

#### **EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY**

Consolidated 9-1-1 Services for DuPage County 421 N. County Farm Road, Wheaton, Illinois 60187 630-550-7743 ETSB911@dupageco.org

#### **BOARD MEMBERS:**

Mr. Greg Schwarze

Chairman DuPage County Board Representative

Mr. Mark Franz

Vice Chairman Village of Glen Ellyn DuPage Mayors & Managers Conference Representative

Mrs. Gwen Henry, Ex-Officio

**DuPage County Treasurer** 

Ms. Jean Kaczmarek, Ex-Officio

Secretary - DuPage County Clerk

Mr. Grant Eckhoff

DuPage County Board Representative

Mr. Michael Guttman

DuPage Public Safety Communication (DU-COMM) Representative

Vacant

Public Representative

**Deputy Chief Erik Kramer** 

Addison Fire Protection District DuPage County Fire Chiefs Association Representative

Mr. Joseph Maranowicz

Village of Addison DuPage Mayors & Managers Conference Representative

Chief David Schar

Village of Winfield Police Representative

Mr. William Srejma

Addison Consolidated Dispatch Center (ACDC) Representative

Deputy Chief Eric Swanson

DuPage Sheriff's Office Representative

Mr. Michael G. Tillman, RPL

Superior Air-Ground Ambulance Services Inc. Emergency Services Representative

Ms. Yeena Yoo

DuPage County Board Representative

Ms. Linda Zerwin Executive Director 9-1-1 System Coordinator TO: DuPage County Finance Department

FROM: Greg Schwarze, Chairman

Emergency Telephone System Board of DuPage County

DATE: May 10, 2023

SUBJECT: ETSB Inter-department Claims FY22 May 10, 2023

The Inter-fund transfer for Payment of Claims as detailed on the following page has been approved by the ETS Board at a meeting held on May 10, 2023.

FY 2023 Total Inter-fund Payment of Claims: \$4,242.89

APPROVED BY:	
Greg Schwarze, Chairman	
ATTEST:	
Secretary	

# DUPAGE EMERGENCY TELEPHONE SYSTEM BOARD 9-1-1

Object Code	Services	<u>Department</u>	<u>Amount</u>	<u>Invoice</u>
5820-53808	Management Fees	Treasurer's Office	\$4,242.89	20220610-169-A



#### **EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY**

Consolidated 9-1-1 Services for DuPage County 421 N. County Farm Road, Wheaton, Illinois 60187 630-550-7743 ETSB911@dupageco.org

#### **BOARD MEMBERS:**

Mr. Greg Schwarze

Chairman DuPage County Board Representative

Mr. Mark Franz

Vice Chairman Village of Glen Ellyn DuPage Mayors & Managers Conference Representative

Mrs. Gwen Henry, Ex-Officio

DuPage County Treasurer

Ms. Jean Kaczmarek, Ex-Officio Secretary - DuPage County Clerk

Mr. Grant Eckhoff

DuPage County Board Representative

Mr. Michael Guttman

DuPage Public Safety Communication (DU-COMM) Representative

Vacant

Public Representative

**Deputy Chief Erik Kramer** 

Addison Fire Protection District DuPage County Fire Chiefs Association Representative

Mr. Joseph Maranowicz

Village of Addison DuPage Mayors & Managers Conference Representative

Chief David Schar

Village of Winfield Police Representative

Mr. William Srejma

Addison Consolidated Dispatch Center (ACDC) Representative

Deputy Chief Eric Swanson

DuPage Sheriff's Office Representative

Mr. Michael G. Tillman, RPL

Superior Air-Ground Ambulance Services Inc. Emergency Services Representative

Ms. Yeena Yoo

DuPage County Board Representative

Ms. Linda Zerwin

Executive Director 9-1-1 System Coordinator TO: DuPage County Treasurer's Office

FROM: Greg Schwarze, Chairman

Emergency Telephone System Board of DuPage County

DATE: May 10, 2023

SUBJECT: ETSB Payment of Claims List FY23 – May 10, 2023

The payment of the below listed accounts has been approved by the ETS Board at a meeting held on May 10, 2023. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated April 28, 2023.

FY2023 Equalization Fund (400)	0-5820):	\$	<u>341,232.79</u>
Total:		\$	341,232.79
	APPROVED	BY:	
	Greg Schwar	ze, Cha	airman
	ATTEST:		
	Secretary		

## EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY FY23 EXPENDITURE VS. BUDGET

Company   Comp						ANNUAL		ACTUAL	YEAR TO DATE			REMAINING	% YTD	% YTD	
ADDITION   1900   0.0000   0.0000   0.0000   0.0000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.00000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.000000   0.0000000   0.0000000   0.0000000   0.0000000   0.0000000   0.0000000   0.00000000	СОМР	AU	Account	Description	APF	ROPRIATION		BUDGET		EXPENDED	ENCUMBERED		AVAILABLE	EXPENDED	REMAINING
MOON   SEQU   SOURN	4000	5820	50000-0000	REGULAR SALARIES	\$	908,742	\$	908,742	\$	287,696	\$ -	\$	621,046.00	32%	68%
Month   Martin   Ma	4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$	13,728	\$	13,728	\$	4,315	\$ -	\$	9,413.00	31%	69%
MOO   S200   S1010-0000   EMPLOYER SHARE KIME F.   S   108,395   S   108,935   S   23,980.00   S - S   8,4515.00   30%   70%	4000	5820	50080-0000	SALARY & WAGE ADJUSTMENT	\$	34,952	\$	34,952	\$	-	\$ -	\$	34,952.00	0%	100%
Mono   Sa20   Signo	4000	5820	51000-0000	BENEFIT PAYMENTS	\$	13,260	\$	13,260	\$	-	\$ -	\$	13,260.00	0%	100%
1900   520   51040-0000   EMPLOYEE MED A HOSP INSURANCE   \$   19.040   \$   25.050.00   \$     \$   15.535.00   13%,   87%,   600   520	4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$	108,595	\$	108,595	\$	23,980.00	\$ -	\$	84,615.00	22%	78%
1000   5202   51050-0000   FLANBLE BENETIT EARNINGS   \$ 3,000   \$ 3,000   \$ 2,000   \$	4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$	69,519	\$	69,519	\$	21,168.00	\$ -	\$	48,351.00	30%	70%
MOD   S202   S2000-0000   FURN/MACH/EQUIP SMALL YALUE   S   44,000   S   S   S   S   5,000   ON   100%	4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$	191,040	\$	191,040	\$	25,505.00	\$ -	\$	165,535.00	13%	87%
1000   5200   5200   5200   5000	4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$	3,000	\$	3,000	\$	250.00	\$ -	\$	2,750.00	8%	92%
100   100	4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$	44,000	\$	44,000	\$	-	\$ -	\$	44,000.00	0%	100%
4000   5280   52200-0000   OPERATING SUPPLIES & MATERIALS   S   Z.000   S   Z.000   S   402.19   S   S   S   S   S   5.94   S   5.95   S   5.95   S   S   S   S   S   S   S   S   S	4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	Ś	74.597	Ś	74.597		2.902.80	\$ 59.597.20	Ś	12.097.20	4%	16%
4000   5202   52210-0000   FOOD AND BEVERAGE   \$ 750   \$ 750   \$ 2,286.00   \$ 5,000.00   \$ 2,286.00   \$ 5,000.00   \$ 2,286.00   \$ 5,000.00   \$ 5,286.00   \$ 5,000.00   \$ 5,286.00   \$ 5,000.00   \$ 5,280.00   \$ 5,000.00   \$ 5,															
4000 \$220 \$229-0000 AUTO/MACHINERY EQUIPMENT/PARTS \$ 6,00.00 \$ 6,00.00 \$ 3.22,88.00 \$ 5,00.00 \$ \$ 2,214.00 \$5% \$ 37% \$ 4000 \$220 \$2270-0000 MAINTENANCE SUPPLIES \$ 5,00.00 \$ 2,00.00 \$ 6,747 \$ 5 − 5 \$ 2,500.00 \$ 10% \$4000 \$220 \$2270-0000 MAINTENANCE SUPPLIES \$ 5,00.00 \$ 2,00.00 \$ 6,747 \$ 5 − 5 \$ 5,00.00 \$ 10% \$4000 \$220 \$3000-0000 AUDITING & ACCOUNTING SERVICES \$ 5,00.00 \$ 107,400 \$ 107,400 \$ 4,826.00 \$ 30,400.00 \$ 7,747 \$ 5 − 5 \$ 5,00.00 \$ 10% \$4000 \$220 \$3000-0000 AUDITING & ACCOUNTING SERVICES \$ 5,00.00 \$ 107,400 \$ 4,826.00 \$ 3,0400.00 \$ 7,747 \$ 5 − 7 \$ \$ 6,749 \$ 5 − 7 \$ \$ 6,00.00 \$ 7,747 \$ \$ 6 − 7 \$ \$ 6,00.00 \$ 7,747 \$ \$ 6 − 7 \$ \$ 7,00.00															
4000 \$220 \$2290-0000 FUER \$\text{UBRICATYS}\$ \$ \$ \$ \$ \$ .00 \$ \$ \$ .2,500 \$ \$ \$ .0. \$ \$ \$ \$ \$ \$ .0. \$ \$ \$ .00 \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ \$ .00 \$ \$ .00 \$ \$ \$ \$											*				
4000 \$220 \$2270-0000 MAINTENANCE SUPPLIES \$ 2,000 \$ 2,000 \$ 6,747 \$ \$										-					
4000   5820   53209-0000   CLEANING SUPPLIES   \$ 5.00   \$ 5.00   \$ 4.25.00   \$ 3.00-000   \$ 7.21.14.00   44k   67%   4000   5820   53000-0000   NOTITING & ACCOUNTING SERVICES   \$ 17.49   \$ 17.49   \$ 4.82.60   \$ 3.00.000   \$ 7.21.14.00   44k   67%   4000   5820   53020-0000   NOTITING & ACCOUNTING SERVICES   \$ 6.00.00   \$ 6.000   \$ 5.368.50   \$ 14.631.50   \$ 7.49.00   0 0					'	,		,		67.47	*				
4000   5820   \$3000-0000   AUDITING & ACCOUNTING SERVICES   \$ 107.400   \$ 4,826.00   \$ 3,040.00   \$ 7.2,174.00   4%   67%						,				-	*				
4000   5820   \$3020-0000   IEGAL SERVICES   \$ 749   \$ 749   \$ 740   \$ \$ \$ \$ \$ \$ \$ 749 00   0\text{/s}   \$ 1000\text{/s}   \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					-					4 826 00	Ψ.				
4000   \$200   \$3030-0000   CEAL SERVICES   \$ 6,000   \$ 6,000   \$ \$ \$ \$ \$ \$ \$ \$ 6,000   \$ 0   \$ \$ \$ \$ \$ \$ \$ \$ \$ 6,000   \$ 0   \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					'	,				4,820.00					
A000   S20   \$3040-0000   INTERPRETER SERVICES   \$ 20,000   \$ 2,000   \$ 3,365.05   \$ 14,631.05   \$ 2.00   \$ 5,465.00   \$ 3.00								-		-	*				
					'	,				- 269.50	*		60,000.00		
A000   S\$20   \$3130-0000   PUBLIC LIBRILITY INSURANCE   \$ 106,794   \$ 106,794   \$ 55,579.00   \$ 38,717.00   \$ 1,2488.00   52%   12%						,		,							
A000   S820   S3200-0000   ATURAL GAS   S 3,700   S 3,700   S 3,700   S 5,408.54   S - S 13,700.00   O%   1,00%   4,000   S820   S3210-0000   WATER & SEWER   S 500   S 500   S 5.00				•		,					*				
A000   S202   S3210-0000   CHECTRICITY   \$ 2,5000   \$ 2,5000   \$ 5,408.54   \$ - \$ 19,591.46   22%   78%					'					55,579.00		1 '			
\$4000   \$820   \$3220-0000   WATER & SEWER   \$   \$500   \$   \$   \$500   \$   \$   \$   \$000   \$   \$   \$   \$					'					-	*				
					'	,				5,408.54					
\$4000   \$820   \$3260-0000   WIRELESS COMMUNICATION SVC   \$   \$1,1,100   \$   \$1,1,100   \$   \$2,2,58.49   \$   \$4,471.52   \$   \$4,616.40   \$8%   \$92%   \$4000   \$820   \$3310-0000   \$PAJR MAINT INFRASTRUCTURE   \$   \$5,0000   \$   \$   \$   \$   \$   \$   \$   \$   \$											Ÿ				
4000   5820   53300-0000   REPAIR & MITCE FACILITIES   \$ 45,000   \$ 45,000   \$ 3,386.00   \$ -															
4000   5820   53310-0000   REPAIR MAINT INFRASTRUCTURE   \$   50,000   \$   50,000   \$   \$   50,000   \$   \$   \$   \$   \$   \$   \$   \$   \$						,									
4000   5820   53370-0000   REPAIR & MTCE OTHER EQUIPMENT   \$   5.5,826   \$   5.5,826   \$   2.4,496.80   \$   2.7,783.47   \$   3.545.73   4.4%   6.%					'	,				3,386.00				8%	
4000   5820   53400-0000   RENTAL OF OFFICE SPACE   \$ 20,580   \$ 20,580   \$ \$ 20,580   \$ \$ 4.299.17   \$ \$ . \$ \$ 10,700.83   29%   71%   100	4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	'	50,000		50,000		-	7		50,000.00	0%	100%
4000   5800   53410-0000   RENTAL OF MACHINERY & EQUIPMENT   \$   15,000   \$   15,000   \$   4,299.17   \$   -   \$   10,700.83   29%   71%     4000   5820   53500-0000   MIRACE EXPENSE   \$   10,000   \$   10,0000   \$   163.75   \$   -   \$   1,836.25   8%   92%     4000   5820   53500-0000   TRAVEL EXPENSE   \$   100,000   \$   10,0000   \$   437.87   \$   -   \$   \$   5,900.00   \$   99%     4000   5820   53600-0000   DUES & MEMBERSHIPS   \$   1,483   \$   1,483   \$   6655.00   \$   -   \$   \$   828.00   \$   44%   \$   56%     4000   5820   53600-0000   PRINTING & SCHOOLING   \$   103,250   \$   11,816.81   \$   -   \$   \$   90,433.19   12%   88%     4000   5820   53800-0000   PRINTING   \$   5,000.00   \$   5,000.00   \$   41.40   \$   -   \$   \$   9,0433.19   12%   88%     4000   5820   53800-0000   PRINTING   \$   5,000.00   \$   5,000.00   \$   41.40   \$   -   \$   5,000.00   \$   99%     4000   5820   53800-0000   POSTAGE & POSTAL CHARGES   \$   1,500   \$   1,500   \$   1,500   \$   1,274.80   \$   1,500.00   \$   1,000%     4000   5820   53800-0000   OTHER TRANSPORTATION CHARGES   \$   1,500   \$   1,500   \$   1,274.80   \$   -   \$   1,500.00   \$   1,000%     4000   5820   53800-0000   OTHER TRANSPORTATION CHARGES   \$   1,500   \$   1,500   \$   -   \$   1,500.00   \$   1,000%     4000   5820   53800-0000   OTHER TRANSPORTATION CHARGES   \$   1,500	4000		53370-0000	REPAIR & MTCE OTHER EQUIPMENT		55,826		55,826		24,496.80	. ,		3,545.73	44%	6%
4000   5820   53501-0000   MILEAGE EXPENSE   \$ 2,000   \$ 2,000   \$ 163.75   \$   \$ 1,836.25   8%   92%	4000	5820	53400-0000	RENTAL OF OFFICE SPACE		20,580	\$	20,580		-	7	\$	20,580.00	0%	100%
\$\frac{4000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53510-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53510-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.0000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.0000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.00000}   \$\frac{5820}{0.00000}   \$\frac{53600-0000}{0.000000}   \$\frac{53600-0000}{0.000000}   \$\frac{53600-0000}{0.00000}   \$\frac{53600-0000}{0.000000}   \$\frac{53600-0000}{0.000000}   \$\frac{53600-0000}{0.000000000000}   \$\frac{53600-0000}{0.00000000000000000000000000000	4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$	15,000	\$	15,000		4,299.17	\$ -	\$	10,700.83	29%	71%
\$4000   \$820   \$3600-0000   DUES & MEMBERSHIPS   \$ 1,483   \$ 1,483   \$ 655.00   \$ -	4000	5820	53500-0000	MILEAGE EXPENSE		2,000	\$	2,000		163.75	\$ -	\$	1,836.25	8%	92%
\$4000   \$820   \$3810-0000   NSTRUCTION & SCHOOLING   \$ 103,250   \$ 103,250   \$ 12,816.81   \$ -	4000	5820	53510-0000	TRAVEL EXPENSE	\$	100,000	\$	100,000	\$	437.87	\$ -	\$	99,562.13	0%	100%
\$4000   \$820   \$3800-0000   PRINTING   \$   \$5,000   \$   \$5,000   \$   \$   \$   \$   \$   \$   \$   \$   \$	4000	5820	53600-0000	DUES & MEMBERSHIPS	\$	1,483	\$	1,483	\$	655.00	\$ -	\$	828.00	44%	56%
4000   5820   53801-0000   MISCELLANEOUS MEETING EXPENSE   \$ 3,000   \$ 3,000   \$ 41.40   \$ - \$ 2,958.60   1%   99%     4000   5820   53803-0000   MISCELLANEOUS MEETING EXPENSE   \$ 1,500   \$ 1,500   \$ 1,500   \$ 1,274.80   \$ - \$ 225.20   85%   15%     4000   5820   53805-0000   OTHER TRANSPORTATION CHARGES   \$ 1,500   \$ 1,500   \$ 1,500   \$ 1,274.80   \$ - \$ 225.20   85%   15%     4000   5820   53805-0000   OTHER TRANSPORTATION CHARGES   \$ 1,500   \$ 1,500   \$ 1,500   \$ - \$ 1,500.00   0%     4000   5820   53805-0000   OTHER TRANSPORTATION CHARGES   \$ 1,500   \$ 1,500   \$ - \$ 1,500.00   0%     4000   5820   53805-0000   OTHER TRANSPORTATION CHARGES   \$ 3,007,533   \$ 369,193   \$ 367,387.00   \$ - \$ 1,806.00   100%     4000   5820   53807-0000   OTHER TRANSPORTATION CHARGES   \$ 3,007,533   \$ 3,038,533   \$ 737,330.91   \$ 2,085,904.85   \$ 215,297.24   24%   7%     4000   5820   53810-0000   OTHER CONTRACTUAL EXPENSES   \$ 54,200   \$ 54,200   \$ 20,000.00   \$ 21,200.00   \$ 13,000.00   37%   24%     4000   5820   54100-0000   OTHER CONTRACTUAL EXPENSES   \$ 5,341,478   \$ 945,601.00   \$ 4,197,677.00   \$ 198,200.00   18%   44%     4000   5820   54100-0000   OTHER CONTRACTUAL EXPENSES   \$ 1,655,057   \$ 1,655,057   \$ 256,405.38   \$ 708,654.60   \$ 689,997.03   15%   42%     4000   5820   54100-0000   OTHER CONTRACTUAL EXPENSES   \$ 1,983,197   \$ 8,634,597   \$ 6,673,964.28   \$ - \$ \$ 1,960,632.49   77%   23%     4000   5820   54110-0000   EQUIPMENT AND MACHINERY   \$ 1,983,197   \$ 8,634,597   \$ 6,673,964.28   \$ - \$ \$ 1,960,632.49   77%   23%      EXPENDITURES FOR PERIOD: April 12,2023   S 300,000.00   \$ 300,000.00   \$ 0.000000000000000000000000000	4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$	103,250	\$	103,250	\$	12,816.81	\$ -	\$	90,433.19	12%	88%
4000   5820   53803-0000   MISCELLANEOUS MEETING EXPENSE   \$ 1,500   \$ 1,500   \$ 1,274.80   \$ -	4000	5820	53800-0000	PRINTING	\$	5,000	\$	5,000	\$	-	\$ -	\$	5,000.00	0%	100%
4000   5820   53804-0000   POSTAGE & POSTAL CHARGES   \$ 1,500   \$ 1,500   \$ 1,274.80   \$ - \$ 225.20   85%   15%	4000	5820	53801-0000	ADVERTISING	\$	3,000	\$	3,000	\$	41.40	\$ -	\$	2,958.60	1%	99%
4000   5820   53805-0000   SOFTWARE LICENSES (new)   \$ 330,193   \$ 369,193   \$ 367,387.00   \$ - \$ 1,500.00   0%   100%   4000   5820   53805-0000   SOFTWARE MAINT AGREEMENTS   \$ 330,193   \$ 369,193   \$ 367,387.00   \$ - \$ 1,806.00   100%   0%   4000   5820   53805-0000   SOFTWARE MAINT AGREEMENTS   \$ 3,077,533   \$ 3,038,533   \$ 737,330.91   \$ 2,085,904.85   \$ 215,297.24   24%   77%   24%   4000   5820   53810-0000   CUSTODIAL SERVICES   \$ 54,200   \$ 54,200   \$ 20,000.00   \$ 21,200.00   \$ 13,000.00   37%   24%   4000   5820   53830-0000   OTHER CONTRACTUAL EXPENSES   \$ 5,341,478   \$ 5,341,478   \$ 945,601.00   \$ 4,197,677.00   \$ 198,200.00   18%   44%   4000   5820   54100-0000   OTHER CONTRACTUAL EXPENSES   \$ 1,655,057   \$ 1,655,057   \$ 256,405.38   \$ 708,654.60   \$ 689,997.03   15%   42%   4000   5820   54100-0000   SOFTWARE (new)   \$ 13,6875   \$ 136,875   \$ 256,405.38   \$ 708,654.60   \$ 689,997.03   15%   42%   42%   4000   5820   54100-0000   SOFTWARE (new)   \$ 1,983,197   \$ 136,875   \$ 136,875   \$ - \$ 52,978.31   \$ 83,896.69   0%   611%   42%	4000	5820	53803-0000	MISCELLANEOUS MEETING EXPENSE	\$	1,500	\$	1,500	\$	-	\$ -	\$	1,500.00	0%	100%
4000   5820   53805-0000   STMARE LICENSES (new)   \$ 330,193   \$ 369,193   \$ 367,387.00   \$	4000	5820	53804-0000	POSTAGE & POSTAL CHARGES	Ś	1.500	Ś	1.500	Ś	1.274.80	\$ -	Ś	225.20	85%	15%
4000   5820   53806-0000   SOFTWARE LICENSES (new)   \$ 330,193   \$ 369,193   \$ 367,387.00   \$ - \$ 1,806.00   100%   0%   4000   5820   53807-0000   SOFTWARE MAINT AGREEMENTS   \$ 3,077,533   \$ 3,038,533   \$ 737,330.91   \$ 2,085,904.85   \$ 215,297.24   24%   7%   4000   5820   53830-0000   OTHER CONTRACTUAL EXPENSES   \$ 5,341,478   \$ 5,341,478   \$ 945,601.00   \$ 4,197,677.00   \$ 198,200.00   18%   44%   4000   5820   54100-0000   IT EQUIPMENT   \$ 1,655,057   \$ 1,655,057   \$ 256,405.38   \$ 708,654.60   \$ 689,997.03   15%   42%   4000   5820   54100-0000   SOFTWARE (new)   \$ 136,875   \$ 16,8875   \$ - \$ \$ 5,278.31   \$ 83,896.69   0%   61%   40	4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$	1,500	\$	1,500	\$	-	\$ -	\$	1,500.00	0%	100%
\$4000   \$820   \$53807-0000   \$CITWARE MAINT AGREEMENTS   \$ 3,077,533   \$ 3,038,533   \$ 737,330.91   \$ 2,085,904.85   \$ 215,297.24   24%   7%	4000	5820	53806-0000	SOFTWARE LICENSES (new)	Ś	330.193	Ś		Ś	367.387.00	\$ -		1.806.00	100%	0%
\$400   \$820   \$3810-000   \$3810-000   \$13,000.00   \$13,				, ,	'	,					*				
4000   5820   53830-0000   OTHER CONTRACTUAL EXPENSES   \$ 5,341,478   \$ 5,341,478   \$ 945,601.00   \$ 4,197,677.00   \$ 198,200.00   18%   4%															
400					'										
4000   5820   54107-0000   SOFTWARE (new)   \$   136,875   \$   136,875   \$   136,875   \$   52,978.31   \$   83,896.69   0%   61%   4000   5820   54110-0000   EQUIPMENT AND MACHINERY   \$   1,983,197   \$   8,634,597   \$   6,673,964.28   \$   -															
400         5820         54110-000 S820         EQUIPMENT AND MACHINERY         \$ 1,983,197 \$ 8,634,597 \$ 6,673,964.28 \$ \$ 1,960,632.49 77%         23%           Total         \$ 16,080,504 \$ 22,731,904 \$ \$ 8,078,736 \$ 5,000,043 0%         22%           EXPENDITURE FOR PERIOD: April 12, 2023         ** 341,232.79 Internations: \$ 4,242.89           ** ANNUAL         ANNUAL         ACTUAL         ** FEMAINING         % YTD         ** SYD           COMP         AU         Account         Description         APPROPRIATION         BUDGET         TRANSFERRED         BALANCE         EXPENDED         REMAINING           400         5820         53828-000         CONTINGENCIES (xfers to Personnel/Contracts/Commodities)         \$ 300,000.00         \$ 300,000.00         \$					-					_55,.55.56					
Total   \$ 16,080,504   \$ 22,731,904   \$ 8,078,736   \$ 5,000,043   0%   22%					'					6 673 964 28					
EXPENDITURES FOR PERIOD: April 12, 2023   \$ 341,232.79   Internal Transfer: \$ 4,242.89	4000	3020	54110-0000	•			_		ڔ	0,073,304.20		¢			
Note	FXPFN	IDITURE	S FOR PERIOD.		٧	10,000,304	٧	22,731,304	Ś	341.232.79	+ 0,0.0,.00	ر \$		070	22/0
COMP AU Account Description APPROPRIATION BUDGET TRANSFERRED ENCUMBERED BALANCE EXPENDED REMAINING 400 5820 53828-0000 CONTINGENCIES (xfers to Personnel/Contracts/Commodities) \$ 300,000.00 \$ - \$ \$ 300,000.00 0 0 0 100%	LAFLIN	.J. OKE	J. OK I ENIOD.						,	371,232.73	cinai iransier.	٦	7,272.03		
4000 5820 53828-0000 CONTINGENCIES (xfers to Personnel/Contracts/Commodities) \$ 300,000.00 \$ - \$ \$ 300,000.00 0% 100%						ANNUAL		ACTUAL		YEAR T	O DATE	L	REMAINING	% YTD	% YTD
	СОМР	AU	Account	Description	APP	ROPRIATION		BUDGET	TI	RANSFERRED	ENCUMBERED		BALANCE	EXPENDED	REMAINING
400 5820 54199-000 CAPITAL CONTINGENCY (xfers to Capital) \$ 29,446,769 \$ 29,446,769 \$ (6,651,400.00) \$ (1,900,000.00) \$ 20,895,369.00 -23% 71%	4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$	300,000.00	\$	300,000.00	\$	-		\$	300,000.00	0%	100%
	4000	5820	54199-0000	CAPITAL CONTINGENCY (xfers to Capital)	\$	29,446,769	\$	29,446,769	\$	(6,651,400.00)	\$ (1,900,000.00)	\$	20,895,369.00	-23%	71%

421 N. County Farm Road Wheaton, Illinois 60187 (630) 407-6075 FAX: (630) 407-6076 www.dupageco.org/auditor

To: Hon. Greg Schwarze, Chairman

**DuPage County Auditor** 

DuPage County Emergency Telephone System Board (ETSB)

**ETSB Members** 

From: Bill White, J.D., C.I.A. *WFW* 

**County Auditor** 

Subject: Internal Audit of Accounts Payable

#23-18

Date: May 1, 2023

The Office of the County Auditor has completed a limited scope internal audit of the transaction processing of ETSB invoices submitted for payment. The audit identified three exceptions that required correction by the Finance Department.

All invoices submitted have been reviewed and released for payment by the County Auditor. The results of the audit are presented below.

#### **Results**

My Office has performed voucher pre-audit procedures for the invoices submitted for approval by the ETSB at the May 10, 2023 Board Meeting. The invoices listed on the Bank Account Payment History Report dated April 28, 2023, have been examined and are recommended for payment. The total amount of the expenditures is \$341,232.79:

• FY2023 Equalization Fund (4000-5820) \$341,232.79

Three exceptions were identified by the County Auditor.

A GenServe, Inc. invoice for maintenance on the emergency generator in the amount of \$1,141 was entered into the MHC system with an incorrect process level. The invoice was disapproved by the County Auditor on April 24, 2023. The Finance Department corrected the process level and resubmitted the invoice to the County Auditor for approval. The County Auditor recommended the invoice for payment on April 25, 2023.

An AT&T invoice for customer premise equipment in the amount of \$998.48 was entered into the MHC system with an incorrect amount for the purchase order line. The invoice was disapproved by the County Auditor on April 18, 2023. The Finance Department corrected the purchase order line amount and resubmitted the invoice to the County Auditor for approval. The County Auditor recommended the invoice for payment on April 19, 2023.

A FirstNet invoice for wireless service in the amount of \$394.96 was entered into the MHC system with an incorrect invoice number and a missing general ledger distribution entry. The invoice was disapproved by the County Auditor on April 18, 2023. The Finance Department corrected the invoice number, completed the general ledger distribution entry, and resubmitted the invoice to the County Auditor for approval. The County Auditor recommended the invoice for payment on April 20, 2023.

### **Objective**

The County Auditor will perform a series of procedures designed to evaluate the internal controls involved in the processing of transactions in the accounts payable system. The actual procedures performed will depend upon the County Auditor's assessment of risks associated with the transactions.

### **Background/Audit Scope**

Invoices and the related supporting documentation are initially prepared and submitted for payment processing by County departments to the centralized accounts payable function administered by the Finance Department.

The County Auditor performs audit procedures on the payment documentation after the information has been entered into the accounts payable system by the Finance Department. These procedures include reviewing the scanned images of the invoice and supporting documentation and comparing it to the information entered into the system. Significant discrepancies noted between the supporting documentation and the information recorded in the system are identified by the County Auditor as exceptions. In these situations, the County Auditor notifies the Finance Department of the problem. When the discrepancies are resolved, the County Auditor approves the invoice.

A Bank Account Payment History Report is generated by the Finance Department after the invoices have been approved and the County Auditor verifies that each of the recommended payments was properly posted to the County's General Ledger.

#### **Audit Findings and Recommendations**

The County Auditor audited 27 invoices submitted for payment, three exceptions were identified.

The Finance Department should verify the completeness and accuracy of invoices entered into the ERP and MHC systems prior to forwarding to the County Auditor for review and payment recommendation.

The ETSB should continue to regularly review available ERP reports and real-time transaction information to monitor the progress of invoices submitted for payment to preclude the potential for incorrect payments.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director Jeff Martynowicz, Chief Financial Officer

AP255 Date: 04/28/23 Time: 13:09 JOB SUBMISSION PARAMETERS

User Name: DP\FNDMD Job Name: AP255-4000

Step Nbr: 1

Pay Group: 4000 Cash Code: 1414 Class C Accounts Payable

Payment Date: 042823 -Payment Numbers: Payment Code: 042823

AP255 Date 04/28/23 Time 13:09 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

04/28/23 thru 04/28/23

Payment Date Range Cash Code 1414 Payment Code ACH Bank 071923909

Payment Currency USD

USD

Page

Vendor Inv	oice Vou	icher Auth PL	Due Date Dsc Dat	ce Scheduled Amount	Discount Amount Net	Payment Amount
Payment Number 26513 26246	528482 Payment Date 0	IX 102	26513 05/11/23 yment Total	ASSET PANDA 9,791.68 9,791.68	Status Issue 0.00 0.00	ed 9,791.68 9,791.68
Payment Number 10667 HR19722	528483 Payment Date 0	IX 102	10667 04/28/23 yment Total	CDW GOVERNMENT INC 44,550.00 44,550.00	Status Issu 0.00 0.00	ed 44,550.00 44,550.00
		*** Payment Cod Pa	e ACH Total	54,341.68 2	0.00	54,341.68

AP255 Date 04/28/23 Time 13:09

Pay Group 4000 ETSB PAY GROUP Bank Account Payment History USD

04/28/23 thru 04/28/23 Payment Date Range

Cash Code 1414 Payment Code CHK Bank 071923909

Payment Currency USD

Vendor Invoice	Voucher	Auth PL Due Date Dsc D	ate Scheduled Amount Discour	nt Amount Net Pa	yment Amount
Payment Number 1170031 Payme 10008 0429747704 2023	nt Date 04/28/23	Vendor 10008 IX 102 04/18/23 *** Payment Total	AT&T 2,408.84 2,408.84	Status Issued 0.00 0.00	2,408.84 2,408.84
Payment Number 1170032 Payme 10008 4467227702 2023	nt Date 04/28/23	Wendor 10008 IX 102 04/18/23 *** Payment Total	AT&T 6,307.02 6,307.02	Status Issued 0.00	6,307.02 6,307.02
Payment Number 1170033 Payme 10008 630495190203 2023	nt Date 04/28/23	Wendor 10008 IX 102 04/15/23 *** Payment Total	AT&T 332.20 332.20	Status Issued 0.00	332.20 332.20
Payment Number 1170034 Payme 10008 630665711304 2023	nt Date 04/28/23	Wendor 10008 IX 102 05/04/23 *** Payment Total	AT&T 1,015.56 1,015.56	Status Issued 0.00 0.00	1,015.56 1,015.56
Payment Number 1170035 Payme 10008 630R06015903 2023	nt Date 04/28/23	Wendor 10008 IX 102 04/15/23 *** Payment Total	AT&T 1,821.38 1,821.38	Status Issued 0.00	1,821.38 1,821.38
Payment Number 1170036 Payme 10008 S667122122-23080	nt Date 04/28/23	Wendor 10008 IX 102 04/20/23 *** Payment Total	AT&T 998.48 998.48	Status Issued 0.00 0.00	998.48 998.48
Payment Number 1170037 Payme 10009 287316512139X04082023	nt Date 04/28/23	Wendor 10009 IX 102 04/30/23 *** Payment Total	AT&T MOBILITY 394.96 394.96	Status Issued 0.00	394.96 394.96
Payment Number 1170038 Payme 13111 BT2362595	nt Date 04/28/23	Wendor 13111 IX 102 04/30/23 *** Payment Total	BAKER TILLY US, LLP 4,826.00 4,826.00	Status Issued 0.00	4,826.00 4,826.00
Payment Number 1170039 Payme 10216 30359858	nt Date 04/28/23	Wendor 10216 IX 102 05/11/23 *** Payment Total	CANON FINANCIAL SERVICES INC 616.25 616.25	Status Issued 0.00	616.25 616.25
		*** Payment Total	340.72	Status Issued 0.00	340.72 340.72
Payment Number 1170041 Payme 10023 3669066070 041423 10023 8613500000 032223	nt Date 04/28/23	Wendor 10023 IX 102 05/14/23 IX 102 04/21/23 *** Payment Total	COM ED 1,298.74 162.92 1,461.66	Status Issued 0.00 0.00 0.00	1,298.74 162.92 1,461.66
Payment Number 1170042 Payme 10850 10660927367 10850 10665521910	nt Date 04/28/23	8 Vendor 10850 IX 102 04/23/23 IX 102 05/14/23	DELL MARKETING LP 100.00 2,015.50	Status Issued 0.00 0.00	100.00 2,015.50

Page

AP255 Date 04/28/23 Time 13:09 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

> 04/28/23 thru 04/28/23 Payment Date Range

Cash Code 1414 Payment Code CHK Bank 071923909

Payment Currency USD

USD

Vendor	Invoice	V	oucher	Auth PL	Due Date Dsc	Date Scheduled Amount	Discount Am	nount Ne	et Payment Amount
Payment Numb	ber 1170042	Payment Date	04/28/23	Vendor *** Pa	10850 Ayment Total	DELL MARKETING LP 2,115.50	0	Status Is	ssued 2,115.50
Payment Numb 10461 18		Payment Date	04/28/23	T37 100	10461 05/04/23 ayment Total	DUPAGE PUBLIC SAFETY 700.00 700.00	0	Status Is 0.00 ).00	700.00
41555 03	oer 1170044 335552-IN 337888-IN	Payment Date	04/28/23	IX 102 IX 102	41555 03/30/23 04/09/23 ayment Total	GENSERVE, INC. 1,141.00 2,245.00 3,386.00	0	Status Is 0.00 0.00 0.00	1,141.00 2,245.00 3,386.00
Payment Numb 41495 TH	ber 1170045 RV20230409	Payment Date	04/28/23	IX 102	41495 04/21/23 ayment Total	MILNES, SEAN H 377.87 377.87	0	Status Is 0.00 ).00	ssued 377.87
Payment Numb 10115 72	ber 1170046 284520230301	Payment Date	04/28/23	IX 102	10115 05/01/23 ayment Total	MOTOROLA SOLUTIONS - 110,805.00 110,805.00	0	Status Is 0.00 ).00	110,805.00
Payment Numb 27781 03	ber 1170047 305661222	Payment Date		IX 102	27781 01/30/23 ayment Total	PROPIO LS LLC 685.75 685.75	0	Status Is 0.00 0.00	685.75
Payment Numb 28678 35	ber 1170048 5427	Payment Date	04/28/23	IX 102	28678 04/30/23 ayment Total	PURVIS SYSTEMS INCORP 20,090.00 20,090.00		Status Is 0.00 ).00	20 090 00
Payment Numb 28678 39		Payment Date	04/28/23	IX 102	28678 05/06/23 ayment Total	PURVIS SYSTEMS INCORP 8,550.00 8,550.00		Status Is 0.00 ).00	8,550.00
	oer 1170050 NV-52163	Payment Date		IX 102	04/00/00	RAVE WIRELESS, INC. 119,200.00 119,200.00	0	Status Is 0.00 ).00	119,200.00
Payment Numb	oer 1170051 4855593 033123	Payment Date	04/28/23		11201 04/30/23 ayment Total	UNITED STATES POSTAL 25.80 25.80		Status Is 0.00 ).00	25.80 25.80
Payment Numb 10597 99	oer 1170052 930616695	Payment Date	04/28/23	Vendor IX 102 *** Pa	10597 04/19/23 ayment Total	VERIZON 432.12 432.12	0	Status Is 0.00 0.00	432.12
			*** P			286,891.11 22		0.00	286,891.11

Page

AP255 Date 04/28/23 Time 13:09	Pay Group 4000 ETSB PAY GROUP Bank Account Payment History	USD		Page 4
Cash Code 1414 Bank 071923	Payment Date Range 04/28/23 the  *** Cash Code 1414 Total Payment Count	ru 04/28/23 Payment Currency USD 341,232.79 24	0.00	341,232.79
	*** Pay Group 4000 USD Total Payment Count	341,232.79 24	0.00	341,232.79