



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

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DuPage Public Safety
Communication
(DU-COMM) Representative

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
DuPage County Police Chief
Association Representative

Mr. William Srejma

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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

Mr. Robert Toerpe

Public 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 8, 2024

SUBJECT: ETSB Payment of Claims List FY24 – May 8, 2024

The payment of the below listed accounts has been approved by the ETS Board at a meeting held on May 8, 2024. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated April 26, 2024.

<u>FY2024 Equalization Fund (4000-5820):</u>	\$	442,051.48
Total:	\$	442,051.48

APPROVED BY:

Greg Schwarze, Chairman

ATTEST:

Secretary

**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	\$ 348,053	\$ -	\$ 656,309.01	35%	65%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$ 10,000	\$ 10,000	\$ 3,551	\$ -	\$ 6,448.66	36%	64%
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	\$ 28,642.53	\$ -	\$ 53,916.03	35%	65%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$ 76,834	\$ 76,834	\$ 25,212.82	\$ -	\$ 51,620.88	33%	67%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$ 220,480	\$ 220,480	\$ 44,305.30	\$ -	\$ 176,175.07	20%	80%
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	\$ 507.77	\$ -	\$ 1,492.23	25%	75%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$ 750	\$ 750	\$ 240.18	\$ -	\$ 509.82	32%	68%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$ 153,819	\$ 153,819	\$ 17,653.39	\$ 103,008.30	\$ 33,157.19	11%	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	\$ 51.79	\$ -	\$ 448.21	10%	90%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$ 108,800	\$ 108,800	\$ -	\$ 31,800.00	\$ 77,000.00	0%	71%
4000	5820	53020-0000	I.T. SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
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	\$ -	\$ -	\$ 102,000.00	0%	100%
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	\$ 5,791.13	\$ -	\$ 19,208.87	23%	77%
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	\$ 203,172.47	\$ 968,277.25	\$ 75,936.88	16%	6%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$ 1,815,152	\$ 1,815,152	\$ 513,211.52	\$ 1,119,155.52	\$ 182,784.96	28%	10%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$ 45,000	\$ 45,000	\$ 4,969.00	\$ -	\$ 40,031.00	11%	89%
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	\$ 2,702.21	\$ -	\$ 97,297.79	3%	97%
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	\$ 5,000	\$ 158.00	\$ -	\$ 4,842.00	3%	97%
4000	5820	53800-0001	PRINTING (new)	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000.00		
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	\$ 403,056.86	\$ 2,114,879.79	\$ 296,508.03	14%	11%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS (revised)	\$ 989,709	\$ 989,709	\$ 347,771.02	\$ 129,964.22	\$ 511,974.01	35%	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	\$ 534,650.17	\$ 370,778.83	\$ 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)	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000.00		
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	\$ 6,695,499.48	\$ -	\$ 685,472.29	91%	9%
Total				\$ 14,574,205	\$ 21,242,605	\$ 442,051.48	\$ 4,998,723	\$ 6,906,508	0%	33%
EXPENDITURES FOR PERIOD: May 8, 2024						\$ 442,051.48	Internal Transfer:			
				ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
COMP	AU	Account	Description	APPROPRIATION	BUDGET	TRANSFERRED	ENCUMBERED	BALANCE	EXPENDED	REMAINING
4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$ 300,000.00	\$ 300,000.00	\$ (17,000.00)		\$ 283,000.00	-6%	94%
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

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 Emergency Telephone System Board (ETSB)

ETSB Members

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

Subject: Internal Audit of Accounts Payable
#24-25

Date: May 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 four exceptions that required correction by the ETSB or Finance Department.

All but three of the 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 8, 2024, Board Meeting. The invoices listed on the Bank Account Payment History Report dated April 26, 2024, have been examined and are recommended for payment. The total amount of the expenditures is \$442,051.48:

- FY2024 Equalization Fund (4000-5820) \$442,051.48

Four exceptions were identified by the County Auditor.

A Baker Tilly US, LLP invoice for \$5,890.95 for ETSB audit services was entered by the Finance Department into the MHC system prior to obtaining ETSB authorized signatures. County Auditor staff notified the Finance Department that there was no ETSB authorization for the invoice. The Finance Department deleted the invoice from MHC on April 25, 2024. The invoice was forwarded to ETSB for review and authorization, and it will be resubmitted for payment at the June 12, 2024, ETSB meeting.

A CDW Government invoice for \$46,800 for a retainer for CrowdStrike cybersecurity was coded as Professional Services (53090) instead of IT Services (53020) in MHC and in Service Agreement 6951-0001 SERV. County Auditor staff notified the Finance Department, and the invoice was deleted on April 26, 2024. ETSB staff will obtain a budget transfer and change order and the invoice will be resubmitted for payment at the June 12, 2024, ETSB meeting.

A CDW Government invoice for \$52.60 for Snagit software maintenance renewal was coded as IT Equipment (52100) instead of Software and Maintenance (53806) in MHC. County Auditor staff notified the Finance Department, and the invoice was deleted on April 26, 2024. ETSB staff will change the account coding and the invoice will be resubmitted for payment at the June 12, 2024, ETSB meeting.

An AT&T invoice for \$990.73 for long-distance service was entered into MHC with an incorrect invoice number by the Finance Department. County Auditor staff notified the Finance Department, and the invoice was deleted on April 24, 2024. The invoice was reentered with the correct invoice number and the County Auditor recommended the invoice for payment that same day.

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 28 invoices submitted for payment, four exceptions were identified. Twenty-five invoices were recommended for payment and 3 invoices will be submitted for payment at the June 12, 2024, meeting.

The ETSB should verify the accuracy of invoices prior to forwarding to the Finance Department for entry into the ERP and MHC systems.

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 Finance Department should forward invoices to the ETSB for review and authorization prior to entry into the MHC system.

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: 04/26/24
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: 042624 - 042624
Payment Numbers: -
Payment Code:

Bank Account Payment History

AP255 Date 04/26/24
Time 13:09

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 04/26/24 thru 04/26/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	531502	Payment Date	04/26/24	Vendor	26513	ASSET PANDA	Status	Issued
26513	INV00003202			IX 102	05/11/24	10,477.02	0.00	10,477.02
				***	Payment Total	10,477.02	0.00	10,477.02
Payment Number	531503	Payment Date	04/26/24	Vendor	28678	PURVIS SYSTEMS INCORPORATED	Status	Issued
28678	41389			IX 102	05/08/24	31,000.00	0.00	31,000.00
				***	Payment Total	31,000.00	0.00	31,000.00
Payment Number	531504	Payment Date	04/26/24	Vendor	28678	PURVIS SYSTEMS INCORPORATED	Status	Issued
28678	41390			IX 102	05/08/24	13,100.00	0.00	13,100.00
				***	Payment Total	13,100.00	0.00	13,100.00
				***	Payment Code ACH Total	54,577.02	0.00	54,577.02
					Payment Count	3		

Bank Account Payment History

AP255 Date 04/26/24
Time 13:09

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 04/26/24 thru 04/26/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 10008	1190833 630495190203	Payment Date 04/26/24 2024	Vendor 10008 IX 102	04/15/24		393.54	0.00	393.54
			***	Payment Total		393.54	0.00	393.54
Payment Number 10008	1190834 630665711304	Payment Date 04/26/24 2024	Vendor 10008 IX 102	05/04/24		990.73	0.00	990.73
			***	Payment Total		990.73	0.00	990.73
Payment Number 10008	1190835 630R06015903	Payment Date 04/26/24 2024	Vendor 10008 IX 102	04/15/24		1,824.69	0.00	1,824.69
			***	Payment Total		1,824.69	0.00	1,824.69
Payment Number 10008	1190836 S667122122-24081	Payment Date 04/26/24	Vendor 10008 IX 102	04/20/24		1,007.07	0.00	1,007.07
			***	Payment Total		1,007.07	0.00	1,007.07
Payment Number 10009	1190837 287316512139X04082024	Payment Date 04/26/24	Vendor 10009 IX 102	04/30/24		736.82	0.00	736.82
			***	Payment Total		736.82	0.00	736.82
Payment Number 10023	1190838 6819698000 032624 8713843000 032024	Payment Date 04/26/24	Vendor 10023 IX 102 IX 102	04/25/24 04/19/24		159.12 1,354.72	0.00 0.00	159.12 1,354.72
			***	Payment Total		1,513.84	0.00	1,513.84
Payment Number 12382	1190839 12382 199709678	Payment Date 04/26/24	Vendor 12382 IX 102	05/15/24		38,404.91	0.00	38,404.91
			***	Payment Total		38,404.91	0.00	38,404.91
Payment Number 43829	1190840 43829 TRV20240303	Payment Date 04/26/24	Vendor 43829 IX 102	04/02/24		1,704.04	0.00	1,704.04
			***	Payment Total		1,704.04	0.00	1,704.04
Payment Number 41555	1190841 41555 0414688-IN 41555 0415139-IN 41555 0419143-IN	Payment Date 04/26/24	Vendor 41555 IX 102 IX 102 IX 102	03/30/24 03/30/24 04/17/24		1,288.00 1,252.00 2,429.00	0.00 0.00 0.00	1,288.00 1,252.00 2,429.00
			***	Payment Total		4,969.00	0.00	4,969.00
Payment Number 10809	1190842 10809 1101148095	Payment Date 04/26/24	Vendor 10809 IX 102	04/20/24		34,265.61	0.00	34,265.61
			***	Payment Total		34,265.61	0.00	34,265.61
Payment Number 25029	1190843 25029 P240000218	Payment Date 04/26/24	Vendor 25029 IX 102	04/28/24		14,275.17	0.00	14,275.17
			***	Payment Total		14,275.17	0.00	14,275.17
Payment Number 10115	1190844 10115 8281867327	Payment Date 04/26/24	Vendor 10115 IX 102	05/09/24		1,773.02	0.00	1,773.02

Bank Account Payment History

AP255 Date 04/26/24
Time 13:09

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 04/26/24 thru 04/26/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	1190844	Payment Date	04/26/24	Vendor	10115	MOTOROLA SOLUTIONS INC	Status Issued	
				***	Payment Total	1,773.02	0.00	1,773.02
Payment Number	1190845	Payment Date	04/26/24	Vendor	10115	MOTOROLA SOLUTIONS - STARCOM21	Status Issued	
	10115 8285420240301			IX	102 05/01/24	120,541.00	0.00	120,541.00
	10115 8285720240301			IX	102 05/01/24	7,702.00	0.00	7,702.00
				***	Payment Total	128,243.00	0.00	128,243.00
Payment Number	1190846	Payment Date	04/26/24	Vendor	10115	MOTOROLA SOLUTIONS INC	Status Issued	
	10115 1187118024			IX	102 03/29/24	37,486.77	0.00	37,486.77
				***	Payment Total	37,486.77	0.00	37,486.77
Payment Number	1190847	Payment Date	04/26/24	Vendor	39549	ODP BUSINESS SOLUTIONS, LLC	Status Issued	
	39549 361049338001			IX	102 04/24/24	203.68	0.00	203.68
	39549 361099458001			IX	102 05/01/24	50.45	0.00	50.45
				***	Payment Total	254.13	0.00	254.13
Payment Number	1190848	Payment Date	04/26/24	Vendor	10485	RAVE WIRELESS, INC.	Status Issued	
	10485 INV-60298			IX	102 03/23/24	119,200.00	0.00	119,200.00
				***	Payment Total	119,200.00	0.00	119,200.00
Payment Number	1190849	Payment Date	04/26/24	Vendor	10597	VERIZON	Status Issued	
	10597 9959674866			IX	102 04/19/24	432.12	0.00	432.12
				***	Payment Total	432.12	0.00	432.12
				***	Payment Code CHK Total	387,474.46	0.00	387,474.46
					Payment Count	17		
				***	Cash Code 1414 Total	442,051.48	0.00	442,051.48
					Payment Count	20		
				***	Pay Group 4000 USD Total	442,051.48	0.00	442,051.48
					Payment Count	20		