furnish door and door closer. Exit device trim to be programed to a pre-selected (3 to 5 digit) code, customer to advise code number prior to installation. Customer to have new wall framed per furnished drawing(s) prior to LaForce installation being scheduled. See enclosed drawing for further details of new wall door / window details

LaForce Inc. will provide and install:

- (1) hollow metal door frame for 3070 door
- (1) hollow metal 40" x 36" borrowed lite frame and glass
- (1) H1826 door lite kit / 22" x 28" (vision size) for door
- (3) 4 1/2" ball bearing hinges
- (1) Alarm Lock ETDL exit device trim with keypad entry
- (1) Alarm Lock wireless Remote lock release kit
- (1) Falcon #951 rim cylinder for lock key override (customer to advise key #)
- (1) Von Duprin 99 series rim exit device

Total Cost: \$ 5,256.00

Notes\Qualifications:

1. All installation of this quote is based on non-union, prevailing wage rates.
2. Delivery
 - 6 to 7 weeks for quote 364606 (new door wall)
 - 2 to 3 weeks for quote(s) 364604 or 364605 (auto operators)

Sincerely,



Ray Benoit
Building Products & Security Consultant

ACCEPTED BY	
Company	<u>Lockport Township</u>
Date	<u>11-7-18</u>
Signature	<u>[Handwritten Signature]</u>