

GEORGE P. DANOS
COUNTY AUDITOR

CASSANDRA "CJ" JOHNSON
COUNTY TREASURER



1776 EAST WASHINGTON
URBANA, ILLINOIS 61802
TELEPHONE (217) 384-3763
FAX (217) 384-1285

OFFICES OF THE AUDITOR AND TREASURER
CHAMPAIGN COUNTY, ILLINOIS

DATE : October 19, 2023

TO : Finance Chair Stephanie Fortado, Finance Vice-Chair JJ Farney and Board Members

FROM : George P. Danos, County Auditor & Cassandra "CJ" Johnson, County Treasurer

RE : Assignment of Reconciliation Duties by Departments

The Office of the County Auditor (OCA) and the Treasurer's office (T/O) agree that the Auditor's office has the responsibility to complete County (non-Collector, non-Drainage, and non-Custodial) bank account reconciliations until both departments agree to revert them to the Treasurer's office when the T/O has the requisite personnel to reassume the duties.

Specifically, the OCA will perform monthly reconciliations for the following accounts/funds: General Corp, Highway, RPC, USDA, Trust & Agency funds (Special Revenue), Nursing Home, ARPA, Payroll Clearing, and Accounts Payable Clearing. These include ancillary bank and investment accounts (e.g., Meeder and Illinois Funds accounts).

This arrangement allows the Treasurer's Office to monthly review the work of the Auditor's Office, thus satisfying outside audit requirements for segregation of duties.



George Danos, County Auditor



Cassandra "CJ" Johnson, County Treasurer