

DUPAGE TOWNSHIP  
WILL COUNTY, ILLINOIS

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**RESOLUTION  
NUMBER 23-20**

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A RESOLUTION  
FINANCIAL PROCEDURE POLICY FOR DUPAGE TOWNSHIP

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GARY MARSCHKE, Supervisor  
BARBARA ANN PARKER, Clerk

TOM BRAXTON  
TERRI RANSOM  
DEBRA SAVAGE  
REEM TOWNSEND  
Trustees

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**RESOLUTION NO. 23-20**

**A RESOLUTION ADOPTING A FINANCIAL PROCEDURE POLICY FOR DUPAGE  
TOWNSHIP**

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**WHEREAS**, DuPage Township, Will County, Illinois (the "Township"), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois' Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

**WHEREAS**, the Township Supervisor (the "Supervisor") and the Township Board of Trustees (the "Board") are committed to ensuring the effective administration of government and the responsible management of taxpayer money; and

**WHEREAS**, the Supervisor and Board seek to establish policies and procedures governing the proper and consistent handling of cash funds belonging to, or received by, the Township; and

**WHEREAS**, the Township establishes this Financial Procedure Policy to institute a uniform policy governing the use and receipt of all Township cash in order to provide an efficient means for understanding the correct procedures for handling same; and

**WHEREAS**, this Financial Procedure Policy shall govern the use of DuPage Township revenues and is intended to ensure proper controls for use and/or receipt of cash funds, approved financial controls and clarify expectations and responsibilities for Township Employees, and to promote managerial transparency regarding the handling Township funds; and

**WHEREAS**, the Supervisor and Board of Trustees of DuPage Township, Illinois, find it to be in the best interest of the Township to adopt a Financial Procedure Policy in accordance with the requirements of the Illinois Township Code and any other related legal requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the Supervisor and Board of Trustees of the DuPage Township, Will County, Illinois as follows:

**Section 1.** That the above recitals and legislative findings are true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Supervisor and Board of Trustees for DuPage Township hereby adopt the **Financial Procedure Policy**, which is attached hereto and incorporated herein as **Exhibit A** and directs appropriate Township Employees and officials to take all actions necessary and appropriate to implement said policy.

**Section 3.** The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution (or any portion of any Exhibit incorporated therein) be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, but such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

**Section 4.** All ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed, provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Township prior to the effective date of this Resolution.

**Section 5.** This Resolution shall be in full force and effect upon its passage approval and publication as provided by law.

*(Remainder of page intentionally left blank)*

**ADOPTED** by the Supervisor and Board of Trustees of the Township of DuPage, Will County, Illinois this 17th day of October 2023, pursuant to a roll call vote, as follows:

	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>PRESENT</b>
Trustee Braxton	✓			✓
Trustee Ransom	✓			✓
Trustee Savage	✓			✓
Trustee Townsend				
Supervisor Marschke	✓			✓
<b>Total</b>	4			4

**APPROVED** at a Regular Meeting of the Board of Trustees of the DuPage Township, on October 17, 2023.

/s/Gary Marschke  
 DuPage Township Supervisor

ATTEST:

/s/ Barbara Ann Parker  
 DuPage Township Clerk

**EXHIBIT A**

DUPAGE TOWNSHIP FINANCIAL PROCEDURE POLICY

**DUPAGE TOWNSHIP**  
**FINANCIAL PROCEDURE POLICY**

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This Financial Procedure Policy ("Policy") is to provide guidance to ensure proper and consistent policies for all employees that handle any financial or cash transactions on behalf of DuPage Township.

**PURPOSE**

The purpose of this Policy is to provide procedures to accept, store, deposit, document and to transport cash or checks safely and maintain records for each and every financial transaction within the Township. Each and every department is expected to provide secure surroundings for all employees who handle these types of transactions. All Township Employees shall receive this Policy and shall execute the acknowledgement and agreement to adhere to same.

All employees who handle any financial transactions are responsible for ensuring accurate record keeping and to administer an efficient process for customer payments, making change, or accepting cash, checks, credit card or debit card transactions, and shall safeguard all Township funds against loss.

**GENERAL PROCEDURES**

1. All payments shall be kept in a locked/combo safe, lockbox or cash register during business hours.
2. The cash register, safe, or lockbox shall be kept in a locked file drawer or cabinet during non-business hours.
3. Access to the cash register, safe, or lockbox shall be limited to only those designated employees who have approved access from the Supervisor. It is their responsibility to make sure that the funds are locked when they are at lunch or on break.
4. The cash should be separated according to denomination and should face the same direction and all coins shall be separated.
5. Checks should be separated from the cash and recorded on a Check Receipts Log.

6. Credit card receipts and debit card receipts should be kept separate. Credit card numbers shall never be written down and stored for any reason and the credit card machine shall remain locked up during non-business hours.
7. All cash and checks must be deposited within two (2) days.
8. Cash Bank: Banquets will keep \$300 cash on hand, Senior Dept should keep \$100 cash on hand, the Administration office should keep no less than \$20. The purpose of those funds is to handle transactions at each location.

### **CASH COLLECTION PROCEDURES**

All cash shall be counted at the end of each day by two (2) of the employees designated by the Supervisor and recorded on a Cash Receipts Log, Spreadsheet or on My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the cash payment. The Cash Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the funds. A receipt for any cash must be maintained by the Township and a copy of the receipt must also be tendered to the individual. A copy of the daily Cash Receipts Log or Spreadsheet must be forwarded to the Levy Director on a daily basis.

### **CHECKS COLLECTION PROCEDURES**

All checks shall be made payable to "DuPage Township". A numbered receipt for any check must be maintained by the Township and a copy of the receipt must also be tendered to the individual.

Any individual or organization presenting checks should have a valid state issued identification card. The Township shall not accept any "starter" checks, or any checks that have been altered in any way.

The checks should be recorded in a Check Receipts Log, Spreadsheet from My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the payment. All checks shall be photocopied along with the deposit slip for the banking institution and the Check Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the checks. A copy of the Check Receipts Log or Spreadsheet must be forwarded to the Levy Director on a daily basis.

## **CREDIT CARD ERRORS/REFUNDS**

All credit cards transactions shall be recorded in a Credit Card Log or on My Senior software. All credit card transactions must be forwarded to the Levy Director on a daily basis.

If a credit card payment was processed in error or for the wrong amount of money, the error must be corrected immediately and documented.

If the individual changes their mind after a credit card payment has been processed, then the transaction should be VOID, IF THE SAME DAY, or if the individual changes their mind on a different day, a REFUND needs to be issued back to the individual's credit card. ALL CREDIT CARD TRANSACTIONS MUST BE REFUNDED BACK TO THE ORIGINAL INDIVIDUAL'S CREDIT CARD. The only exception to this procedure is if the individual's credit card is no longer valid and then a check will be issued to the individual from the Township.

## **RESPONSIBILITY**

It shall be the responsibility of the Levy Director to ensure that the employees designated by the Supervisor of the Township submit the Cash, Check and Credit Card Logs on a daily basis.

## **SENIOR CITIZEN ACTIVITIES**

All senior activity fees (i.e., bus trips, outings, food, luncheons, etc.) shall be paid directly to the employees designated by the Township Supervisor.



## **SENIOR CITIZEN ACTIVITIES**

All senior activity fees (i.e., bus trips, outings, food, luncheons, etc.) shall be paid directly to the two (2) employees designated by the Township Supervisor rather than the Senior Citizen Coordinator to ensure that all monies are collected in one Department of the Township.

**ACKNOWLEDGEMENT AND AGREEMENT**

I, \_\_\_\_\_, (EMPLOYEE NAME), acknowledge that I have read and understand the Financial Procedure Policy of DuPage Township. I agree to adhere to these policies and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary action, up to and including termination of employment.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_