

**EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY
FY24 EXPENDITURE VS. BUDGET**

COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	EXPENDED	ENCUMBERED	AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$ 1,004,362	\$ 1,004,362	\$ 275,410	\$ -	\$ 728,952.30	27%	73%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$ 10,000	\$ 10,000	\$ 2,848	\$ -	\$ 7,152.22	28%	72%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$ 13,525	\$ 13,525	\$ -	\$ -	\$ 13,525.20	0%	100%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$ 82,559	\$ 82,559	\$ 22,613.42	\$ -	\$ 59,945.14	27%	73%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$ 76,834	\$ 76,834	\$ 19,832.16	\$ -	\$ 57,001.54	26%	74%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$ 220,480	\$ 220,480	\$ 34,013.60	\$ -	\$ 186,466.77	15%	85%
4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$ 4,000	\$ 4,000	\$ 50.00	\$ -	\$ 3,950.00	1%	99%
4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$ 39,000	\$ 39,000	\$ -	\$ -	\$ 39,000.00	0%	100%
4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	\$ 77,500	\$ 77,500	\$ 4,142.83	\$ 60,176.84	\$ 13,180.33	5%	17%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$ 2,000	\$ 2,000	\$ 394.37	\$ -	\$ 1,605.63	20%	80%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$ 750	\$ 750	\$ 151.24	\$ -	\$ 598.76	20%	80%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$ 153,819	\$ 153,819	\$ 15,880.37	\$ 104,781.32	\$ 33,157.19	10%	22%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$ 2,500	\$ 2,500	\$ 365.71	\$ -	\$ 2,134.29	15%	85%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000.00	0%	100%
4000	5820	52280-0000	CLEANING SUPPLIES	\$ 500	\$ 500	\$ -	\$ -	\$ 500.00	0%	100%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$ 108,800	\$ 108,800	\$ -	\$ 31,800.00	\$ 77,000.00	0%	71%
4000	5820	53030-0000	LEGAL SERVICES	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 60,000.00	0%	100%
4000	5820	53040-0000	INTERPRETER SERVICES	\$ 24,000	\$ 24,000	\$ 6,735.08	\$ 14,070.12	\$ 3,194.80	28%	13%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$ 102,000	\$ 102,000	\$ -	\$ 46,800.00	\$ 55,200.00	0%	54%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$ 122,813	\$ 122,813	\$ 65,385.00	\$ -	\$ 57,427.53	53%	47%
4000	5820	53200-0000	NATURAL GAS	\$ 3,700	\$ 3,700	\$ -	\$ -	\$ 3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$ 25,000	\$ 25,000	\$ 4,277.29	\$ -	\$ 20,722.71	17%	83%
4000	5820	53220-0000	WATER & SEWER	\$ 500	\$ 500	\$ -	\$ -	\$ 500.00	0%	100%
4000	5820	53250-0000	WIRED COMMUNICATION SERVICES	\$ 1,247,387	\$ 1,247,387	\$ 160,551.53	\$ 1,010,504.65	\$ 76,330.42	13%	6%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$ 1,815,152	\$ 1,815,152	\$ 383,799.58	\$ 1,247,830.64	\$ 183,521.78	21%	10%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ 45,000.00	0%	100%
4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%	100%
4000	5820	53370-0000	REPAIR & MTCE OTHER EQUIPMENT	\$ 647,861	\$ 647,861	\$ -	\$ 20,159.88	\$ 627,701.10	0%	97%
4000	5820	53400-0000	RENTAL OF OFFICE SPACE	\$ 20,580	\$ 20,580	\$ -	\$ -	\$ 20,580.00	0%	100%
4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$ 19,605	\$ 19,605	\$ 2,507.94	\$ 7,770.31	\$ 9,326.75	13%	48%
4000	5820	53500-0000	MILEAGE EXPENSE	\$ 2,000	\$ 2,000	\$ 29.21	\$ -	\$ 1,970.79	1%	99%
4000	5820	53510-0000	TRAVEL EXPENSE	\$ 100,000	\$ 100,000	\$ 998.17	\$ -	\$ 99,001.83	1%	99%
4000	5820	53600-0000	DUES & MEMBERSHIPS	\$ 1,508	\$ 1,508	\$ 669.00	\$ -	\$ 839.00	44%	56%
4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$ 110,000	\$ 110,000	\$ -	\$ 24,000.00	\$ 86,000.00	0%	78%
4000	5820	53800-0000	PRINTING	\$ -	\$ 5,000	\$ 158.00	\$ -	\$ 4,842.00	3%	97%
4000	5820	53800-0001	PRINTING (new)	\$ -	\$ -	\$ -	\$ -	\$ -		
4000	5820	53801-0000	ADVERTISING	\$ 3,000	\$ 3,000	\$ 41.40	\$ -	\$ 2,958.60	1%	99%
4000	5820	53803-0000	MISCELLANEOUS MEETING EXPENSE	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500.00	0%	100%
4000	5820	53804-0000	POSTAGE & POSTAL CHARGES	\$ 3,000	\$ 3,000	\$ 405.83	\$ -	\$ 2,594.17	14%	86%
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (revised)	\$ 2,814,445	\$ 2,814,445	\$ 365,570.09	\$ 2,114,879.79	\$ 333,994.80	13%	12%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS (revised)	\$ 989,709	\$ 989,709	\$ 183,828.39	\$ 293,906.85	\$ 511,974.01	19%	52%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES	\$ -	\$ -	\$ -	\$ -	\$ -		
4000	5820	53810-0000	CUSTODIAL SERVICES	\$ 53,000	\$ 53,000	\$ 20,000.00	\$ 20,000.00	\$ 13,000.00	38%	25%
4000	5820	53830-0000	OTHER CONTRACTUAL EXPENSES	\$ 3,705,085	\$ 3,705,085	\$ 520,375.00	\$ 385,054.00	\$ 2,799,656.00	14%	76%
4000	5820	54100-0000	IT EQUIPMENT	\$ 43,160	\$ 43,160	\$ 43,160.00	\$ -	\$ -	100%	0%
4000	5820	54100-0700	IT EQUIPMENT - CAPITAL LEASE (new)	\$ -	\$ -	\$ -	\$ -	\$ -		
4000	5820	54107-0000	SOFTWARE (new)	\$ 29,000	\$ 30,000	\$ 14,681.50	\$ 14,681.50	\$ 637.00		
4000	5820	54110-0000	EQUIPMENT AND MACHINERY	\$ 730,572	\$ 7,380,972	\$ 6,651,399.48	\$ -	\$ 729,572.29	90%	10%
Total				\$ 14,569,205	\$ 21,225,605	\$ 6,651,399.48	\$ 5,396,416	\$ 7,028,915	0%	33%
EXPENDITURES FOR PERIOD: April 10, 2024						\$ 232,600.58	Internal Transfer:			
COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	TRANSFERRED	ENCUMBERED	BALANCE	EXPENDED	REMAINING
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)	\$ 30,295,369	\$ 30,295,369	\$ (6,651,400.00)	\$ (1,900,000.00)	\$ 21,743,969.00	-22%	72%



OFFICE OF THE COUNTY AUDITOR

Bill White, J.D., C.I.A.
DuPage County Auditor

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To: Hon. Greg Schwarze, Chairman
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
#24-19

Date: April 2, 2024

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 no exceptions that required correction by the ETSB or 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 April 10, 2024, Board Meeting. The invoices listed on the Bank Account Payment History Report dated March 29, 2024, have been examined and are recommended for payment. The total amount of the expenditures is \$232,600.58:

- FY2024 Equalization Fund (4000-5820) \$232,600.58

No exceptions were identified by the County Auditor.

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 25 invoices submitted for payment, no exceptions were identified.

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

Bank Account Payment History

AP255 Date: 03/29/24
Time: 11:38

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: 032924 - 032924
Payment Numbers: -
Payment Code:

Bank Account Payment History

AP255 Date 03/29/24
Time 11:38

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code ACH

Payment Date Range 03/29/24 thru 03/29/24

Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	531230	Payment Date	03/29/24	Vendor	20971	VOIANCE LANGUAGE SERVICES, LLC	Status	Issued
20971	2024001033	IX	102	01/30/24		2,317.58	0.00	2,317.58
20971	2024014889	IX	102	03/30/24		2,054.82	0.00	2,054.82
		*** Payment Total				4,372.40	0.00	4,372.40
		*** Payment Code ACH Total				4,372.40	0.00	4,372.40
		Payment Count				1		

Bank Account Payment History

AP255 Date 03/29/24
Time 11:38

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 03/29/24 thru 03/29/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 27177 TRV20240304	1189484	Payment Date 03/29/24	Vendor 27177	04/03/24				
			IX 102			998.17	0.00	998.17
			*** Payment Total			998.17	0.00	998.17
Payment Number 10008 630495190202 2024	1189485	Payment Date 03/29/24	Vendor 10008	03/17/24				
			IX 102			305.78	0.00	305.78
			*** Payment Total			305.78	0.00	305.78
Payment Number 10008 630665711303 2024	1189486	Payment Date 03/29/24	Vendor 10008	04/03/24				
			IX 102			988.38	0.00	988.38
			*** Payment Total			988.38	0.00	988.38
Payment Number 10008 630R06015902 2024	1189487	Payment Date 03/29/24	Vendor 10008	03/17/24				
			IX 102			1,824.69	0.00	1,824.69
			*** Payment Total			1,824.69	0.00	1,824.69
Payment Number 10008 S667122122-24052	1189488	Payment Date 03/29/24	Vendor 10008	03/22/24				
			IX 102			1,007.07	0.00	1,007.07
			*** Payment Total			1,007.07	0.00	1,007.07
Payment Number 10009 287316512139X03082024	1189489	Payment Date 03/29/24	Vendor 10009	03/30/24				
			IX 102			552.63	0.00	552.63
			*** Payment Total			552.63	0.00	552.63
Payment Number 43545 0224160	1189490	Payment Date 03/29/24	Vendor 43545	03/24/24				
			IX 102			1,761.70	0.00	1,761.70
			*** Payment Total			1,761.70	0.00	1,761.70
Payment Number 10023 6819698000 022724 10023 8713843000 022124	1189491	Payment Date 03/29/24	Vendor 10023	03/28/24				
			IX 102			185.42	0.00	185.42
			IX 102			1,905.48	0.00	1,905.48
			*** Payment Total			2,090.90	0.00	2,090.90
Payment Number 12382 197224735	1189492	Payment Date 03/29/24	Vendor 12382	04/14/24				
			IX 102			38,430.98	0.00	38,430.98
			*** Payment Total			38,430.98	0.00	38,430.98
Payment Number 11662 4051666	1189493	Payment Date 03/29/24	Vendor 11662	03/07/24				
			IX 102			365.71	0.00	365.71
			*** Payment Total			365.71	0.00	365.71
Payment Number 10809 1101134651	1189494	Payment Date 03/29/24	Vendor 10809	03/06/24				
			IX 102			7,257.76	0.00	7,257.76
			*** Payment Total			7,257.76	0.00	7,257.76
Payment Number 26797 1915201039308	1189495	Payment Date 03/29/24	Vendor 26797	02/28/24				
			IX 102			131.95	0.00	131.95
			*** Payment Total			131.95	0.00	131.95

Bank Account Payment History

AP255 Date 03/29/24
Time 11:38

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 03/29/24 thru 03/29/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 1189496	Payment Date 03/29/24	Vendor 10115				MOTOROLA SOLUTIONS INC	Status Issued	
10115 8330271535		IX 102 03/30/24				6,664.68	0.00	6,664.68
		*** Payment Total				6,664.68	0.00	6,664.68
Payment Number 1189497	Payment Date 03/29/24	Vendor 10115				MOTOROLA SOLUTIONS - STARCOM21	Status Issued	
10115 8216520240201		IX 102 03/31/24				120,031.00	0.00	120,031.00
10115 8216820240201		IX 102 03/31/24				7,672.00	0.00	7,672.00
		*** Payment Total				127,703.00	0.00	127,703.00
Payment Number 1189498	Payment Date 03/29/24	Vendor 10115				MOTOROLA SOLUTIONS INC	Status Issued	
10115 1187116416		IX 102 03/01/24				37,486.77	0.00	37,486.77
		*** Payment Total				37,486.77	0.00	37,486.77
Payment Number 1189499	Payment Date 03/29/24	Vendor 39549				ODP BUSINESS SOLUTIONS, LLC	Status Issued	
39549 353603429001		IX 102 03/08/24				95.22	0.00	95.22
		*** Payment Total				95.22	0.00	95.22
Payment Number 1189500	Payment Date 03/29/24	Vendor 27781				PROPIO LS LLC	Status Issued	
27781 0305661223		IX 102 01/30/24				5.20	0.00	5.20
		*** Payment Total				5.20	0.00	5.20
Payment Number 1189501	Payment Date 03/29/24	Vendor 43680				SULLIVAN, JOHN K.	Status Issued	
43680 MIL20240304		IX 102 04/03/24				29.21	0.00	29.21
		*** Payment Total				29.21	0.00	29.21
Payment Number 1189502	Payment Date 03/29/24	Vendor 11201				UNITED STATES POSTAL SERVICE	Status Issued	
11201 34855593 013124 ETSB		IX 102 03/01/24				51.18	0.00	51.18
11201 34855593 022924 ETSB		IX 102 03/30/24				45.08	0.00	45.08
		*** Payment Total				96.26	0.00	96.26
Payment Number 1189503	Payment Date 03/29/24	Vendor 10597				VERIZON	Status Issued	
10597 9957191335		IX 102 03/21/24				432.12	0.00	432.12
		*** Payment Total				432.12	0.00	432.12
		*** Payment Code CHK Total				228,228.18	0.00	228,228.18
		Payment Count				20		
		*** Cash Code 1414 Total				232,600.58	0.00	232,600.58
		Payment Count				21		
		*** Pay Group 4000 USD Total				232,600.58	0.00	232,600.58
		Payment Count				21		