

**A RESOLUTION APPROVING THE BUDGET
SCHEDULE AND PROCEDURES**

25 March 2015

Resolution No. 2015-4

RECITALS

WHEREAS, the Aurora Election Commission (“ELECTION COMMISSION”) is a body politic and corporate, organized and existing pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION, in order to ensure it is able to meet its statutory obligations, deems it in its best interest to adopt today a Budget Policy and Timeline and;

WHEREAS, the ELECTION COMMISSION has worked in conjunction with the Office of the Chief Judge and the City of Aurora and County of Kane in order to facilitate the process of funding the Annual Budget; and

WHEREAS, the Budget Policy and Timeline, set forth in Exhibits A and B attached hereto and incorporated herein by reference, will provide for the most effective processing of the Annual Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Election Commission, as follows:

1. That the recitals set forth above are incorporated herein and made a part hereof.
2. That the Board of Commissioners hereby approves the Budget Policy and Timeline, set forth in Exhibits A and B attached hereto and incorporated herein by reference.

3. That the ELECTION COMMISSION, Executive Director and such other Staff are further authorized to execute all documents and perform all other acts necessary to bring this Resolution into effect.

4. That all Resolutions or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

6. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

7. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, 37W777 Route 38, St. Charles, Illinois 60175.

PASSED AND APPROVED by the Board of Election Commissioners of the Aurora Election Commission this 25th day of March, 2015.

APPROVED:

BY:

Leah Anderson, Chairman

Mike McCoy, Vice Chair

Lillian Perry, Secretary

ATTEST:

BY:

Lillian Perry, Secretary

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2015-3, passed and approved on March 25, 2015, as the same appears from the official records of the Aurora Election Commission.

Lillian Perry, Secretary

Aurora Election Commission

Budget Schedule and Procedures

I. Preliminary Budget

- A. Staff shall submit Budget requests for each individual Department to the Executive Director on or before the 15th day of February of each year.
- B. The Executive Director shall, based upon the Budget requests of the Staff, prepare a Preliminary Budget. Said Budget shall be submitted to the Commissioners on or before the March Regular Board Meeting of each year.
- C. The Preliminary Budget shall be placed on the Agenda for the Regular Board Meeting in March of each year.
- D. The Board of Election Commissioners shall commence its Preliminary Budget review in March of each year.
- E. The Preliminary Budget shall be approved on or before the Regular Board Meeting in April of each year.

II. Chief Judge Budget Review

- A. The Executive Director shall, upon approval of the Preliminary Budget by the Board of Election Commissioners, submit the Preliminary Budget to the Office of the Chief Judge of the 16th Judicial Circuit, at 37W777 Route 38 (400A), St. Charles, IL 60174, by hand delivery or certified mail, with a copy to the Court Administrator at 37W777 Route 38 (400A), St. Charles, IL 60174, for review and approval, as to form.
- B. The Office of the Chief Judge will review said Preliminary Budget, which review and approval shall make no determination as to reasonableness of any expenditures set forth therein.
- C. The Office of the Chief Judge will, within twenty-eight (28) days of receipt of the Preliminary Budget from the Election Commission, approve said Budget, as to form. In the alternative, the Office of the Chief Judge shall identify those items, entries or categories of the Preliminary Budget over which it has issues or concerns and shall notify the Election Commission of those concerns. If the Office of the Chief Judge provides no response to the Preliminary Budget submitted, said Budget shall be deemed approved by the Office of the Chief Judge, again, as to form only, and shall not be deemed a determination as to the

reasonableness of any expenditures set forth therein, after the expiration of the twenty-eight (28) day review.

III. Final Budget

- A. Upon receipt of the approval of the Preliminary Budget from the Office of the Chief Judge, or the expiration of the Twenty Eight (28) Day Chief Judge Review, whichever is later, the Executive Director shall submit the Budget to the Commissioners on or before the June Regular Board Meeting each year for approval of the Final Budget.
- B. Upon approval of the Final Budget, the Executive Director shall submit the Final Budget to the City of Aurora, on or before the end of July of each year, for inclusion in the City's Budget.

IV. Annual Audit

- A. The Election Commission shall, annually at the conclusion of the Fiscal Year, have an Audit conducted of the accounts of the Election Commission including the income, receipts and expenditures. Said Audit shall be conducted by an experienced Auditor or Auditing Firm, licensed in the State of Illinois, and shall consist of a comprehensive Audit in accordance with generally accepted municipal auditing standards. The Audit shall be completed and approved by the Election Commission at the May Regular Board Meeting. Thereafter, the approved Audit shall be delivered to the Office of the Chief Judge. The Office of the Chief Judge shall take such action on said Audit, as is determined necessary.

Aurora Election Commission

Budget Timeline

City of Aurora First Installment of 2015 Budgeted Funds (33 1/3%) **January 15**

Preliminary Budget submitted to Board of Aurora Election Commission **March**

City of Aurora Second Installment of Budgeted Funds (33 1/3%) **April 15**

Preliminary Budget approved by Board of Aurora Election Commission **April**

Sikich Preliminary Annual Audit completed **April**

Preliminary Budget presented to the Office of the Chief Judge **April**

Sikich Annual Audit accepted by Election Commission **May**

Budget Approved by the Office of the Chief Judge **May**

Sikich Annual Audit for provided to Office of the Chief Judge **May**

Sikich Annual Audit provided to the City of Aurora **May**

County Deposit for Budgeted Funds **June**

City of Aurora Third Installment for Budgeted Funds (33 1/3%) **July 15**

Final Budget Approved by Board of Election Commissioners **July**

Final Budget Presented to Office of Chief Judge **July**

Final Budget presented to the City of Aurora **July**

Aurora Election Commission

2016 Budget Timeline

- City of Aurora First Installment of 2015 Budgeted Funds (33 1/3%) **January 15, 2015**
- 2016 Preliminary Budget submitted to Board of Aurora Election Commission **March 25, 2015**
- City of Aurora Second Installment of 2015 Budgeted Funds (33 1/3%) **April 15, 2015**
- 2016 Preliminary Budget approved by Board of Aurora Election Commission **April 29, 2015**
- Sikich Preliminary Annual Audit for 2015 completed **April 29, 2015**
- 2016 Preliminary Budget presented to the Office of the Chief Judge **April 30, 2015**
- Sikich Annual Audit for 2015 accepted by Election Commission **May 27, 2015**
- 2016 Budget Approved by the Office of the Chief Judge **May 28, 2015**
- Sikich Annual Audit for 2015 provided to Office of the Chief Judge **May 28, 2015**
- Sikich Annual Audit for 2015 provided to the City of Aurora **May 28, 2015**
- County Deposit for 2015 Budgeted Funds **June 15, 2015**
- City of Aurora Third Installment for 2015 Budgeted Funds (33 1/3%) **July 15, 2015**
- 2016 Final Budget Approved by Board of Election Commission **July 29, 2015**
- 2016 Final Budget Presented to Office of the Chief Judge, **July 29, 2015**
- 2016 Final Budget presented to the City of Aurora **July 29, 2015**

Aurora Election Commission

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Preliminary Budget approved by Board of Aurora Election Commission **April**

Sikich Preliminary Annual Audit completed **April**

Preliminary Budget presented to the Office of the Chief Judge **April**

Sikich Annual Audit accepted by Election Commission **May**

Budget Approved by the Office of the Chief Judge **May**

Sikich Annual Audit for provided to Office of the Chief Judge **May**

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County Deposit for Budgeted Funds **June**

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Final Budget Approved by Board of Election Commissioners **July**

Final Budget Presented to Office of Chief Judge **July**

Final Budget presented to the City of Aurora **July**

EXHIBIT B

Aurora Election Commission

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