

## **Freedom of Information/Public Records Act Listing of Available Documents for Champaign County Treasurer's Office**

### **Billing/Collection:**

1. Real Estate
  - (a) Stubs
  - (b) Prior Years' Tax
  - (c) Bank/Mortgage Company Tapes
  - (d) Mortgage Companies/Tax Services
  - (e) Internet/Phone Payments
2. Mobile Homes
  - (a) Stubs
  - (b) Prior Years' Tax
  - (c) Secretary of State Tax Certification
3. Real Estate Advance Payment
  - (a) Records – By Permanent Number or Alphabetically
  - (b) Refund of Overpayment
  - (c) Stubs/Outstanding Amount Due
4. Special Drainage
  - (a) Stubs
  - (b) Records of Payments Made
  - (c) Attorney/Commissioner Contact Information
5. Certified Notices
  - (a) Registered Numbers
  - (b) Returned Notices

### **Tax Sale:**

1. Registration
  - (a) Forms
  - (b) Letters of Credit
  - (c) Buyer Numbers
2. Lists
  - (a) Real Estate
  - (b) Mobile Home
3. Trustee
  - (a) Name, Phone Number, & Address
4. Sales in Error

### **Distribution:**

1. Real Estate
2. Mobile Home
3. University of Illinois
4. Champaign County Housing Authority
5. Drainage District
6. Special Tax
7. Collector Interest

### **Daily Deposits:**

1. Reports
  - (a) In-House Real Estate Collections
  - (b) Bank Tape Real Estate Collections
  - (c) Mobile Home Collections
  - (d) Interest/Penalties
  - (e) Collector Receipts
  - (f) Treasurer Receipts
  - (g) Real Estate Abbreviated Township Totals
  - (h) Real Estate Daily Totals
  - (i) Payments Made By Credit Card
2. Cash Receipts
  - (a) Treasurer
  - (b) Collector

### **Certificate of Error/Omitted:**

1. Property Tax Appeal Board
  - (a) Current
2. Prior Years
  - (a) Copies of Checks
  - (b) Refund Records with Interest Breakdown
3. Refunds
  - (a) Copies of Checks
  - (b) Records
4. Mobile Homes
  - (a) Records

### **Duplicate Payments:**

1. Records
  - (a) Refunds
  - (b) Copies of Checks

**Transfers of Overpayment:**

1. Real Estate
  - (a) Copies of Checks
  - (b) Copies of Cash Receipts
2. Mobile Home
  - (a) Copies of Checks
  - (b) Copies of Cash Receipts

**Real Estate Tax Deferrals:**

1. Registration
  - (a) Copy of Insurance Form
2. Billing/Payoff

**Bankruptcy:**

1. Notices from State
2. Payments Receipts

**Drainage Districts:**

1. Accounts
  - (a) Balances
  - (b) Vouchers
  - (c) Certificate of Deposits
2. Information
  - (a) Commissioners' Phone Numbers
  - (b) Commissioners' Addresses
  - (c) Attorneys' Phone Numbers
  - (d) Attorneys' Addresses
  - (e) Court Orders for Special Assessments
  - (f) Annual Treasurer's Billing
  - (g) Annual Account Summary

**Condemnations:**

1. Court Orders
  - (a) Order for Deposit
  - (b) Order for Withdrawal
2. Records
  - (a) Copies of Checks
  - (b) Copies of Cash Receipts

**Hotel/Motel Tax:**

1. Monthly Tax Return Computation
  - (a) Copies of Checks
  - (b) Monthly Report

**Bank Reconciliations:**

1. Collector Statements
  - (a) Copies of Collector Checks
  - (b) Copies of Collector Interest Cash Receipts
  - (c) Copies of Reconciliation Reports
  - (d) Copies of Letters for Stale Dated Checks
2. Treasurer's Statements
  - (a) Investments
  - (b) Copies of Treasurer Checks
3. Drainage District Statements
  - (a) Copies of Reconciliation Reports
4. Certificates of Deposit
5. Drainage District Certificates of Deposit

**Publications:**

1. Real Estate Delinquencies

**Treasurer & Collector Reports:**

1. Annual Reports
2. Monthly Reports
  - (a) Portfolio Management Summary
  - (b) Outstanding Investments
  - (c) General Corporate Revenue Report
  - (d) Investments Monthly Activity
  - (e) Revenue Records
  - (f) Motor Fuels Funds
  - (g) Office Budget
  - (h) Collateral Reports
  - (i) Bond Proceeds
  - (j) Bank Reconciliations
3. Weekly Reports
4. Daily Reports
  - (a) Excess Fund Worksheets
  - (b) Investments Bid Worksheets
  - (c) Daily Checkout
  - (d) Daily Cash Count

**Investment Policy**