

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1000
Company #

PROBATION & COURT SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6100	50000		REGULAR SALARIES	\$ 8,000.00	169,227.95	161,227.95	11/26/24
Total				\$ 8,000.00			

To: 1000
Company #

PROBATION & COURT SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6100	50040		PART TIME HELP	\$ 8,000.00	(4,535.20)	3,464.80	11/26/24
Total				\$ 8,000.00			

Reason for Request:

Budget transfer to move funds for part-time salary expenses for the remaining of FY2024.

Department Head 11-26-2024
 Date 12/3/24
 Chief Financial Officer Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

JPS - 1/7/25
FIN/CB - 1/14/25

FY24

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1000
 Company #

SHERIFF ADMINISTRATION

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4400	54107	0000	SOFTWARE	\$ 170,000.00	171,291.54	1,291.54	12/3/24	1000-9100
4400	53807	0000	SUBSCRIPTION IT ARRANGEMENTS	\$ 300,000.00	606,680.69	306,680.69	12/3/24	1000-9100
4400	53806	0000	SOFTWARE & MAINTENANCE	\$ 75,000.00	170,669.96	95,669.96	12/3/24	1000-9100
4400	52220	0000	WEARING APPAREL	\$ 61,000.00	200,185.55	139,185.55	12/3/24	1000-9100
Total				\$ 606,000.00				

To: 1000
 Company #

SHERIFF ADMINISTRATION

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4400	54110	0000	EQUIPMENT AND MACHINERY	\$ 606,000.00	0	606,000.00	12/3/24	1000-9100
Total				\$ 606,000.00				

Reason for Request:

FY2024 - Budget transfer for reimbursement to ETSB for DEDIR System equipment including 263 portable radios, 91 mobile radios, and associated chargers

[Redacted Signature]

Department Head

12/3/2024
 Date
 12/5/24
 Date

Activity _____
 (optional)

Chief Financial Officer

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

JPS - 1/7/25
 FIN/CB - 1/14/25

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DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October 1, 2024

From: 1000
 Company #

SHERIFF ADMINISTRATION
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4400	53090		OTHER PROFESSIONAL SERVICES	\$ 20,000.00	585,664.00	565,664.00	12/10/24
4404	53410		RENTAL OF MACHINERY & EQUIPMNT	\$ 65,000.00	65,000.00	0	12/10/24
Total				\$ 85,000.00			

To: 1000
 Company #


SHERIFF-INFORMATION TECHNOLOGY
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4404	53800	0001	COPIER USAGE	\$ 35,000.00	0	35,000.00	12/10/24
4404	54100	0700	IT EQUIPMENT - CAPITAL LEASE	\$ 50,000.00	0	50,000.00	12/10/24
Total				\$ 85,000.00			

Reason for Request:

Budget transfer necessary due to copier lease/usage was budgeted as rental and transfer needs to be made to copier usage and capital lease.

F-425


 Department Head _____ Date 12/14/2024
 Chief Financial Officer [Signature] Date 12/10/24

Activity _____
 (optional)

****Please sign in blue ink on the original form****

Finance Department Use Only		
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____	

JPS - 1/7/25
 FIN/CB - 1/14/25



FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 1000
Company #

STATE'S ATTORNEY
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6500	50000		REGULAR SALARIES	\$ 20,000.00	14,135,037.07	14,115,037.07	12/12/24
Total				\$ 20,000.00			

To: 1000
Company #

STATE'S ATTORNEY
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6500	50040		PART TIME HELP	\$ 20,000.00	(633.33)	19,366.67	12/12/24
Total				\$ 20,000.00			

Reason for Request:

To cover the costs of a part time employee until the end of FY25.



Department Head

[Signature]

Chief Financial Officer

12/10/24

Date

12/13/24

Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year	25	Budget Journal #	Acctg Period
Entered By/Date		Released & Posted By/Date	

JPS - 1/7/25
FIN/LB - 1/14/25

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FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 1000
Company #

SA - CHILDREN'S ADVOCACY CENTR
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6510	50000		REGULAR SALARIES	\$ 5,700.00	75,600.79	69,900.79	12/2/24
Total				\$ 5,700.00			

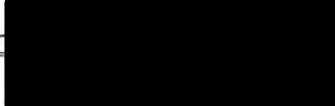
To: 1000
Company #

SA - CHILDREN'S ADVOCACY CENTR
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6510	54110		EQUIPMENT AND MACHINERY	\$ 5,700.00	71,339.00	77,039.00	12/2/24
Total				\$ 5,700.00			

Reason for Request:

To cover costs of radios billed by ETSB.



Department Head

[Signature]

12/2/24
Date

Activity

(optional)

Chief Financial Officer

12/3/24
Date

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

JPS - 1/7/25
FIN/CB - 1/14/25

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FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1000
Company #

JAIL OPERATIONS
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4410	50010	0000	OVERTIME	\$ 400,000.00	1,080,721.89	680,721.89	12/20/24	1000-9100
Total				\$ 400,000.00				

To: 1000
Company #

JAIL OPERATIONS
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
4410	52300	0000	DRUGS & VACCINE SUPPLIES	\$ 40,000.00	35,495.68	75,495.68	12/20/24	1000-9100
4410	53070	0000	MEDICAL SERVICES	\$ 360,000.00	34,783.69	394,783.69	12/20/24	1000-9100
Total				\$ 400,000.00				

Reason for Request:

Additional funds are needed for Inmate Medical and Drugs through the end of FY2024. A significant portion of the requested budget for each of these accounts was put in General Fund contingency funds during the budgeting process and remains in contingency. Because FY24 Jail Overtime is significantly less than FY23 actual and less than FY24 budget, the Sheriff can cover these expenses, leaving contingency funds available for other County needs.

Department Head

12/20/2024
Date
12/30/24
Date

Activity (optional)

Chief Financial Officer

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

JPS - 1/7/25
FIN/CB - 1/14/25

[Handwritten mark]

FY24

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October 1, 2024

From: 1400
 Company #

LAW LIBRARY
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5960	50080		SALARY & WAGE ADJUSTMENTS	\$ 2,919.00	5,899.00	2,980.00	1/2/25
Total				\$ 2,919.00			

To: 1400
 Company #

LAW LIBRARY
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5960	50000		REGULAR SALARIES	\$ 2,919.00	(2,918.44)	0.56	1/2/25
Total				\$ 2,919.00			

Reason for Request:

to cover needed expenses from 2024.

[Redacted Signature]

Department Head

1/2/25
 Date

Activity

(optional)

[Signature]

Chief Financial Officer

1/2/2025
 Date

Please sign in blue ink on the original form

Finance Department: Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

JPS - 1/7/25
 FIN/CB - 1/14/25

F124

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October 1, 2024

From: 1000
 Company #

GROUNDS
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1102	52000		FURN/MACH/EQUIP SMALL VALUE	\$ 2,241.00	50,499.43	48,258.43	12/31/24
Total				\$ 2,241.00			



To: 1000
 Company #

GROUNDS
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1102	50010		OVERTIME	\$ 2,241.00	(2,240.50)	0.50	12/31/24
Total				\$ 2,241.00			

Reason for Request:

Budget transfer needed to cover overtime for Grounds Maintenance.

Department Head  12/31/24
 Date
 Chief Financial Officer  1/2/2025
 Date

Activity _____
 (optional)

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

PW - 1/7/25
 FIN/CB - 1/14/25

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FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

ADMINISTRATION

From: 1200
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2000	53828		CONTINGENCIES	\$ 260,090.00	1,700,000.00	1,439,910.00	12/17/24	1200-9100
				Total	\$ 260,090.00			

MAINTENANCE & CAPITAL

To: 1200
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2040	54110		EQUIPMENT AND MACHINERY	\$ 260,090.00	0	260,090.00	12/17/24	1200-9100
				Total	\$ 260,090.00			

Reason for Request:

Transfer FY25 monies for Aseptic Barrier Washers for Laundry - this was unanticipated, as project was to be completed in November, 2024

[Redacted Signature]

Department Head
Chief Financial Officer

12/17/24
Date
12/19/24

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 1/7/25
FIN/CB - 1/14/25
Committee/Board.

[Handwritten mark]

FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1000
Company #

HUMAN SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
1750	50000		REGULAR SALARIES	\$ 203.00	2,882.89	2,679.89	1/2/25	1000-9100
Total				\$ 203.00				

To: 1000
Company #

FAMILY CENTER
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
1640	50040		PART TIME HELP	\$ 203.00	(6,633.33)	(6,430.33)	1/2/25	1000-9100
Total				\$ 203.00				

Reason for Request:

Amount transferred covers deficits in the Family Center General Fund's part time help line.

[Redacted Signature]
Date: 1/2/25
Chief Financial Officer

Activity _____
[optional]

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year	24	Budget Journal #	Acctg Period
Entered By/Date		Released & Posted By/Date	

HS - 1/7/25
FIN/CB - 1/14/25

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FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 1000
Company #

FAMILY CENTER
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1640	50010		OVERTIME	\$ 286.00	286.72	0.72	1/2/25
1640	52280		CLEANING SUPPLIES	\$ 12.00	12.09	0.09	1/2/25
1640	53090		OTHER PROFESSIONAL SERVICES	\$ 3,670.00	3,670.38	0.38	1/2/25
1640	53300		REPAIR & MTCE FACILITIES	\$ 1,550.00	1,550.65	0.65	1/2/25
1640	53500		MILEAGE EXPENSE	\$ 250.00	250.00	0	1/2/25
1640	53800		PRINTING	\$ 490.00	490.25	0.25	1/2/25
1640	52200		OPERATING SUPPLIES & MATERIALS	\$ 1.00	1.67	0.67	1/2/25
1640	53600		DUES & MEMBERSHIPS	\$ 75.00	75.00	0	1/2/25
1640	53610		INSTRUCTION & SCHOOLING	\$ 1.00	1.90	0.90	1/2/25
1640	53804		POSTAGE & POSTAL CHARGES	\$ 96.00	96.58	0.58	1/2/25
Total				\$ 5,431.00			


To: 1000
Company #

FAMILY CENTER
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1640	50040		PART TIME HELP	\$ 6,431.00	(6,633.33)	202.33	1/2/25
Total				\$ 6,431.00			

Reason for Request:

Amount transferred covers deficits in the part time help line that were unanticipated.



 Chief Financial Officer
 Date 1/2/25
 Date 1/2/2025

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 1/7/25
FIN/CB - 1/14/25

[Handwritten mark]

FY24

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KOS

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1500
Company #

DOT MAINTENANCE/OPS
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
3510	50080		SALARY & WAGE ADJUSTMENTS	\$ 100,061.00	132,223.00	32,162.00	1/2/25	1500-9100
Total				\$ 100,061.00				

To: 1500
Company #

DOT MAINTENANCE/OPS
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
3510	50000		REGULAR SALARIES	\$ 46,568.00	46,567.02	0.98	1/2/25	1500-9100
3510	50010		OVERTIME	\$ 20,205.00	20,204.78	0.30	1/2/25	1500-9100
3510	51000		BENEFIT PAYMENTS	\$ 33,288.00	33,287.76	0.24	1/2/25	1500-9100
Total				\$ 100,061.00				

Reason for Request:

Funds needed in line for remainder of FY2024.

[Redacted Signature]

Department Head

1/2/2025
Date

Activity

(optional)

Chief Financial Officer

1/2/2025
Date

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

DOT-1/7/25
FIN/KB-1/14/25

FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1000
Company #

COUNTY RECORDER
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4300	50000		REGULAR SALARIES	\$ 330,670.00	330,724.19	54.69	12/30/24
4300	50010		OVERTIME	\$ 10,000.00	10,000.00	0	12/30/24
4300	50050		TEMPORARY SALARIES	\$ 5,000.00	5,000.00	0	12/30/24
4300	52000		FURN/MACH/EQUIP SMALL VALUE	\$ 1,699.00	1,679.32	0.32	12/30/24
4300	52200		OPERATING SUPPLIES & MATERIALS	\$ 7,500.00	8,025.82	525.82	12/30/24
4300	52210		FOOD & BEVERAGES	\$ 832.00	832.88	0.88	12/30/24
Total				\$ 355,701.00			

To: 1000
Company #

COUNTY RECORDER
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4300	53090		OTHER PROFESSIONAL SERVICES	\$ 355,701.00	951.15	356,652.15	12/30/24
Total				\$ 355,701.00			

Reason for Request:

Transfer all available funds to pay for non-budgeted U.S. Imaging film project - see attached memo.

Department Head

12-30-2024
Date

Activity

(optional)

Chief Financial Officer

1/2/2025
Date

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

Tech - 1/7/25
FIN/CB - 1/14/25

FY24

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1100
Company #

RECORDER DOCUMENT STORAGE
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4310	50000		REGULAR SALARIES	\$ 20,000.00	27,561.16	7,561.16	12/31/24
4310	50010		OVERTIME	\$ 4,600.00	4,600.00	Ø	12/31/24
4310	50040		PART TIME HELP	\$ 10,000.00	10,000.00	Ø	12/31/24
4310	50080		SALARY & WAGE ADJUSTMENTS	\$ 11,684.00	11,684.00	Ø	12/31/24
4310	51040		EMPLOYEE MED & HOSP INSURANCE	\$ 10,000.00	14,932.59	4,932.59	12/31/24
Total				\$ 56,284.00			

To: 1100
Company #

RECORDER DOCUMENT STORAGE
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4310	53090		OTHER PROFESSIONAL SERVICES	\$ 56,284.00	120,634.58	176,918.58	12/31/24
Total				\$ 56,284.00			

Reason for Request:

Transfer all available funds to pay for non-budgeted U.S. Imaging film project - see attached memo.

[Redacted Signature]

Department Head

12-31-2024
Date

Activity

(optional)

Chief Financial Officer

JM

1/2/2025
Date

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

Tech - 1/7/25
FIN/CB - 1/14/25

Ø



MEMO:

BUDGET TRANSFERS for US IMAGING CONTRACT

The previous Recorder entered into a contract with US Imaging totaling approximately **\$680,000.00 without issuing a Request for Proposal or going out for bid**. While US Imaging completed the work as requested, the product has proven **unusable**, due to the way the project was conceived and managed by the prior administration, Furthermore, this expense was **not budgeted for**, leaving our office in a difficult financial position.

We have prepared the attached budget transfers to allocate the necessary funds. The transfers will be made from the following accounts:

Unit 4300: ROD General Fund

Unit 4310: ROD Document Storage Fund