

Please Fax or Email

Office of
Administrative Services
Kendall County, Illinois

Jeff Wilkins
County Administrator

REQUEST FOR PUBLIC RECORDS

NAME: Todd Milliron
ADDRESS: 61 Cotswold Drive, Yorkville, IL, 60560
TELEPHONE NO.: 630-553-9590 FAX 630-553-5123
E-MAIL ADDRESS: Tmilli5101@aol.com
DATE OF REQUEST: 9-20-2010

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Please provide copy of letter that CB Finance Committee was to send to Kendall County Sheriff Dept as discussed during 9-16-10 CB Finance Committee meeting regarding claims

Do you wish to inspect or receive a copy of the requested records?

Inspect _____ Copy X Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy X Electronic Form, if available _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____ No X

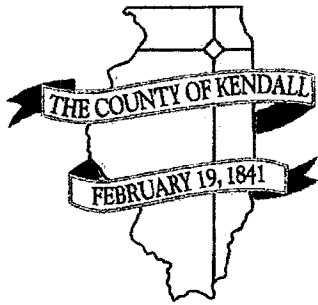
Todd Milliron

Signature of Requestor

FOR OFFICE USE ONLY

Date and Time of Receipt _____
How Request Was Sent _____
FOIA Officer's Initials _____ Date _____
Date and Time of Response _____
Staff Time to Compile Information _____

EXHIBIT 2



KENDALL COUNTY BOARD

111 West Fox Street
 Yorkville, Illinois 60560-1498
 (630) 553-4171
 FAX (630) 553-4214

September 20, 2010

DRAFT

TO: Sheriff Randall
 FROM: John Purcell, Budget and Finance Committee Chair
 RE: Invoice Documentation

Last week the Budget and Finance Committee discussed claim vouchers from your office that were submitted without proper documentation. Specifically, the claim vouchers attached did not include detailed copies of invoices and supporting receipts. Please provide copies or original invoices and supporting receipts to the Budget and Finance Committee by submitting the documentation to the Office of Administrative Services before the next Budget and Finance Committee meeting to be held the afternoon of Thursday, September 23, 2010.

Even though you have the option of keeping a detailed record of all financial transactions of your office, the County Board has the standing request that detailed copies of invoices and supporting receipts be submitted to accounts payable. The Board passed this policy in March of 2008 (see attached) and reminded all elected officials and department heads of the policy nine months ago (see memo dated November 3, 2009).

The Board's intent is to promote public trust in our government. In order to build public trust, we must have openness and transparency in the use of all public funds.

6305534214 # 3/12
no backup

KENDALL COUNTY VOUCHER

INVOICE INFORMATION ENTERED BY: krasmussen

VEND #	NAME	INVOICE #	GROSS	DATE
197108	TARGET	RXS	499.03	09/09/10
	BUSINESS CARD SERVICES			
	P.O. BOX 59228			
	MINNEAPOLIS MN 55459-0228			

DISTRIBUTION INFORMATION

DESCRIPTION	ACCT #	AMOUNT	PROJ CODE
RXS	01020106455	499.03	
	MEDICAL EXPENSES	499.03*	

XXV 6954

STATE OF ILLINOIS
COUNTY OF KENDALL

I, _____ the above claimant or agent
of said claimant do solemnly swear that the several items mentioned in the above claim are just and
true, and that the services charged therein, or articles furnished, as the case may be, were rendered or
furnished as therein charged and that the amount of said claim as therein stated is due and unpaid after
allowing all just credits.



TARGET

NEW PHONE, HOME OR
E-MAIL ADDRESS?
PLEASE UPDATE ON
REVERSE SIDE.

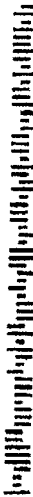
INCLUDE THIS PORTION WITH YOUR PAYMENT MADE PAYABLE TO TARGET BANK



TARGET BANK
P.O. BOX 660149
DALLAS TX 75266-0149

MAR18-00003106-001-003

KENDALL CNTY SHERIFF
ATTN TO: KATHRINE RASSMUSSEN
1102 CORNELL LN
YORKVILLE IL 60560-9597



00066600499030049903907777000036315308795

Account Number X-XXX-XXG-954
Account Identification Number 00036315308
New Balance \$499.03
Minimum Payment Due \$499.03
Payment Due Date September 18, 2010

Amount Enclosed \$

no backup

KENDALL COUNTY VOUCHER

INVOICE INFORMATION ENTERED BY: krasmussen

VEND #	NAME	INVOICE #	GROSS	DATE
230142	WAL-MART COMMUNITY BRC P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	0810	32.40	09/09/10

DISTRIBUTION INFORMATION

DESCRIPTION	ACCT #	AMOUNT	PROJ CODE
SUPPLIES	01020106200 OFFICE SUPPLIES	32.40	
		32.40*	

XXY-XXY 0046-7945

STATE OF ILLINOIS
COUNTY OF KENDALL

I, _____ the above claimant or agent
of said claimant do solemnly swear that the several items mentioned in the above claim are just and
true, and that the services charged therein, or articles furnished, as the case may be, were rendered or
furnished as therein charged and that the amount of said claim as therein stated is due and unpaid after
allowing all just credits.

Save money. Live better.

\$107.18

09/11/2010

\$107.18

Payment Enclosed: \$

Series of empty boxes for payment amount entry.

New address or email? Print changes on back.

KENDALL CO SHERIFF OFFICE
KATE RASSMUSSEN
1102 CORNELL LN
YORKVILLE IL 60560-9897

57683
J205

Make Payment To: WALMART COMMUNITY/GEMB
P.O. BOX 530934
ATLANTA, GA 30353-0934

00107180001847 001071800010718 000603220 2000467 94522

12602

KENDALL COUNTY SHERIFF
COMMISSARY FUND - KENDALL COUNTY
1102 CORNELL LANE
YORKVILLE, IL 60560

Centrus Bank
70-189719

8/11/2010

PAY TO THE
ORDER OF

WALMART
Seventy Four Dollars And Seventy Eight Cents *****

\$ 74.78

DOLLARS

General Fund
8/10/10 INMATE SUPPLIES

MEMO

VOID AFTER 90 DAYS
AUTHORIZED SIGNATURE

⑆012602⑆ ⑆071901837⑆900030001480⑆

Security features included. Details on back.

no backup

KENDALL COUNTY VOUCHER

INVOICE INFORMATION ENTERED BY: krasmussen

VEND #	NAME	INVOICE #	GROSS	DATE
012013	AT & T	827097245	143.69	09/09/10
	P.O. BOX 6463			
	CAROL STREAM IL 60197-6463			

DISTRIBUTION INFORMATION

DESCRIPTION	ACCT #	AMOUNT	PROJ CODE
EMA PHONE	01020126227 TELEPHONE	143.69	
		143.69*	

STATE OF ILLINOIS I, _____ the above claimant or agent
 COUNTY OF KENDALL ss. _____ of said claimant do solemnly swear that the several items mentioned in the above claim are just and true, and that the services charged therein, or articles furnished, as the case may be, were rendered or furnished as therein charged and that the amount of said claim as therein stated is due and unpaid after allowing all just credits.

P.O. Box 1809
Paramus, NJ 07653-1809

#BWNJSZT
#080008270972454#
9766.1.32.6517 1 AT 0.357
KENDALL COUNTY SHERIFFS OFFICE
MOBILE COMMAND CENTER
ATTN: JOSEPH GILLESPIE
1102 CORNELL LN
YORKVILLE IL 60560-9597



Return the portion below with
payment only to AT&T Mobility.

Account Number:	827097245
Total Amount Due:	\$143.69
Amount Paid:	
\$	

*Please do not send correspondence with payment.

Yes, enroll me in AutoPay
Signature required on reverse

Total Amount
Due by Sep 17, 2010

Please Mail Check Payable To:

AT&T Mobility
PO Box 6463
Carol Stream, IL 60197-6463



999000008270972450000000001436900000014369003

No Bank

KENDALL COUNTY VOUCHER

INVOICE INFORMATION ENTERED BY: krassmussen

VEND #	NAME	INVOICE #	GROSS	DATE
050918	ELAN FINANCIAL SERVICES P O BOX 790408 ST LOUIS MO 63179-2066	0810	1,597.11	09/09/10

DISTRIBUTION INFORMATION

DESCRIPTION	ACCT #		AMOUNT	PROJ CODE
OFFICE SUPPLIES	01020096200	OFFICE SUPPLIES	197.34	✓
CONFERENCES	01020096204	CONFERENCES	232.40	✓
VEHICLE SUPPLIES	01020096217	VEHICLE MAINT/REPAIRS/FUE	45.61	✓
FOOD - CRIME SCENE	01020096435	POLICE SUPPLIES	123.86	✓
MEDICAL SUPPLIES	01020106455	MEDICAL EXPENSES	319.60	✓
MOTOR CYCLE SUPPLIES	40020006650	DRUG ABUSE PREVENTION	678.30	✓
			1,597.11*	

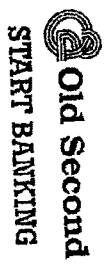
STATE OF ILLINOIS I, _____ the above claimant or agent
 COUNTY OF KENDALL ss. _____ of said claimant do solemnly swear that the several items mentioned in the above claim are just and true, and that the services charged therein, or articles furnished, as the case may be, were rendered or furnished as therein charged and that the amount of said claim as therein stated is due and unpaid after allowing all just credits.

Plan

Please detach and send coupon with check payable to: Cardmember Service

CPN 000012442

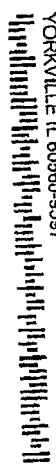
00479817050800014700000087000004389561



To change your address or for
Cardmember Service please call:
1-866-552-8855 Every Hour! Every Day!

000011782 1 MB 0382 108481726478410 P

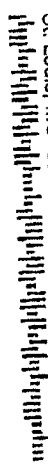
KENDALL CO SHERIFF
CENTRAL BILLING ACCOUNT
ATTN: RICHARD A RANDALL
1102 CORNELL LN
YORKVILLE IL 60560-9597



Your Account Number:	4798 1705 0800 0147
Total New Balance:	\$4,389.56
Minimum Payment Due:	\$87.00
Payment Due On:	SEP 28 2010
Payment Due:	159711

Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



111100-01
KENDALL COUNTY



The intent of these procedures is to promote public trust in county government. Trust is built through openness and transparency of county government spending to the public. For this purpose, State statute also stipulates use of taxpayer funds must be for a public purpose and authorized by county board budget appropriation.

Invoice Submittal: Procedures and Documentation

Complete original invoices should be submitted to accounts payable staff for payment. Departments that wish to maintain a copy of invoices within their files may keep copies.

In addition to an original invoice, excel sheets or department expense sheets may accompany the original invoice, but an original invoice should be submitted.

Departments must submit entire credit card statement for payment. Remittance payment slip only is not sufficient.

Detailed itemized purchase receipts for all credit card purchases, including meals, must be submitted to validate each charge on the credit card statement. Submitting the customer signature receipt, only showing purchase total, is not sufficient. Each receipt should also have attached documentation to document the person and reason for purchase and line item for each purchase.

To minimize credit card activity, employees who incur travel expenses while out of town at training or seminars, should request reimbursement accompanied with expense report rather than using a credit card.

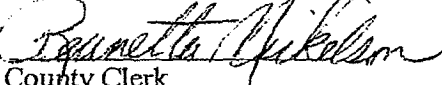
Each department or office should carefully monitor use of credit cards by their employees to ensure proper procedures are followed and proper documentation is provided by their department or office.

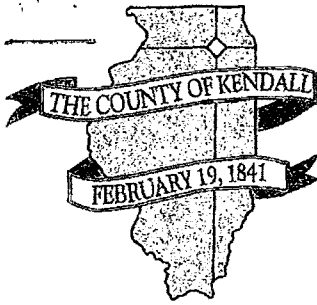
An elected official has the option of keeping the detailed record of all financial transactions for their office. If this is done, each office needs to maintain these records and make them available for inspection by the county's auditor and to fulfill requests for information as set forth under the Freedom of Information Act in a timely manner. The elected official is also requested to submit a detailed copy of invoices and supporting receipts to accounts payable.



County Board Chair

3/04/08
Date

Attest: 
County Clerk



KENDALL COUNTY BOARD

111 West Fox Street
Yorkville, Illinois 60560-1498
(630) 553-4171
FAX (630) 553-4214

November 3, 2009

Elected Officials and Department Heads:

RE: Reminder – Documentation Required for Claim Vouchers

Recently the Budget and Finance Committee discussed claim vouchers submitted without proper documentation. Specifically, the claims did not include detailed copies of invoices and supporting receipts. Since most of you have had staff changes and more than a year has elapsed since the County Board adopted the countywide policy in March of 2008 (see attached), we wanted to send a simple reminder.

In brief, the Budget and Finance Committee is requesting every elected official and department head to submit detailed invoices and supporting receipts to accounts payable. The Budget and Finance Committee has asked the County Clerk's accounts payable staff to report any claim vouchers that do not have the expected documentation.

Keep in mind, the intent of these procedures is to promote public trust our County government. We want to continue to build public trust through openness and transparency of county government spending.

Take a moment to review the attached policy with your staff. If you have questions, do not hesitate to approach the Budget and Finance Committee at our regular meetings.

Thank you for your cooperation.

Sincerely,

John Purcell
Budget and Finance Committee Chair

CC: Budget and Finance Committee