



SPECIAL MEETING OF THE COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois

Tuesday, February 25, 2025 – **5:30 p.m. *PLEASE NOTE TIME***

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Agenda Item

- I. Call to Order**
- II. *Roll Call**
- III. Read Notice of Meeting**
- IV. Approval of Agenda/Addenda**
- V. Public Participation**
- VI. Communications**
- VII. New Business**
 - A. **Adoption of Resolution No. 2025-65 Budget Transfer BUA 2024/12/1321
Funds 1080 General Corporate, 2617 Child Support Service, 2630 Circuit Clerk Operation & Admin, and 2671 Court Document Storage / Dept 030 Circuit Clerk
Amount: \$355,154.31
Reason: Interfund transfers to match revenue received by the Circuit Clerk
- VIII. Other Business**
- IX. Adjourn**

*Roll call

**Roll call and 15 votes

***Roll call and 17 votes

****Roll call and 12 votes

Except as otherwise stated, approval requires the vote of a majority of those County Board members present.

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

RESOLUTION NO. 2025-65

TRANSFER OF FUNDS

February 2025

FY 2024

WHEREAS, Sufficient amounts have been appropriated to support such transfers;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following transfers within to the FY2024 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following transfers in the FY2024 budget.

Budget Transfer BUA 2024/12/1321

Funds: 1080 General Corporate, 2617 Child Support Service, 2630 Circuit Clerk Operation & Admin, 2671 Court Document Storage

Dept: 030 Circuit Clerk

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
2617-030-700101 Transfers Out	\$11,185.00	2617-030-400701 Charges for Services
2617-030-700101 Transfers Out	\$2,304.39	2617-030-400801 Investment Interest
2630-030-700101 Transfers Out	\$16,494.47	2630-030-400411 State – Other
2630-030-700101 Transfers Out	\$204,994.52	2630-030-400701 Charges for Services
2630-030-700101 Transfers Out	\$24,878.17	2630-030-400801 Investment Interest
2671-030-700101 Transfers Out	\$83,450.02	2671-030-400701 Charges for Services
2671-030-700101 Transfers Out	\$11,847.73	2671-030-400801 Investment Interest

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
1080-030-600101 Transfers In	\$13,489.39	2617-030-700101 Transfers Out
1080-030-600101 Transfers In	\$246,367.17	2630-030-700101 Transfers Out
1080-030-600101 Transfers In	\$95,297.75	2671-030-700101 Transfers Out

Total: \$355,154.31

REASON: Interfund transfers to match revenue received by Circuit Clerk.

PRESENTED, ADOPTED, APPROVED by the County Board this 25th day of February A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

Recorded
& Attest: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board
Date: _____

Approved: _____
Steve Summers, County Executive
Date: _____

Journal Proof Report



Journal Number: 1321 Year: 2024 Period: 12 Description: Interfund

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2630-00-0215j-02-030-000-000-0000-400411-	STATE - OTHER (NON-MANDATORY)	increase to match Rev			\$16494.47
BUA	2630-00-0234k-02-030-000-000-0000-400701-	CHARGES FOR SERVICES	increase to match Rev			\$204994.52
BUA	2630-00-0235t-02-030-000-000-0000-400801-	INVESTMENT INTEREST	increase to match Rev			\$24878.17
BUA	2630-00-00000-02-030-000-000-0000-700101-	TRANSFERS OUT	increase to match Rev		\$246367.17	
BUA	2617-00-0234k-02-030-000-000-0000-400701-	CHARGES FOR SERVICES	increase to match Rev			\$11185.00
BUA	2617-00-0235t-02-030-000-000-0000-400801-	INVESTMENT INTEREST	increase to match Rev			\$2304.39
BUA	2617-00-00000-02-030-000-000-0000-700101-	TRANSFERS OUT	increase to match Rev		\$13489.39	
BUA	2671-00-0234k-02-030-000-000-0000-400701-	CHARGES FOR SERVICES	increase to match Rev			\$83450.02
BUA	2671-00-0235t-02-030-000-000-0000-400801-	INVESTMENT INTEREST	increase to match Rev			\$11847.73
BUA	2671-00-00000-02-030-000-000-0000-700101-	TRANSFERS OUT	increase to match Rev		\$95297.75	
BUA	1080-00-00000-02-030-000-000-0000-600101-	TRANSFERS IN	increase to match Rev			\$355154.31
Journal 2024/12/1321 Total					\$355154.31	\$710308.61

Funds 1080 General Corporate, 2617 Child Support Service, 2630 Circuit Clerk Operation & Admin, 2671 Court Document Storage
 Dept 030 Circuit Clerk
 Reason: Interfund transfers to match revenue received by Circuit Clerk

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$355154.31	
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE		\$355154.31
	Fund Total	355154.31	355154.31
2617	CHILD SUPPORT SERV FUND		
	2617-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$13489.39	
	2617-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$13489.39
	Fund Total	13489.39	13489.39
2630	CIR CLK OPERATION & ADMIN		
	2630-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$246367.16	
	2630-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$246367.17
	2630-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$0.01	
	Fund Total	246367.17	246367.17
2671	COURT DOCUMENT STORAGE FD		
	2671-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$95297.75	
	2671-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$95297.75
	Fund Total	95297.75	95297.75



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Elly Hanauer-Friedman, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Travis Woodcock, Budget Director**

Date: February 21, 2025

Re: BUA for Circuit Clerk interfund transfers

This BUA increases both the revenues and interfund transfer expenses in the Circuit Clerk's special revenue funds, as well as the interfund transfer revenue in the general fund to match actual amounts received by the Circuit Clerk.

Child Support Service Special Revenue Fund (2617-030)

MISSION STATEMENT

The Clerk’s office by statute is authorized to charge a \$36 annual fee to people paying child support for their maintenance of their records and the processing of their child support orders, including supplying those orders to the State Disbursement Unit. This fund can also be used to assist in the enforcement of child support orders.

BUDGET HIGHLIGHTS

Effective January 1, 2024, revenues and expenses are moved to the General Fund (1080-030).

Department Summary

		2023 Actual	2024 Original	2024 Projected	2025 Budget
Revenues					
Fees, Fines, Charges					
400701	Charges For Services	13,028	4,000	7,146	7,000
Fees, Fines, Charges Total		13,028	4,000	7,146	7,000
Misc Revenue					
400801	Investment Interest	1,400	0	2,100	0
Misc Revenue Total		1,400	0	2,100	0
Revenues Total		14,428	4,000	9,246	7,000
Expenditures					
Services					
502047	Software License & Saas	5,000	0	0	0
Services Total		5,000	0	0	0
Interfund Expense					
700101	Transfers Out	0	4,000	8,946	7,000
Interfund Expense Total		0	4,000	8,946	7,000
Expenditures Total		5,000	4,000	8,946	7,000

Circuit Clerk Operation and Administrative Special Revenue Fund (2630-030)

MISSION STATEMENT

The Circuit Clerk Operation and Administrative Fund is to be used for expenses required to perform duties required by the office to collect and disburse funds to state and local government entities.

BUDGET HIGHLIGHTS

Starting in January 1, 2024, revenues and expenses are moved to the General Fund (1080-030). The fund balance at the end of FY2023 was \$-50,245.47; \$50,245.47 of 2024 revenues will cover this deficit and the remainder of the revenues will transfer to the General Fund (1080-030).

Department Summary

		2023 Actual	2024 Original	2024 Projected	2025 Budget
Revenues					
Grant Revenue					
400411	State - Other (Non-Mandatory)	30,556	0	0	0
Grant Revenue Total		30,556	0	0	0
Fees, Fines, Charges					
400701	Charges For Services	599,865	569,463	592,300	575,000
Fees, Fines, Charges Total		599,865	569,463	592,300	575,000
Misc Revenue					
400801	Investment Interest	9,873	0	17,100	0
Misc Revenue Total		9,873	0	17,100	0
Revenues Total		640,295	569,463	609,400	575,000
Expenditures					
Commodities					
501002	Office Supplies	2,115	0	0	0
501004	Postage, Ups, Fedex	1,869	0	0	0
501017	Equipment Less Than \$5000	22,814	0	0	0
501019	Operational Supplies	320	0	0	0
Commodities Total		27,118	0	0	0
Services					
502001	Professional Services	13,249	0	0	0

Court Document Storage Special Revenue Fund (2671-030)

MISSION STATEMENT

This fund was established to defray the cost of establishing and maintaining a document storage system, including the cost of converting paper files to micrographic or electronic storage. Revenues are derived from fees assessed in cases filed with the Clerk's office.

BUDGET HIGHLIGHTS

Starting in FY2024, revenues and expenses are moving to the General Fund (1080-030).

Department Summary

		2023 Actual	2024 Original	2024 Projected	2025 Budget
Revenues					
Grant Revenue					
400411	State - Other (Non-Mandatory)	79,982	0	0	0
Grant Revenue Total		79,982	0	0	0
Fees, Fines, Charges					
400701	Charges For Services	251,797	189,373	215,438	200,000
Fees, Fines, Charges Total		251,797	189,373	215,438	200,000
Misc Revenue					
400801	Investment Interest	4,778	0	8,000	0
Misc Revenue Total		4,778	0	8,000	0
Revenues Total		336,556	189,373	223,438	200,000
Expenditures					
Personnel					
500103	Regular Full-Time Employees	53,861	0	0	0
500104	Regular Part-Time Employees	6,097	0	0	0
500108	Overtime	115	0	0	0
500301	Social Security-Employer	4,556	0	0	0
500302	Imrf - Employer Cost	1,573	0	0	0
500304	Workers' Compensation Insuranc	273	0	0	0
500305	Unemployment Insurance	411	0	0	0
500306	Ee Hlth/Lif (Hlth Only Fy23)	46	0	0	0
Personnel Total		66,931	0	0	0
Commodities					
501002	Office Supplies	1,391	0	0	0
501017	Equipment Less Than \$5000	6,498	0	0	0
501019	Operational Supplies	58,515	0	0	0
Commodities Total		66,403	0	0	0